



# 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, training for the **Child Development Associate (CDA)** credential, and professional development for those participating in Virginia Quality.

## 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: [www.ccwa.vccs.edu](http://www.ccwa.vccs.edu) (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.** 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**



# Infant/Toddler Endorsement Program APPLICATION FORM



Please type or print clearly

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_

Day Phone \_\_\_\_\_ City State Zip Code  
Evening Phone \_\_\_\_\_

Personal E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City State Zip Code

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

- 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

**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 OR**  
**\$10.00 x \_\_\_\_\_ (# of courses) = \_\_\_\_\_ Enclosed**

- PAYPAL OPTION:** I have submitted payment through PAYPAL (va.childcareaware.org/endorsement-program/)
- Completed assignments and printout of letter grade for all courses checked above (**OPTION 1**)
- College Transcript or letter from instructor indicating completion of CHD 166 (**OPTION 2**)

**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).