



Child Development Certificate ~Verification of Experience

- If experience is a requirement for your certificate**, please have the experience verified by your current and/or previous employer/volunteer site using this form. You only need to verify experience that is required for the certificate level you are applying for. The experience requirements for each certificate level are indicated below.
Check the certificate level you are applying for:

Permit Level	Required Experience
☐ Infant & Toddler	NONE
☐ Associate Teacher	50 days of 3 + hours per day within 2 years
☐ Teacher	175 days of 3 + hours per day within 4 years
☐ Master Teacher	350 days of 3 + hours per day within 4 years
☐ Site Supervisor	350 days of 3 + hours per day within 4 years including at least 50 days of supervising adults
☐ Family Child Care	NONE
☐ Special Needs	NONE
- If you have served in more than one position for a single employer**, have a separate form completed for each position that you held.
- DO NOT have your employer mail this form directly to East Los Angeles College submit to the Admissions and Records Office (E1-115) along with:**
(1) Child Development Certificate application (2) unofficial transcripts

This is to verify/certify that:	_____
	(Name of applicant)
has served satisfactorily from:	_____
	(Month and Year)
to:	_____
	(Month and Year)
in the position of:	_____
	(Job Title)
with the following age group(s):	_____
in the following capacity:	☐ Full-time # Hours/Day _____, # Days/Week _____ ☐ Part-time # Hours/Day _____, # Days/Week _____ ☐ Day-to-Day Substitute Total days worked/Volunteered _____
Documentation of supervising experience for the Site Supervisor Permit: (minimum 50 days)	Days From: _____ To: _____ Responsibilities: _____ _____
Employer/Volunteer Site:	School/Agency: _____ _____ Address: _____ City: _____ Zip: _____ Phone: _____
Verified by:	Signature: _____ Name (please print): _____ Title: _____ Date: _____ Phone: _____