<u>Printable Checklist to complete VA-ECAP Application</u>

Be sure to have the following information listed below available while completing this application.

Application questions:
Email VAECAPAPP@sflinc.org M-F, 9:00 am - 5:30 pm Eastern Time.

Required Information:

❏ Valid email address

❏ Name and address of the early childhood program where you are currently employed or a program that you will have access to while enrolled in the VA-ECAP Credential Program

❏ *Early Childhood Program Accessibility Verification Letter* from the program administrator (if not currently employed at a center-based early childhood program – NOT family/home-based child care) in **PDF/Word** format

❏ Level I: applicants must submit a copy of their valid CDA Credential OR Early Childhood Development Career Studies Certificate *in **PDF** format.* **Expired CDA Credential will not be accepted**
Level II: Copy of official transcript(s) (translated and evaluated, if applicable) *in **PDF** format.*

Any applicant who has previously taken CHD 120 & CHD 205 at any Virginia Community College <u>must</u> submit transcripts along with the application.

Optional Information:

❏ Early childhood program license expiration date
❏ Ages served at the early childhood program where employed or you will have access to while enrolled in the courses
❏ Early childhood program type (Nonprofit, For-profit, Faith-Based, Head Start, etc.)
❏ Resume