## Staff Background Form

(Duplicate this form as needed)

Education, Training and Professional Experience of Certified and Noncertified Staff Members (Including individuals certified in other countries and in States other than New York)

|  |  |
| --- | --- |
| **School Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Name** |  | **Other Name Known By** |  |
| *Signature* |  | **Date** |  |

|  |  |
| --- | --- |
| **Position** | [ ] Educational Director [ ] Administrative Director [ ] Coordinator [ ] Lead/Head Teacher (3-5s only)[ ] Teacher Assistant/Teacher Aide (3-5s only) |

**Educational Background:**

For Support Staff/Teacher Assistants & Aides: include highest education level completed.

For Professional Staff: If degree is **not** final, attach **all transcripts of college courses completed** by individual staff member.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Institution** | **From****(date)** | **To****(date)** | **Major Field of Study** | **Credit Hours** | **Degrees or Diplomas** **(Type & Subject Area)** |
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**Teaching Certifications** (In State & Out-of-State)**:** attach a copy of the most recent **teaching certificate**

If other than permanent certification in Early Childhood Education, a completed Study Plan must also be submitted

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| --- | --- | --- | --- | --- | --- |
| **Certification Title** | **State** | **Date Issued** | **Provisional****Cert. ()** | **Professional****Cert. ()** | **Permanent Cert. ()** |
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**Teaching Experience with Children Under Age Six (6):** include **current** position

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| --- | --- | --- | --- | --- |
| **Age Groups** | **From (date)** | **To** **(date)** | **Name of Employer** | **Position Held** |
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