

## CDAT Pool Applicant Instructions & Documentation Checklist

- **Applicants not currently employed by the Polk County Schools District** must complete online Non-Instructional Position Application for Polk County Schools in order to generate a non-instructional applicant number. If you do not have online computer access, you may go to the Human Resource Department of Polk County Schools Administrative Complex, 1915 South Floral Avenue, Bartow to use the computers there. The web address is [www.polk-fl.net](http://www.polk-fl.net) Click on Employment Opportunities.
- **Return this document and the requested information to PreK School Readiness**, Polk County Schools, PO Box 391, Bartow, FL 33831. **Do not** return the information to any other office including Human Resources.
- **Required documentation:**

1. Current resume must include:

Current Polk County Schools employee: SAP # \_\_\_\_\_

**Or**

New applicant: Non-Instructional Position applicant # \_\_\_\_\_

**And**

Statement of purpose for seeking CDAT position

Current contact information

Three job related references with phone or email contact information

2.  AA or AS in early childhood/nursery education/child development (a copy of transcript containing degree award date and major – official transcripts will be required at time of hire)

**Or**

National Child Development Associate (CDA) Credential (copy of *current* credentials)

**Or**

FCCPC (CDA Equivalency Credential) **AND a minimum of 18 college hours in early childhood/** nursery education/ child development (a copy of transcript – official transcript will be required at time of hire)

3. Documentation of Preschool Classroom Experience: Three years of satisfactory experience working in a licensed preschool / childcare program or public school preschool program is preferred.

4. State Child Care Training Documentation (attach copies of certificates or State DCF transcript)

**Part I - all child care personnel are required to complete the following 30-clock-hours which are divided into five training courses:**

1. Child Care Facility Rules and Regulations
2. Health, Safety, and Nutrition
3. Identifying and Reporting Child Abuse and Neglect
4. Child Growth and Development
5. Behavioral Observation and Screening

Prior to August 1, 2006, the Introduction to Child Care (20 hour) and Behavioral Observation and Screening (10 hour) certificates satisfied this requirement. Due to the curriculum redesign, completion of all five Part 1 courses may result in training that totals less than 30 hours but it will be accepted as meeting the mandated training requirements.

**Part II - all child care personnel are required to complete the hours of training for the following courses:**

1. Pre-School Appropriate Practices (10 hours)
2. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours - online)