# Professional Credential Verification & Class List:
Day Care Centers

**Program/Site Name**: _____

**Center Director Information**:

| Name: | Email Address: | Lattice Level: | Credential/Certificate/ Degree: |
|---|---|---|---|
|  |  |  |  |

Other Credentials:

| Aim4Excellence Modules 1-3 (Check if completed) | Aim4Excellence Modules 4-6 (Check if completed) | Aim4Excellence Modules 7-9 (Check if completed) | Advanced Credential (Specify below) |
|---|---|---|---|
|  |  |  |  |

_____

Information regarding classroom details, teaching staff, and class rosters is included on page 2. Make copies of page 2 and complete all required information for each classroom at your site.

**Classroom Information**:

List all teaching staff assigned to the classroom. Make copies of the table below for each classroom at your site.

| | |
|---|---|
| Classroom Name: | |
| Age Range of Children: | |
| Have you set a limit on the number of children that can be enrolled in this classroom? □ Yes □ No If yes, what is the enrollment limit for this classroom? _____ | |

| **Teaching Staff Information**: | | | |
|---|---|---|---|
| Teacher Name(s): | Email Address(es): | Lattice Level: | Credential/Certificate/ Degree: |
| | | | |
| | | | |
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| | | | |
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**Class Roster**:

Do any children enrolled in your class have different funding sources (i.e. 4 children enrolled in EHS program and 2 children private pay)? □ Yes □ No

If yes, complete column #4, "Funding Sources".

| Child | Identifier (if different from #) | Date of Birth (mm/dd/yyyy) | Funding Sources |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
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| 20 | | | |