STANDARDIZED TEST INFORMATION 2011

Equivalency tests for the administration coursework required to be qualified as a North Carolina Early Childhood Administrator will be given at the following sites on the dates listed below:

TEST SITES	LOCATION	TEST DATES
Asheville-Buncombe Technical Community College	Asheville, NC	3-05-2011
Central Piedmont Community College	Charlotte, NC	3-05-2011
Davidson County Community College	Lexington, NC	3-05-2011
Roanoke-Chowan Community College	Ahoskie, NC	3-05-2011
Southeastern Community College	Whiteville, NC	3-05-2011
Wake Technical Community College	Raleigh, NC	3-05-2011
Wilkes Community College	Wilkesboro, NC	3-05-2011

NOTE: This does not **CONFIRM** or **DENY** a testing slot. This flier is for general information purposes only.

Registration Information
(NOTE: REGISTRATION DEADLINE HAS BEEN CHANGED DUE TO THE AVAILABILITY OF SLOTS.)

- **Registration for the March 05, 2011, test will begin on Monday, January 10, 2011, and will end on Friday, February 4, 2011.** Once the testing registration form is made available to the public, you may visit our website at www.ncchildcare.net and click on "What's New" to register online. If you are unable to register on-line, please call the Division of Child Development (DCD) Workforce Education Unit at 919-662-4567 or 1-800-859-0829 to request a registration packet.
- To register on line or request a registration packet, you must have a high school diploma or it's equivalency. **We will not fax or e-mail registration packets.** We will **not** accept faxed or e-mailed registration forms.
- **Effective July 1, 2009,** you are no longer required to be working in a licensed child care facility in North Carolina to register for the test.
- **Effective March 3, 2007, if you have failed an equivalency test** you will no longer be eligible to take the test you failed.
- The Early Childhood Administration standardized tests are two separate three clock hour tests. The Administration I test includes EDU 261 course content and the Administration II test includes EDU 262 course content. **Both tests may not be taken on the same day. Individuals must have successfully completed Administration I through coursework or testing-out and provide proof before taking the Administration II test.**
- Successful testing-out of the Early Childhood Administration coursework through these standardized tests does not result in post-secondary (college) course credit.
- At this time, there is no cost to take the test. There are a limited number of slots at each test site. **Testers will be confirmed on a first come, first served basis**. You will be put on a waiting list if your requested test site is full. You will be notified in writing that you are on a waiting list.
- **Only individuals registered with and confirmed in writing by the Division will be allowed to take the test.** After submitting a registration form, you will be sent a confirmation letter that will specify building location, actual testing times, and required materials to bring to the test.
- If you do not receive written confirmation of either a confirmed slot or placement on the waiting list within **10** business days of submitting your registration form, please notify the Division **immediately** (919-662-4567) in case we did not receive your registration form.
- Individuals will be notified in writing by the Division of their pass/fail status, within three months of the test date.
- Testers who do not follow guidelines for cancellation and do not show up to test will no longer be eligible to test.
- **Questions should be directed to Debbie McClain at 919-662-4567 x 7097 or 1-800-859-0829.**
- *Please be aware the test dates may be canceled by the Division of Child Development at any time due to the availability of funds.*

Suggested Resource Materials

Administration I equivalency test: Developing and Administering A Child Care Center. 4th Edition, Dorothy Sciarra & Anne Dorsey, Delmar Publishers.
1-800-347-7707 or e-mail: info@delmar.com
This is a survey course that focuses on basic knowledge and skills needed to administer a child care program including: Rules and Regulations, Budgeting, Basic Staff Management Practices, Program Practices

Administration II equivalency test: The Art of Leadership (Volumes I & II), Roger Neugebauer, Editor, Child Care Information Exchange.
1-800-221-2864 or www.childcareexchange.com
This is a comprehensive course of study which includes advanced content on administration of a child care program including: Organization and Staff Management, Financial Management, Public Relations, Community Outreach, Program Issues, Leadership,Skills Development