## Staff Background Form

*Revised 04/2020*

(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** |  |

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| --- | --- | --- | --- |
| **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.

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| --- | --- | --- | --- | --- | --- |
| **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** | **Initial**  **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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