

Practicum Handbook

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Introduction

Early Childhood Practicum experiences are designed to provide students with the opportunity to apply the knowledge and skills they have acquired throughout their Early Childhood Education program of study. Students are placed in 3-5 Star Licensed or NAEYC Accredited early childhood environments and are supervised by CPCC Practicum instructors.

The Early Childhood AAS Degree Program requires completion of EDU 184: Early Childhood Intro Practicum (1) and EDU 284: Early Childhood Capstone Practicum (2). The Early Childhood Education Certificate with a Specialization in Early Childhood requires completion of one practicum experience: EDU 184 (Practicum 1).

In EDU 184: Introductory Practicum, students complete a total of 3 hours per week (48 hours per semester) in their assigned settings. In EDU 284: Capstone Practicum students complete 9 hours per week (144 hours per semester) in their assigned settings. Participation in a weekly or bi-weekly seminar, during which students discuss their practicum experiences and issues arising from those experiences, is also required.

Students who wish to enroll in either EDU 184 or EDU 284 MUST complete an application and attend an advising session prior to the beginning of registration. Specific steps are provided later in the Handbook.

Mission

The mission of the Early Childhood Education Program at Central Piedmont Community College (CPCC) is to provide high quality and accessible educational opportunities and a path toward timely degree completion for those who are committed to the education of young children.

The program seeks to advance the educational development and interests of current and prospective students consistent with their needs, interests, and abilities while strengthening the economic, social, technological and cultural life of Mecklenburg County's diverse community.

Professional development for the early childhood workforce has been defined as one solution to improving the quality of care and education that our young children receive, and as such, is linked to higher levels of child care licensure in North Carolina. The Early Childhood program at CPCC prepares individuals to work with all children from infancy through middle childhood in diverse group settings by equipping them with knowledge, appropriate skills and passion to create stimulating, nurturing, and developmentally appropriate learning environments. To this end, the program seeks to:

Enhance professional competency in the implementation of developmentally appropriate practice in early childhood education settings.

Encourage professional behavior and ethical conduct according to the Code of Ethics documented by the National Association for the Education of Young Children.

Advance life-long learning with emphasis on continuing education in higher degree programs

Prepare professionals to meet the needs of children with exceptionalities by providing intentional instruction regarding laws, policies, ethical principles, assessment and adaptive strategies in special education

Prepare professionals to advocate for culturally and educationally inclusive environments in response to a rapidly changing demographic society

Foster leadership development by encouraging membership in professional organizations, community outreach and interfacing with other agencies on behalf of young children

Conceptual Framework

CPCC's Early Childhood program embraces diversity and serves a primarily urban community. We are intentional, research-based, reflective, experiential, and focused on meeting students where they are. Working with community partners, we will continue to influence and enhance the quality of early care and education.

Research based & Respectful
Intentional
Diverse
Experiential

NAEYC Accreditation

The Associate in Applied Science (AAS) Degree Program in Early Childhood is Nationally Accredited.

CPCC's AAS Degree Program in Early Childhood is accredited by the National Association for the Education of Young Children (NAEYC).



The National Association for the Education of Young Children Early Childhood Associate Degree Accreditation system sets a standard of excellence for early childhood programs that prepare teachers at the associate degree level. The process includes extensive self-study, submission of a Self Study Report, a site visit conducted by a Peer Review Team and an accreditation decision made by a national Commission of early childhood professionals.

The NAEYC associate degree standards are based on recent research in early childhood development and learning. The standards are performance based and describe what well- prepared graduates of associate degree programs should know and be able to do.

NAEYC Standards-

<https://www.naeyc.org/files/naeyc/file/positions/ProfPrepStandards09.pdf>

Student Conduct

Students are required to abide by the Early Childhood Education Policies for Professionalism and Ethics as well as College's Student Code of Conduct. Please refer to section on Professionalism and Ethics. Detailed information on the Central Piedmont Community College Student Code of Conduct may be found at <http://www.cpcc.edu/ccr/esl/resources/cpcc-resources/conduct>

Section II:

Eligibility Requirements:

EDU 184

- Successful completion of EDU 119, EDU 144, & EDU 146
- GPA of 2.5 or better

EDU 284

- Successful completion of all EDU courses except EDU 271
- GPA of 2.5 or better

Faculty Advisors

A-B	Kristen Monteith	704-330-4767	Kristen.Monteith@cpcc.edu
C-G	Lisa Godwin	704-330-4765	Lisa.Godwin@cpcc.edu
H-K	Susan Butler-Staub	704-330-4761	Susan.butlerstaub@cpcc.edu
L-M	Kristi Godfrey-Hurrell	704-330-4613	Kristi.godfreyhurrell@cpcc.edu
N-R	Christine Sargeant	704-330-4768	Christine.Sargeant@cpcc.edu
S-Z	Kelli Fitzgibbons	704-330-4751	Kelli.Fitzgibbons@cpcc.edu

Application process

1. Look for an email from your faculty advisor announcing Practicum application dates

2. Email your faculty advisor to confirm your eligibility
3. Look for an email from Roslyn Meredith that includes a Sign Up Genius link
4. Sign up for and attend a group advising session (Sign Up Genius)
5. Submit required documents (see below) by the due date
6. Attend the mandatory orientation

***Required documents**

- A qualifying letter from the NC DCDEE. To obtain this, you must send a purple bubble sheet, criminal background check and fingerprints to the state.
- An emergency health form for submission to the Practicum site.
- TB (tuberculosis) test results or proof of non-active TB with a read date that is within completion of Practicum time. For example: for Fall, the test cannot have been read before December; for Spring, before May.

Insurance information

- Enrollment in Practicum requires accident insurance at a cost of \$1.60 per semester. This is automatically billed with tuition.

Obtaining a Qualifying Letter for EDU 184 and 284 & Important Things to Remember

What is a qualifying letter?

The North Carolina Child Care Law (General Statute 110-90.2) requires a criminal record check be conducted on all persons who provide child care in a licensed or regulated child care facility. All individuals who reside in a family child care home and are age 16 and older must also complete a criminal record check, regardless of whether they are caring for children or not.

Similarly, all persons who are age 16 and older in non-licensed homes approved to receive State or federal funds for providing child care must complete a criminal record check.

- Each prospective child care operator and provider (which includes any household member, age 16 and older, must complete the criminal record check and have a valid CRC Qualification letter prior to:
 - Being hired by a child care facility
 - Receiving a license to own or operate a child care facility
 - Caring for children in a non-licensed home and receiving subsidy payments
 - Becoming a household member of a Family Child Care Home (FCCH) or Center in a residence, or a non-licensed home approved for subsidy payments

- Moving into a FCCH, center in a residence, or a non-licensed home receiving subsidy
- Working as a substitute in a child care facility
- Working as an uncompensated provider who will be counted in staff/child ratio or left alone with children in a child care facility
- Volunteers

Applicants/providers who are out of state residents must submit the required local history report to the Division.

- **A Qualification letter is valid for three years** from the date of qualification, or until the next requalification date indicated on the letter. Each child care provider and household member age 16 and older must re-submit forms to complete the criminal record check every three years thereafter.

Steps in Obtaining a Qualifying Letter

Here are the steps for submitting information to DCDEE for a criminal record check. All new applicants and those individuals whose qualifying letter will expire before the start of the semester must apply for a qualifying letter and submit the following:

(The process may take up to 6-8 weeks, so start early!!)

1. Complete Live Scan forms or manual Fingerprint card

Individuals must go to their local law enforcement office and get fingerprints completed. Fingerprints can be completed by Live Scan or by manual printing. **Most law enforcement agencies are now using Live Scan (this is the recommended method)** Applicants must complete the Live Scan application and release form and submit them to law enforcement at the time the fingerprints are scanned. These forms must be included in the criminal record check packet mailed to the DCDEE office. Prints that are completed electronically through Live Scan are sent directly to the State Bureau of Investigation (SBI) office for processing. Prints manually rolled must be completed on a FD258 fingerprint card.

Mecklenburg county- <http://www.mecksheriff.com/fingerprinting.asp>

Our office is open Monday – Friday, 8:00am – 5:00pm. We are located at 700 East Fourth Street, Suite 120, Charlotte, N.C. 28202. We can be reached at 704-336-3665.

An appointment is not necessary, however, we encourage you to make an appointment in order to eliminate your wait time. [Click here to make an appointment.](#)

2. Complete online payment for criminal record check process

Each individual must submit a credit card (or prepaid card) payment of **\$25.00** to the Department of Health and Human Services for the background check using the designated

online payment agent, www.ncchildcare.nc.gov website, under the “DHHS Criminal Record Checks” Click on Child Care.

NOTE: A copy of the payment confirmation must be printed and included in the criminal record check packet mailed to the DCDEE office.

3. Complete the DHHS 004 ID form (**purple bubble sheet**)

Individuals must complete an original Information Sheet (DHHS 004 form) - new purple bubble form. Original copy of the form can be obtained from the Division, local R&R agencies, from your child care employer or from Roslyn Meredith, Harris I, room 1209.

You must bring your qualifying letter to Orientation to be able to participate in EDU 184 and EDU 284.

A complete criminal record check packet has the following items:

- ✓ A completed original Identifying Information form (bubble form) with Release Statement - Form DHHS-004 (rev. 1/13)
- ✓ Original Electronic Fingerprint Submission Release form with Certification from approved by law enforcement agency that fingerprints were submitted electronically to the SBI OR One completed fingerprint card (Applicant Card -Form FD258).
- ✓ Submission of payment via Credit Card for background check through the designated payment agent. (You should retain your online receipt as proof of payment.) Include a copy of your receipt with packet items.
- ✓ For out of state resident, an original certified local criminal record (history) check from the Clerk of Court’s office in the county where the person lives (with raised seal), or State Repository, and must be dated within the last 30 days.

FOR ELECTRONIC SUBMISSION, PLEASE MARK ENVELOPE WITH A LARGE “E” AND ADDRESS ENVELOPE MARKED “CONFIDENTIAL” TO:

***DHHS CRIMINAL RECORD CHECK UNIT
DOCD ELECTRONIC PROCESS
2201 MAIL SERVICE CENTER
RALEIGH, NC 27699-2200***

FOR MANUAL FINGERPRINT CARD SUBMISSION, PLEASE ADDRESS ENVELOPE MARKED “CONFIDENTIAL” TO:

***DHHS CRIMINAL RECORD CHECK UNIT CHILD
CARE TEAM***

**2201 MAIL SERVICE CENTER RALEIGH,
NC 27699-2200**

PLEASE DO NOT FOLD OR BEND FORMS Questions – 1-800-859-0829 (in State calls only) or (919) 527-6500

Important Things to Remember for Practicum

- **You must attend the Mandatory Orientation from 6:30 -8:30 pm.**
- **You must bring a copy of the following items with you to orientation: a current qualification letter, documentation of TB test (TB test results reading date cannot be prior to end of practicum semester), a completed Emergency Information on Staff and Staff Health Questionnaire.**
- **Refrain from enrolling in another class that conflicts with your practicum lab or seminar hours.**

Section III:

Practicum Placement requirements

- -Reliable transportation is mandatory for Practicum.
- -My Practicum instructor must be notified of absences IN ADVANCE via the method requested by my Instructor.
- -Make-up hours will need to be pre-approved by the Practicum instructor and mentor teacher.
- -All practicum hours must be completed during the times that CPCC has regularly scheduled classes. I understand that NO hours can be completed when CPCC is officially closed.
- -A QUALIFYING LETTER from the Division of Child Development and Early Education (DCDEE) must be provided in order to participate in Practicum. Failure to obtain a Qualifying Letter by the Mandatory Orientation Session will prevent students from participating in Practicum.
- A current TB Test must be provided. The date of the TB Test results reading cannot be prior to the conclusion of the Practicum semester.
- An Emergency Information on Staff and Staff Health Questionnaire form must be completed to participate in Practicum.
- There is a mandatory orientation session for Practicum; failure to attend may result in being dropped from the course.
- Practicum Seminar meets on Monday Nights from 6:30-8:30 p.m. 7-8 times during the semester.

- If two consecutive weeks of Practicum Seminar or Lab are missed, students will receive a "S" for "stopped attending," per college requirements.
- -Students must NOT register for a class that meets at the same time of my assigned Practicum Lab.
- Students must not chew gum.

Practicum 1 Specific Placement requirements

- Students will initially be able to register for EDU 184, but will be dropped from the course if they have not successfully completed the prerequisites (EDU 119, 144, 146) and have a GPA of 2.5.
- Students must be at their Practicum sites for the assigned course times.

Practicum 2 Specific Placement requirements

- -Early Childhood Practicum 2 Lab requires 9 hours per week.
- Students will initially be able to register for EDU 284, but will be dropped from the course if they have not successfully completed the prerequisites (ALL EDU courses except 271) and have a GPA of 2.5.
- -If I am completing my hours at a FCCH, I am required to verify my practicum hours daily by calling 704-330-4762.
- -Any changes in work schedules (temporary or permanent) must be reported immediately in writing to practicum instructors in order to ensure that required visits can be completed. Any changes in work site (changing organizations or positions) may result in withdrawal from Practicum.
- -ANY changes in licensing status or accreditation status for placed students or students working in their place of employment must be reported immediately to practicum instructors, in order to be compliant with state requirements.
- -All Practicum hours must be scheduled during a time when the mentor teacher is regularly scheduled to work.
- An Emergency Information on Staff and Staff Health Questionnaire form must be completed to participate in Practicum.
- Students are expected to conduct themselves professionally. Professionalism has many components.

Professionalism is defined by Merriam Webster as the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well.

The Early Childhood Division expects students to represent the College and display professionalism at all times. This includes not only appearance but interactions with children and staff alike. To that end, students are expected to sign a professionalism Contract agreeing to the terms of it. Breach of this contract may result in removal from Practicum.

Professionalism Expectations Contract

I agree to the following terms of this contract. I understand that any breach of this contract may result in my removal from Practicum and the assignment of a final grade of F for the course.

I agree to follow the NAEYC Code of Ethical Conduct. I have read the complete Code and understand my responsibilities in this regard.

http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf

This includes, but is not limited to the following:

I understand that what I do and say at Practicum reflects not only on myself as a professional but also on the instructors, staff and students of CPCC, as well as the college.

I agree to dress professionally at all times. This includes but is not limited to the following:

- Undergarments are concealed and clothing provides adequate skin coverage
- Appropriate jewelry: nothing a child could grab, nothing that distracts children or interferes with my interactions with children
- Modest makeup
- Appropriate fingernails: no artificial nails, natural nails clean and no longer than ¼ of an inch above fingertip, no nail jewelry
- Appropriate footwear: closed toe shoes and low heels

Please refer to the related PowerPoint presentation, Blackboard site and Practicum Handbook if further clarification is needed.

I agree to speak respectfully and professionally with children, families, center staff and CPCC faculty at all times. This includes but is not limited to: avoiding profanity and slang; refraining from gossiping (especially concerning CPCC); and avoiding conversations that would reflect negatively on myself or other CPCC Early Childhood Education program affiliates. I will not disclose personal information to anyone outside of Practicum classrooms other than my instructor.

_I agree to refrain from communicating about personal matters/issues that are not necessary to disclose (e.g., a fight with a significant other).

I agree refrain from discussing the children and their families.

I agree to refrain from using a cell phone except in cases of emergency and only with the prior consent of my instructor. My cell phone will be silenced and out of sight during Practicum hours.

I agree to be actively engaged in the classroom and center, with all children, without prompting. I agree to be self-disciplined.

I agree to refrain from taking photos or videos of children without express written permission. I agree to refrain from posting anything about the children and/or center on social media.