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| --- | --- |
| Facility: | ID#: |
| Employee or Staff Member(s) Name: | |
| Facility Administrator or FCCH Operator Name: | |

Individuals who have earned at least 18 semester hours in early childhood education, and who serve a 3-5 star rated license program, may include countable technical assistance towards on-going and professional development requirements; so long as copies of the supporting documentation is on file and current.

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| **Supporting Documentation Checklist:** | **Check when completed:** |
| TA Specialist obtained Technical Assistance Endorsement from North Carolina Institute for Child Development Professionals |  |
| Cycle of Observation |  |
| Identified goals based on observation |  |
| Timeline for completion of identified goals |  |
| Evaluation and Feedback for each participant |  |
| Technical Assistance time in the classroom or in the FCCH |  |
| One-on-one consultation with each participant at a time when they are not responsible for a child or group of children |  |

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| **Date(s):** | **Total number of TA hours accrued:** | **Countable TA hours:** |
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Every three hours of TA is 1 countable hour, not to exceed 50 percent of the total required. Please refer to On-Going Training and Professional Development Rule NCAC 09 .1103 (for CCC) and On-Going Requirements for Family Child Care Home Operators Rule NCAC 09 .1703 (for FCCH) for training requirements.

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| Signature of TA Provider: | Date: |
| Signature of Employee or Staff Member(s): | Date: |
| Signature of Administrator or FCCH Operator: | Date: |