# *North Carolina Infant-Toddler Program*

# *Application for Infant, Toddler, and Family Certificate*

**Introduction:** The N.C. Infant-Toddler Program’s (ITP) credential is the Infant, Toddler and Family (ITF) Certificate. New N.C. ITP providers of early intervention service coordination and special instruction services are eligible to apply for the ITF Certificate.

After completing the application below, be sure to sign and date it. A typed signature and date will suffice. By doing so, the applicant is agreeing that they have reviewed the [ITP Policy and Procedures for Personnel Certification](https://beearly.nc.gov/data/files/pdf/ITPPolicyandProceduresPersonnelCert_revised_2018.pdf) document and that the information provided within this form is correct. Submit the completed application and a copy of your transcripts to the [Children’s Developmental Services Agency (CDSA)](https://beearly.nc.gov/index.php/contact/cdsa) for the county where the services will be provided. CDSAs will award or deny the certificate within 30 days of application receipt.

Early Intervention Service to be Provided

[ ]  Early Intervention Service Coordination

[ ]  Special Instruction

Applicant Information

|  |  |
| --- | --- |
| Name |       |
| Address |       |
| Telephone |       |
| Employer |       |
| Employment Date |       |

Educational Attainment\*

|  |  |
| --- | --- |
| Degree |       |
| Major |       |

\*Attach copy of transcript; degree type and major must be clearly listed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of Applicant  |       |  | Date |       |

|  |
| --- |
| For CDSA Use Only |
| Date Received by CDSA  |       |  |
| Date Certificate Awarded  |       | OR Date Certificate Denied  |       |