

# Field Counselor Application and Recruitment Manual



The Certified Childcare Professional (CCP)  
Early Childhood Specialist  
A Credential Awarded by The NECPA Commission, Inc.

The NECPA Commission, Inc.  
887 Johnnie Dodds Boulevard, Suite 212  
Mount Pleasant, SC 29464  
1.800.458.2644 phone • 1.800.505.9848 fax  
[www.necpa.net](http://www.necpa.net)

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## Qualifications of CCP Field Counselors

CCP Field Counselors are approved by the Professional Standards Council of The NECPA Commission, Inc. Eligibility as a CCP Field Counselor requires:

### Education Qualifications

The individual, whether a director, teacher, CDA, or CCP, must hold an Associate Degree in early childhood education, or a B.A., B.S., or Master's or Doctoral Degree in education / early childhood education, vocational / home economics education, or home economics / child development. For any particular area listed above, the individual must document 18 credit hours / 270 clock hours in early childhood education / child development focusing on children birth through 6 years of age.

### Experience Qualifications

The individual must have two (2) years of experience in a licensed early childhood / child care setting serving children birth through 6 years of age including one year of direct service to children as a teacher, care provider, child life worker, social service provider, or similar role; and one year experience related to assisting in or having primary responsibility for the professional development of another adult.

### Professionalism Qualifications

The individual must provide documentation through:

- Three (3) independent ratings utilizing the "CCP Field Counselor Reference Form"
- Resume / Vita
- Optional. Other supporting documents indicating his/her capability to:
  1. Relate to the broad diversity of individuals representing a variety of cultural, regional, and socioeconomic backgrounds working in early childhood settings;
  2. Organize and facilitate small group learning activities, discussions, seminars, and problem-solving sessions with adults; and
  3. Understand and articulate local and national regulations, standards, and guidelines related to early childhood programs serving children between birth and 6 years of age.

**The NECPA Commission, Inc. reserves the right to waive specific educational and experiential requirements upon submission of alternative documentation and explanations of experience, education and/or training. The Professional Standards Council periodically evaluates CCP Field Counselors.**

## Responsibilities of CCP Field Counselors

### Responsibilities

Field Counselors provide technical assistance and procedural guidance to individuals wishing to proceed through the CCP-MIE process as well as promotion of the CCP. The Field Counselor will be provided technical assistance from The NECPA Commission, Inc. and Assessment Technology (ATI) through teleconferencing and on-site meetings when possible and if needed.

### Technical Assistant and Procedural Guidance

- Periodic meetings and/or telephone contacts with CCP Candidates to assist them in preceding though the credentialing process.
- Proctoring of the National Credentialing Examination.
- Collection and verification of CCP-MIE process documentation.

### CCP Promotion

- Collaboration with local and state child care professional organizations to provide informational material to child care center directors and staff about the CCP Credentialing Program.
- Availability to respond to questions regarding the CCP Credentialing Process from center directors and staff.



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## CCP Field Counselor Application

Name:
Street Address:
City, State, Zip Code:
Phone Number:
Mobile Number:
Fax Number:
Email Address:
Current Employer:
Employer Address:
Employer City, State, Zip Code:

### Education

Name of School	Location	Degree Earned	Graduation Year	Major	Minor

## Professional Experience

### *Position 1:*

Employer:

City, State:

Dates of Employment:

Job  
Description:

Reason for Leaving:

### *Position 2:*

Employer:

City, State:

Dates of Employment:

Job  
Description:

Reason for Leaving:

### *Position 3:*

Employer:

City, State:

Dates of Employment:

Job  
Description:

Reason for Leaving:

## Professional Strengths

*What do you consider your professional strengths that will assist you in your role as a Field Counselor?*

## References

*Please indicate below the names of those you are asking for a reference. Three reference forms are included for your convenience.*

	Name	Employer/Position of Reference:	Phone Number:
Reference 1			
Reference 2			
Reference 3			

I certify that the information contained within this application is true and complete, to the best of my knowledge.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete this application and submit to:

The NECPA Commission, Inc.  
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Questions? Please contact The NECPA Commission, Inc. at 1.800.458.2644.



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## CCP Field Counselor Reference Form 1

*To be completed by an individual having work related, professional knowledge of the applicant.  
References by relatives or subordinates are not accepted.*

<p style="text-align: center;"><i>CCP Field Counselor Applicant: Submit three reference forms with your CCP Field Counselor Application. Please fill in your information before giving this form to the reference you have selected.</i></p>
Date:
Name:
Street Address:
City, State, Zip Code:
Phone Number:
Mobile Number:
Fax Number:
Email Address:
Employer City, State, Zip Code:

### **REFERENCE:**

**Please complete all the information below and mail it directly to:**

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887 Johnnie Dodds Boulevard  
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**If you have any questions, please call the The NECPA Commission, Inc. at 1.800.458.2644.**

## CCP Field Counselor Reference Information

Name:

Street Address:

City, State, Zip Code:

Phone Number:

Mobile Number:

Fax Number:

Email Address:

Current Occupation:

**The applicant is seeking a position as a CCP Field Counselor. Responsibilities include:**

- a. Local dissemination, technical assistance and procedural guidance to teachers and staff in center-based child care programs wishing to attain the Certified Childcare Professional (CCP).
- b. Working with state and local child care organizations to provide material to child care center directors and staff
- c. Availability to respond to questions regarding the CCP Credentialing Process
- d. Periodic meetings and telephone contacts with CCP Candidates to assist them in proceeding through the process
- e. Proctoring of the National Credentialing Exam
- f. Scoring of Portfolio material
- g. Collection, verification and scoring of CCP documentation submitted by the CCP Candidate.

## CCP Field Counselor Rating

Please rate the applicant on his/her knowledge OR hands-on ability in the areas below.

- Rating Criteria:
1. Highly Skilled
  2. Skilled
  3. Somewhat Skilled
  4. Not Skilled
  5. Unable to Rate

RATING	ABILITY
	Interpersonal communication and supportive personality
	Management and organizational skills
	Commitment to responsibilities
	Commitment to on-the-job professionalism
	Knowledge of child development theory, research, and practice
	The ability to maintain a safe, healthy, and nurturing learning environment
	The ability to enhance the physical development of young children
	The ability to enhance the cognitive development of young children
	The ability to enhance the social and emotional development of young children
	The ability to promote parent involvement, advocacy, and empowerment
	The ability to provide nurturing learning environments in response to the needs of each child
	The ability to create effective transition linkages for children and their families
	The ability to accurately assess children's development
	The ability to address the needs of children from the broad diversity of cultural backgrounds
	The ability to effectively manage at various levels of child care program operation
	The ability to respond to the comprehensive service needs of children and their families
	The ability to maintain a well-run and purposeful early childhood educational environment
	The ability to engage in self-assessment to evaluate professional effectiveness and development

1. How long and in what capacity have you known the applicant?

2. In the space provided, please include any comments:

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## CCP Field Counselor Reference Form 2

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Date:
Name:
Street Address:
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Phone Number:
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Email Address:

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Name:
Street Address:
City, State, Zip Code:
Phone Number:
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