

Early Childhood Aide Certificate Program

Offered by

Columbus State Community College

Student Application

2015-2016

Please return by mail, fax, email or in person to:

Columbus State Community College

Attn: Jackie Teny-Miller

Union Hall 232

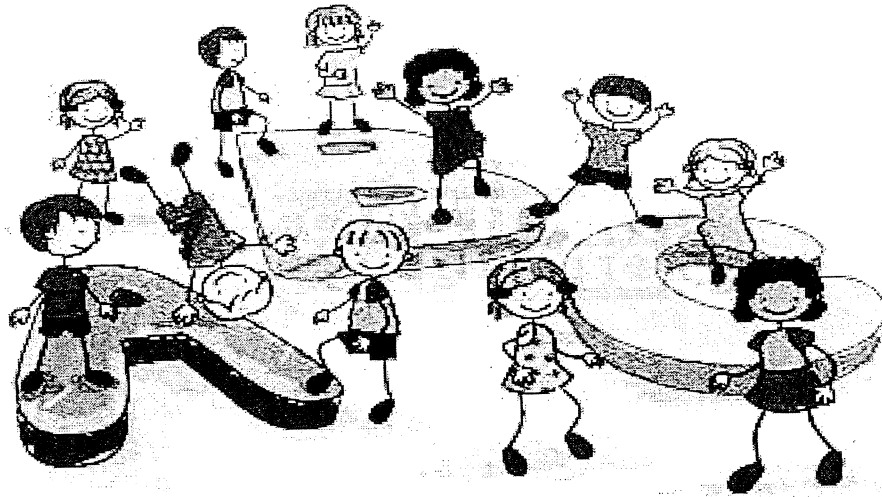
550 E. Spring Street

Columbus, Ohio 43215

Phone: 614-287-2544

Fax: 614-287-6007

jteny@csc.edu



“Tell me and I forget. Teach me and I remember. Involve me and I learn.”

Benjamin Franklin

Early Childhood Aide Certificate Program Description (ECA)

The ECA program is a one year (summer term and two semesters) certificate program offered by Columbus State Community College for adults, of any age, that have a developmental disability. Students will take classes and participate in practicums that will teach them the skills needed to assist in Early Childhood Programs. Upon the successful completion of the program, students will be eligible for a position as an Early Childhood Aide at a local Head Start program or Child Care Agency.

Plan of Study

- ◆ Summer Term
 - Service Delivery and Ethics
 - Recognition of Child Abuse, Communicable Diseases and First Aid
- ◆ Fall Semester
 - Early Childhood Guidance and Curriculum
 - Language and Literacy
 - Early Childhood Practicum & Seminar I
- ◆ Spring Semester
 - Social Emotional Development and Curriculum
 - Media resources
 - Early Childhood Practicum & Seminar II

ECA Program Eligibility Requirements

- Have a developmental disability
- Have a high school diploma or GED
- Have a 5th grade or above reading level
- Have the ability to “look outside of themselves”
- Demonstrate interest in developing skills needed to assist others
- Receive 3 recommendations to participate from past/current teachers, work study / transition coordinators, employer, service coordinator, etc.
- Apply to Columbus State Community College, take the COMPASS placement test, complete and submit ECA application packet.
- Participate in an interview with the Program Coordinator.
- Submit most recent IEP and ETR
- Have a proven ability to participate appropriately in a classroom and/or professional work settings
- Meet Ohio’s background check requirements to work with children
- Acquire a physician’s verification of physical fitness

FEES: Fees for the ECA Program are tuition-based and follow the typical Columbus State fee schedule.

Transportation is the individual’s responsibility.

Applications accepted any time after November 1, 2014 until 14 applicants have been accepted. Program starts summer term 2015

Application
Early Childhood Aide Certificate Program
Columbus State Community College

Applications will be accepted November 1, 2014 and continuing until the program is full.

Name: _____

Address: _____

Phone Number: (home) _____ (cell) _____

E-mail address: _____

Date of birth: _____

High School attended/attending: _____

Year completed/completing HS _____

I was referred to the program by (teacher, service coordinator, BVR counselor, friend, other) _____

I am an enrollee of a County Board of DD? yes _____ no _____

If yes, which county? _____

Service Coordinator's name: _____ Phone # _____

I live with family yes _____ no _____

I live independently yes _____ no _____

I live in Supported Living yes _____ no _____

My provider agency is _____

My disability is _____

I will need assistance with school work? yes _____ no _____

If yes, be specific (large print material, interpreter, assistance with writing, etc.) _____

I understand if I'm accepted into the program I will be required to share needed / pertinent medical information. yes _____ no _____

Transportation

Ride COTA bus: yes _____ no _____ sometimes _____

Drive: yes _____ no _____

Provider or family member transports: yes _____ no _____

You will need transportation at least 3-4 days per week. Will you be able to arrange this? yes _____ no _____

Have you ever been convicted of, pled guilty to or no contest to, a crime other than a minor traffic violation? yes _____ no _____

How do you plan on paying your tuition?

**Early Childhood Aide Application
Questions about Me!**

To be completed by person applying

Name: _____

Please answer the following questions to the best of your ability. Answers should be brief, but you may attach additional sheets of paper if necessary.

1. Are you involved in activities, hobbies, social groups, sports? If so, please describe.
2. Do you work? If yes please share where, what you do and how many hours you work.
3. Tell me about any experiences you have had helping other people. (Volunteered in a school setting, helped with church nursery, helped with individuals that are older). Please be specific.
4. Do you enjoy working with children? If yes, please give several examples.

5. How would your family describe you?

6. What do you do when stressed / frustrated?

7. What types of things do you need assistance with?

8. What are you good at?

9. Why do you want to be in this program?

10. What else do you want us to know about you?

**Early Childhood Aide Certificate Program
Parent/Guardian Form**

Name: _____

Relationship to applicant _____

Phone number _____

Student/applicant's name _____

Please share why you are interested in the program for the applicant

Please discuss any assistance you feel the applicant will need to be successful _____

I understand that _____ is applying for admission to attend the Early Childhood Aide Certificate Program at Columbus State Community College. If he/she is selected to participate, I will help to ensure that he/she attend the program. I certify that he/she meets the following eligibility criteria: has a developmental disability, demonstrates a desire to continue his/her education, and displays appropriate behavioral and social skills in school, home and community.

Signature _____

Print Name _____ Date _____

**Early Childhood Aide Certificate Program
Recommendation Letter**

Name of Applicant: _____

Please answer the following questions to the best of your ability. This letter is to help us as professionals prepare for the potential students' needs in the best way possible.

ABOUT THE PERSON WRITING THIS RECOMMENDATION:

Name: _____

Address: _____

Phone Number: _____ **Email Address:** _____

Relationship to Applicant: _____

I have known the Applicant for: _____

Please answer the following:

Describe the Applicant in three words: _____

Please tell us why you feel the applicant would benefit from participating in this Certificate Program:

Describe any additional supports you feel the applicant may need to be successful in this program:

Please share any concerns you have regarding the applicants participation in this program

Please rate the following as it pertains to the applicant:

| | Strong Point | Meets Expectations | Support Needed |
|---|-----------------|-----------------------|-------------------|
| Organization | | | |
| Listening/following directions | | | |
| Writing skills | | | |
| Recognizes and responds appropriately to needs of others | | | |
| Appropriate communication skills | | | |
| Deals with stress/frustration | | | |
| Adaptable to new situations | | | |
| Receptive to feedback | | | |
| Emotional Stability | | | |

Additional Comments:

This letter should be emailed, mailed or faxed to:

Jackie Teny-Miller

Columbus State Community College

Union Hall 232

550 East Spring Street, Columbus, Ohio 43215

Fax number: 614-287-6007

Email: jteny@csc.edu

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Early Childhood Aide Certificate Program

CERTIFICATE PROGRAM IN HUMAN SERVICES
OFFERED BY
COLUMBUS STATE COMMUNITY COLLEGE



What is this program about?

- 3 semester (Summer, Autumn and Spring) certificate program offered at Columbus State for adults of any age that have a developmental disability.
- The program is for individuals with a developmental disability that want to work with young children.

Who qualifies for the program?

- Individuals that:
 - Have a developmental disability
 - Have a high school diploma or GED
 - Have a 5th grade reading level (comprehension)
 - Have an interest in developing skills to work with young children
 - Have the ability to "look" outside of themselves
 - Be willing to commit to going to school for one year.
 - Are able to meet Ohio's background check requirements to work with children
 - Are able to acquire a physician's verification of physical fitness

Will they take classes at Columbus State?

- YES ! This is a college based program. Classes are taught at Columbus State. Classes will be adapted to meet the learning styles and needs of students.



What kind of classes do students take?

- 2 classes during the summer.
 - ✦ Service Delivery and Ethics
 - This course prepares students for their practicum experience by reviewing clinical expectations, supervision, professionalism and ethics. Practicum sites are toured and discussed.
 - ✦ Recognition of Child Abuse, Communicable Diseases and First Aid
 - Students will learn how to recognize signs of child abuse/ self harm and how to report according to Ohio laws. Learn about Communicable Diseases and how they are transferred and prevented.

What about the other 2 semesters?

- Autumn Semester
 - Early Childhood Guidance and Curriculum
 - Language and Literacy
 - Early Childhood Practicum & Seminar I
- Spring Semester
 - Social Emotional Development and Curriculum
 - Media Resources
 - Early Childhood Practicum & Seminar II

Schedule

- Students are at Columbus State's downtown campus one to two days per week.
- Students are at their practicum 2-3 days per week (14 hours per week).
 - Students can be from Franklin and surrounding counties. Attempt is made to secure practicum sites close to the individual's home / within home county.

What is a practicum?

- In the Autumn and Spring semester students complete a practicum at a local Childcare Center. Students spend 14 hours a week, under the guidance and supervision of a mentor teacher, at their practicum learning and practicing skills that will help them become an Early Childhood Aide.
- Students typically complete their practicum's at 2 different Early Childhood settings over the 2 semesters.
- A faculty observer from Columbus State will visit and observe the student at their practicum 3-4 times per semester to check on the student's progress towards their goals. A Teaching Assistant is also available to provide supports throughout the semester as needed.
- Practicum sites may include Head Start programs, Easter Seals, Franklin County Board of Developmental Disabilities, and other local childcare centers.

Transportation is the student's responsibility

- Some students have providers or parents that provide their transportation, some students drive, some take the City Bus, some walk.
- County Boards and OOD have also assisted.



COTA
CENTRAL OHIO TRANSIT AUTHORITY

Does this program cost Money?

- Yes.. The courses and practicums are Columbus State classes. Students take 4-7 credit hours per semester.
- Total program cost is approximately \$2300.
- Students are encouraged to apply for financial aid and work with Opportunities for Ohioans with Disabilities (OOD).

Can students be involved in other ways at Columbus State?

- Absolutely -Students can take additional classes – former students have taken CPR, resistance training, yoga, developmental writing and reading.
- Students can work out in the fitness center and join free fitness classes.
- Students may join campus clubs/organizations.
- Students can attend Columbus State athletic games.



If someone completes the program and gets a job...

- It may be full-time or part-time.
- Wages will be decided by the employer.



How Do Students Apply?

- Schedule an interview with Jackie Teny-Miller (phone # 287-2544). Interviews can be scheduled from December - March
- Complete online application for CSCC
- Take COMPASS test
- Complete the Early Childhood Assistant application packet
- Request letters of recommendation from 3 professionals
- Submit completed application and most recent IEP and ETR to Jackie Teny-Miller

Are students automatically accepted into the program?

- No... up to 14 students will be selected to participate in the program.

For more information:

- Please contact
Jackie Teny-Miller
614-287-2544
jteny@csc.edu

