**Another Human Service Field Worksheet**

**(Required for Director or Designee)**

Infant-Toddler and Family Certification (ITFC) Applicant’s name:

Name of applicant’s degree obtained (must be a 4-year degree or higher):

Name of the university the degree was acquired from:

Name and phone # of individual completing this worksheet:

**Instructions:** To determine if a degree is considered another human service field, please complete the required steps below. If you can answer “yes” to steps 1 through 4 then move to step 5 for completion.

Should the CDSA Director or Designee need assistance from the ITFC State lead in determining if the degree is acceptable this form will need to be completed and submitted with the applicants ITFC application and transcripts to [DHHS\_ITP.Certification@dhhs.nc.gov](mailto:DHHS_ITP.Certification@dhhs.nc.gov).

1. The university must be accredited by one of the regional accrediting bodies for institutes of higher learning listed here: [Middle States Commission on Higher Education](http://www.msche.org/), [New England Association of Schools and Colleges](https://www.neasc.org/), [Higher Learning Commission](https://www.hlcommission.org/), [Northwest Commission on Colleges and Universities](http://www.nwccu.org/), [Southern Association of Colleges and Schools](http://www.sacscoc.org/), and [Western Association of Schools and Colleges](https://www.acswasc.org/).  (Helpful hint: This information may be found on the university’s “home” or “about us” webpage. If not, then type in the word “accreditation” in the university’s search engine.)

Was the degree acquired from an accredited university listed above?

Yes, the degree was accredited by        and can be found at this web address      . (Move to next question)

No, the degree was not accredited by one of the agencies listed above (**Stop!** This individual is not eligible for Infant-Toddler Family Certification.)

1. The degree description must be in line with the [National Organization for Human Services (NOHS)](https://www.nationalhumanservices.org/what-is-human-services?#humanservicesresearchinstitute) definition:

* The **NOHS** defines human services as follows:

*The field of Human Services is broadly defined, uniquely approaching the objective of meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations.*

* Add the degree description from the university’s website here to compare them (Helpful hint: This information may be found on the department, school, program, or college webpage that the degree is under. If unable to find it, then type the degree title in the university’s search engine.)

Degree Description web address:

Degree Description:

Is the degree description in line with the [National Organization for Human Services (NOHS)](https://www.nationalhumanservices.org/what-is-human-services?#humanservicesresearchinstitute) definition?

Yes, the degree description in line with the [National Organization for Human Services (NOHS)](https://www.nationalhumanservices.org/what-is-human-services?#humanservicesresearchinstitute) definition? (If yes, move to next question.)

No, the degree description is not in line with the [National Organization for Human Services (NOHS)](https://www.nationalhumanservices.org/what-is-human-services?#humanservicesresearchinstitute) definition? **(Stop!** This individual is not eligible for Infant-Toddler Family Certification.)

1. The university from which the degree is obtained must consider it a human service degree.

(Helpful hint: The university’s department, school, college, program, or degree webpage should have human services in the title or description. Be aware that some degrees only focus on the study of humans, like Anthropology, and does not completely meet the NOHS definition of human services above.)

Please copy and paste evidence that the university considers this degree a human service degree:

Web address:

Does the university from which the degree is obtained consider it a human service degree?

Yes, the university considers it a human service degree. (If yes, move to next question.)

No, the university does not consider it a human service degree. (**Stop!** This individual is not eligible for Infant-Toddler Family Certification.)

1. The transcript review must address the following 7 competencies:

For definitions of these competencies see [Early Interventionist/Early Childhood Special Educator (EI/ECSE) Standards](https://www.dec-sped.org/ei-ecse-standards).

* Child Development (see Standard 1: Child Development and Early Learning),
* Family Development (see Standard 2: Partnering with Families),
* Interagency and Community Process (see Standard 3: Collaboration and Teaming),
* Screening and Assessment (see Standard 4: Assessment Processes),
* Interdisciplinary and Family Service Planning (see Standard 5: Application of Curriculum Frameworks in the Planning of Meaningful Learning Experience),
* Intervention Strategies (see Standard 6: Using Responsive and Reciprocal Interactions, Interventions, and Instruction), and
* Professionalism and Ethics (see Standard 7: Professional and Ethical Practice).

Please list course name and number, how the course(s) addresses the following competencies, and web address where this information can be found: (Helpful hint: Degree descriptions can be found on the degree webpage from the university from which it was obtained. If unable to find, then type in the course number and title in the university’s search engine. Please contact ITFC State Lead with any questions or for additional assistance in identifying appropriate courses.)

**Example:**

Child Development

* **Course number and title:** [HDFS 2000 - Child Development I: Prenatal Through Early Childhood](https://catalog.ecu.edu/preview_program.php?catoid=27&poid=7104&returnto=2431)
* **Course description:** Behavior and development of children from conception to five years of age.
* Web address: https://catalog.ecu.edu/preview\_program.php?catoid=27&poid=7104&returnto=2431#

Child Development

* Course number and title:
* Course description:
* Web address:

Family Development

* Course number and title:
* Course description:
* Web address:

Screening and Assessment:

* Course number and title:
* Course description:
* Web address:

Interdisciplinary Family Service Planning, Intervention Strategies

* Course number and title:
* Course description:
* Web address:

Interagency and Community Process

* Course number and title:
* Course description:
* Web address:

Intervention Strategies

* Course number and title:
* Course description:
* Web address:

Professionalism and Ethics

* Course number and title:
* Course description:
* Web address:

Are all competency areas addressed in the copy of official transcript?

Yes, all the competencies were addressed, move to step 5.

No, one or more of the competencies were not addressed. (**Stop!** This individual is not eligible for   
Infant-Toddler Family Certification.)

1. When this worksheet is completed in its entirety, the CDSA Director or designee will review with the applicant’s ITFC application and copy of official transcript and consider for approval or denial of Infant-Toddler Family Certification.