



Infant and Toddler Endorsement Application Packet



About the Infant and Toddler Endorsement Program (ITEP)

The Virginia Department of Education (VDOE) offers the Infant and Toddler Endorsement Program (ITEP); originally developed by the Virginia Department of Social Services to meet the need for a highly qualified early childhood workforce. This program is designed to provide a comprehensive foundation of knowledge for working with infants and toddlers. The ITEP is a collaboration between the VDOE, the Virginia Community College System (VCCS), the Community College Workforce Alliance (CCWA), the Virginia Infant & Toddler Specialist Network (VA ITSN) and Child Care Aware of Virginia (CCAofVA).

VDOE Infant and Toddler Endorsement can be valuable as:

- an entry-level credential for employment in the field of early childhood
- a demonstration of foundation of knowledge working with infants and toddlers
- a supplement to a child-related degree or credential that does not include instruction on infants and toddlers
- a supplement to a degree or credential outside the field of early childhood

Successful completion of courses can also fulfill requirements for annual licensing training hours and training that can be applied to a Child Development Associate (CDA) credential.

Participants have **two options** to receive an Infant and Toddler Endorsement.

Option 1 – VDOE Sponsored Classes	Option 2 – CDH 166 College Course
<p>For this option, participants will complete 12 courses* for infant and toddler care and education through the Virginia Infant & Toddler Specialist Network and complete an independent study packet for each course to demonstrate the application of content in an early care and education environment or learning environment setting.</p> <ol style="list-style-type: none"> 1. Participants will contact the Virginia Infant and Toddler Specialist Network for a course schedule; 2. successfully complete the course with a passing grade of 70% or higher; 3. complete the independent study packet (for each course); 4. submit the <u>certificate of completion for the course, completed independent study packet</u> and the <u>completed Infant and Toddler Program Application Form</u> for Option 1 to Child Care Aware of Virginia by mail or email; 	<p>For this option, participants will complete one community college course.</p> <ol style="list-style-type: none"> 1. Participants will enroll in a CHD 166 Infant and Toddler Programs course at a Virginia community college; 2. successfully complete this course with a passing grade of 70% or higher; 3. submit the <u>transcript</u> for the course or a letter from the instructor that verifies completion of the course and the <u>completed Infant and Toddler Program Application Form</u> for Option 2 to Child Care Aware of Virginia by mail or email; 4. Child Care Aware of Virginia will process and issue the Endorsement. <p>Mail required materials to: Child Care Aware of Virginia - Endorsement Program 804 Moorefield Park Drive, Suite 101 Richmond, VA 23236; or email materials to PDTeam@vachildcare.com</p>

<p>5. Child Care Aware of Virginia will process and issue the Endorsement once they have received and reviewed required materials for all 12 classes. You may submit materials for one class at a time or all the materials at one time.</p> <p>Mail required materials to: Child Care Aware of Virginia - Endorsement Program 804 Moorefield Park Drive, Suite 101 Richmond, VA 23236; or email materials to PDTeam@vachildcare.com</p> <p>Important reminder: Make a copy of all materials for your own records BEFORE submitting to Child Care Aware of Virginia.</p> <p>Note: <i>Two of these courses (Child Abuse and Neglect: Recognition and Reporting and Health Screening for Child Care Professionals) are also available online through the Community College Workforce Alliance.</i></p> <p>These courses are <u>free</u> to those working in a Virginia early child care and education program.</p> <p>*Courses listed below.</p>	<p>Important reminder: Make a copy of all materials for your own records BEFORE submitting to Child Care Aware of Virginia.</p> <p>Looking for help to pay for courses? The Virginia Child Care Provider Scholarship Program and Project Pathfinders both help with tuition for college level courses in early childhood.</p>
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<p>VDOE OPTION 1 COURSES</p> <ul style="list-style-type: none"> • 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 (<i>offered on-line through CCWA; and virtual and in classroom through VA ITSN</i>) • Early Childhood Theorists • Guiding the Behaviors of Infants and Toddlers 	<p>VDOE OPTION 1 COURSES CONTINUED</p> <ul style="list-style-type: none"> • Health Screening for Child Care Professionals (<i>offered on-line through CCWA; and virtual and in classroom through VA ITSN</i>) • Nurturing Productive Partnerships with Parents • Observation and Recording in Early Childhood • Planning Activities for Infants and Toddlers • Preventing Injuries in the Child Care Environment • Understanding Temperaments of Infants and Toddlers <p>* Courses can be taken in any order</p>
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Infant and Toddler Endorsement Program APPLICATION FORM

Please print clearly

Name: <i>(First, Middle, Last)</i>	
Address: _____	
Telephone #:	Email:
Employer name:	
Employer address: _____	

_____ **I am submitting materials for OPTION 1 - Infant and Toddler Endorsement - VDOE Sponsored Courses (Indicate courses completed; check all that apply)**

<input type="checkbox"/> Ages and Stages of Development for Infants and Toddlers <input type="checkbox"/> Beyond Babble: Exploring Early Language Development <input type="checkbox"/> Creating an Appropriate Learning Environment for Infants and Toddlers <input type="checkbox"/> Child Abuse and Neglect: Recognition and Reporting <i>(offered on-line through CCWA; and virtual and in classroom through VA ITSN)</i> <input type="checkbox"/> Early Childhood Theorists <input type="checkbox"/> Guiding the Behaviors of Infants and Toddlers	<input type="checkbox"/> Health Screening for Child Care Professionals <i>(offered on-line through CCWA; and virtual and in classroom through VA ITSN)</i> <input type="checkbox"/> Nurturing Productive Partnerships with Parents <input type="checkbox"/> Observation and Recording in Early Childhood <input type="checkbox"/> Planning Activities for Infants and Toddlers <input type="checkbox"/> Preventing Injuries in the Child Care Environment <input type="checkbox"/> Understanding Temperaments of Infants and Toddlers
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_____ **I am submitting materials for OPTION 2 - Infant and Toddler Endorsement - CDH 166 College Course**

Mail required materials to: Child Care Aware of Virginia - Endorsement Program
 804 Moorefield Park Drive, Suite 101
 Richmond, VA 23236; or email materials to PDTeam@vachildcare.com

Important reminder: Make a copy of **all** materials for your own records BEFORE submitting to Child Care Aware of Virginia.