



Technical Assistance Professional Designation APPLICATION GUIDELINES

The Georgia Professional Designation for Technical Assistance is a professional designation awarded to individuals who successfully demonstrate their knowledge and competency in providing technical assistance in the field of early care and education.

Professional designations provide an opportunity for individuals to be recognized for their knowledge and expertise in a particular field. Technical assistance in early care and education requires a unique set of skills and knowledge in order to be the most effective. The Georgia Early Care and Education Technical Assistance Professional Designations are available for those who have demonstrated their competence according to the criteria listed below.

Georgia Early Care and Education Technical Assistance Candidate

- Currently providing technical assistance with support and supervision
- 3+ years of work experience in early childhood care and education
- Enrolled in a Bachelor's degree in Early Care and Education, Child Development, or related field in an institution accredited by a CHEA or USDE recognized agency
- Successfully completed the *Art of Technical Assistance* including all course assignments and qualifying exam

Georgia Early Care and Education Technical Assistance Associate

- 2+ years of experience providing technical assistance
- 3+ years of work experience in early childhood care and education
- Bachelor's degree in Early Care and Education, Child Development, or related field from an institution accredited by a CHEA or USDE recognized agency
- Successfully completed the *Art of Technical Assistance* including all course assignments and the qualifying exam

Georgia Early Care and Education Technical Assistance Specialist

- 2+ years of experience providing technical assistance
- 3+ years of work experience in early childhood care and education
- Bachelor's degree in Early Care and Education, Child Development, or related field from an institution accredited by a CHEA or USDE recognized agency
- Successfully completed the *Art of Technical Assistance* including all course assignments and the qualifying exam
- Successfully completed a Technical Assistance Specialist Portfolio (including a fee of \$125 for review and assessment of the portfolio)

How to Apply for a Technical Assistance Professional Designation

A professional designation will be awarded to individuals who submit an application and successfully demonstrate their knowledge and competency in providing technical assistance in the field of early childhood care and education as listed above.

Step 1: Complete the Technical Assistance Designation Application

The Technical Assistance Designation Application can be downloaded and printed through the Georgia Early Care and Education Professional Development System website at www.training.decal.ga.gov by selecting **ECE Technical Assistance Providers** on the far left-hand menu of the home page. Note: At this time the Technical Assistance Designation Application is available only as a paper version.

To complete the application, follow the directions. An asterisk (*) on the application indicates required information.

- General Information: Provide your name and contact information.
- Designation: Check box with the designation for which you are applying. For a summary of the criteria for each designation, see the first page of these Guidelines.
- Experience: Note that you will submit a copy of your updated résumé to document the experience you report in this section. See definitions at end of document for clarification.
- Educational Background: Check the appropriate boxes. Degree must be in Early Care and Education, Child Development, or a related field from an institution accredited by a CHEA or USDE recognized agency. See definitions at end of document for clarification.
- Checklist of Documentation: Check the boxes to verify you are including the required documentation in with your application. Failure to include checklist items will result in a delay of your application review.

Step 3: Send in your complete application and required documentation

Georgia Early Care and Education Professional Development System
University of Georgia Center for Continuing Education
1197 S. Lumpkin Street, Suite 164
Athens, GA 30602

Step 4: Contact for questions

Phone: (706) 542-5654 or 1-866-425-0220 (toll free)
Fax: (706) 583-0788 or 1-866-960-0041 (toll free)
Email: GECEPDS@georgiacenter.uga.edu

Step 5: Confirmation of your professional designation

Once your application has been received and reviewed, and you meet all the criteria, you will receive notification of your Technical Assistance Professional Designation.

Step 6: Renewal of your designation

As with any professional designation, it is important to keep yourself up-to-date in the field of early care and education. The Georgia Technical Assistance Professional Designation is good for three years from the date the designation is awarded. During the three year period, in order to continue your designation, you must provide documentation of having participated in an average of 1.5 continuing education units (CEUs) annually or a total of 4.5 CEUs over a three-year period. Send all documentation to the address listed above.

DEFINITIONS

Technical Assistance: An ongoing, customized, systematic process that enables programs to achieve measurable and sustainable results. The process is based on mutually agreed-upon strengths, needs, goals, and diverse strategies.

Early Care and Education Experience: A total of three years of experience as reported on a résumé must be supervised, may be paid or unpaid, and involving children or programs serving young children from birth through age five. Experience counts as either (1) **Direct** only or (2) a combination of **Direct** and **Indirect**. Indirect only experience will not sufficiently meet the experience requirement.

Direct Experience: If using a combination of direct and indirect experience, **at least one year (12 months)** in either of the direct experience options below must be included:

- ◆ Experience working directly with groups of children from birth through age five
- ◆ Director of a center or family day care home (*Involves working on-site directly with children and adults in a child care setting on a day-to-day basis*)

Indirect Experience: May be used only in combination with at least one year of direct experience. Indirect experience includes:

- ◆ Experience as a technical assistance provider from a state or federally approved project to provide technical assistance as:
 - Inclusion coordinator or education coordinator
 - Conducted observations/assessments using nationally recognized instruments (*Applicant must have received training on instruments utilized*)
 - Other TA experience to be reviewed by GECEPDS
- ◆ Experience teaching high school/college/university level early childhood or child development specific course

Technical Assistance Experience: Experience as a technical assistance provider from a state or federally approved project to provide technical assistance as:

- Inclusion coordinator or education coordinator
- Conducted observations/assessments using nationally recognized instruments (*Applicant must have received training on instruments utilized*)
- Other TA experience to be reviewed by GECEPDS

Early Care and Education/Child Development or a related field: Refers to the major/minor area of study in a degree program. A degree or major in early childhood education or child development is recommended. Degrees outside of early childhood education or child development must include at least 15 semester hours or 25 quarter hours in early childhood education or child development related coursework. (Documentation of a total of at least 225 clock hours focused on intensive child development content, i.e., CDA training, curriculum training of more than 15 hour segments, etc. can be substituted for some or all of the 15 semester or 25 quarter hours of related coursework.)

Institution Accredited by a CHEA or USDE Recognized Agency: Degrees are accepted from institutions which are accredited by agencies recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). Accredited institutions and their accrediting agencies can be found at www.ope.ed.gov/accreditation/Search.aspx. A list of agencies recognized by CHEA or USDE can be found at www.chea.org under “Recognition” and “CHEA and USDE Recognized Accreditors.”