Infant/Toddler Endorsement

Early Childhood Endorsement Program (ECEP)
To meet the need for a highly qualified early childhood workforce, the Virginia Department of Social Services (VDSS) has established the Early Childhood Endorsement Program (ECEP). This program is designed to provide a comprehensive foundation of knowledge for working with children of specific ages (infants and toddlers or preschool). The ECEP is a collaboration between the VDSS, the Virginia Community College System (VCCS), and the Community College Workforce Alliance (CCWA).

The VDSS Early Childhood Endorsement Program offers four endorsements:
1. Infant/Toddler Endorsement
2. Preschool Endorsement
3. Early Childhood Endorsement I – Creativity Series (ECEI)
4. Early Childhood Endorsement II – Health, Safety, Nutrition Series (ECEII)

VDSS Early Childhood Endorsements can be valuable as:
✓ Entry-level credentials for employment in the field of early childhood
✓ Demonstration of foundation of knowledge working with infants and toddlers/preschool children
✓ Supplements to a child-related degree or credential that does not include instruction on infants and toddlers/preschool children
✓ Supplements to a degree or credential outside the field of early childhood

Successful completion of courses can also fulfill requirements for teaching licensure renewal, annual licensing, and training for the Child Development Associate (CDA) credential.
Participants have two options by which to achieve an Infant/Toddler Endorsement:

OPTION 1 - VDSS SPONSORED COURSES

The Infant/Toddler Endorsement requires completion of the following 12 classroom - based or online courses. The courses can be taken in any sequence.

- Ages and Stages of Development for Infants and Toddlers
- Beyond Babble: Exploring Early Language Development
- Creating an Appropriate Learning Environment for Infants and Toddlers
- Child Abuse and Neglect: Recognition and Reporting
- Early Childhood Theorists (Online or Independent Study)
- Guiding the Behaviors of Infants and Toddlers
- Health Screening for Child Care Professionals
- Nurturing Productive Partnerships with Parents
- Observation and Recording
- Planning Activities for Infants and Toddlers
- Preventing Injuries in the Child Care Environment
- Understanding Temperaments to Help Infants and Toddlers Learn and Develop

To achieve the Infant/Toddler Endorsement:

1. **Register** to take component courses (see list above)
   - To register go to: [http://ccwatraining.org/childcare/](http://ccwatraining.org/childcare/)
   - (click on VDSS Child Care Training) or contact the Community College Workforce Alliance at (804) 523-2298 or [VDSSclasses@ccwa.vccs.edu](mailto:VDSSclasses@ccwa.vccs.edu).

2. **Complete** all required courses

3. **Complete** course assessments within 4 to 6 weeks of completing the online course
   - Part I is online, through CCWA, and is multiple choice/true-false. Participants must receive a passing score of 70% or higher on all courses.
   - Part II is an independent study demonstrating application of content in a classroom setting

4. **Submit** the following materials to CCAVA:
   - Letter grade for Part I (a print out of your score, that includes your name clearly stated)
   - Completed written assessment for Part II (for grading)
   - Infant/Toddler Endorsement Application Form
   - $10.00 processing fee for each course submitted for grading, check or money order payable to CCAVA, or through [PAYPAL](https://www.paypal.com). Fees due with forms and assessment materials.

   **Make a copy of ALL materials for your own records BEFORE submitting to CCAVA**

   - Mail all materials to:
     CCAVA - Endorsement Program
     804 Moorefield Park Drive, Suite 101
     Richmond, VA  23236

For additional information, contact Jodi Roberts at 804.285.0846, or email [jodir@va.childcareaware.org](mailto:jodir@va.childcareaware.org).
**OPTION 2 - COLLEGE CREDIT COURSE**

Upon successful completion of CHD 166, Infant and Toddler Programs, individuals become eligible for the VDSS Infant/Toddler Endorsement.

To achieve the Infant/Toddler Endorsement:

1. **Complete** CHD 166, Infant and Toddler Programs. You must receive a passing grade to qualify for the endorsement.

2. **Complete** Infant/Toddler Endorsement Application Form

3. **Submit materials to CCAVA:**
   - ✓ Infant/Toddler Endorsement Application Form
   - ✓ A copy of your college transcript indicating completion of the course or a Letter of Completion from your instructor
   - ✓ $10.00 processing fee, check or money order payable to CCAVA, or through [PAYPAL](#)

   **Make a copy of ALL materials for your own records BEFORE submitting to CCAVA**

   ✓ Mail all materials to:

   CCAVA - Endorsement Program
   804 Moorefield Park Drive, Suite 101
   Richmond, VA 23236

For additional information, contact Jodi Roberts at 804.285.0846, or email jodir@va.childcareaware.org.
Infant/Toddler Endorsement Program
APPLICATION FORM

Please type or print clearly

Full Name ____________________________________________

Home Address ____________________________________________

Day Phone ____________________________ Evening Phone ____________________________

Personal E-mail Address ____________________________________________

Employer ____________________________________________

Employer Address ____________________________________________

Choose option 1 or 2, and then complete the information in the payment box.

☐ OPTION 1: VDSS Sponsored Courses (Indicate courses completed; check all that apply.)
There is a $10.00 processing fee for EACH completed course.

- Ages and Stages of Development for Infants and Toddlers
- Beyond Babble: Exploring Early Language Development
- Creating an Appropriate Learning Environment for Infants and Toddlers
- Child Abuse and Neglect: Recognition and Reporting
- Early Childhood Theorists
- Guiding the Behaviors of Infants and Toddlers

☐ OPTION 2: Completion of College Course - CHD 166, Infant and Toddler Programs

☐ CHD 166, Infant and Toddler Programs

Please indicate which materials are included (check all that apply) and mail with application to:

☐ $10.00 processing fee for EACH completed course (check or money order): payable to CCAVA
$10.00 x _____________ (# of courses) = __________________________ Enclosed

☐ I have received a scholarship from ____________________________________________

☐ PAYPAL OPTION: I have submitted payment through PAYPAL (include a copy of your receipt)
http://va.childcareaware.org/child-care-providers/professional-development/endorsement-program/

☐ Completed assignments and printout of letter grade for all courses checked above (OPTION 1)
☐ Virginia college transcript or letter from instructor indicating completion of CHD 145 (OPTION 2)

CCAHA - Endorsement Program
804 Moorefield Park Drive, Suite 101
Richmond, VA 23236

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