Early Childhood Assessment Program
College Credits for Training Offered in the Community

Record Keeping and Taxes for Family Child Care Providers (1 credit)
A training offered by Resources for Child Caring (RCC)

Metropolitan State University's Early Childhood Assessment Program has partnered with Resources for Child Caring to provide students who have participated in the Record Keeping and Taxes for Family Child Care Providers training the opportunity to earn college credit. Student learning is assessed by the instructor upon completion of this training; therefore additional assignments are not required to earn college credit.

The Credits and How You Can Use Them

These credits can be used to meet the Minnesota educational requirements for an assistant teacher or teacher working in licensed child care programs, the continuing education requirements of licensed teachers, or toward the degree requirements of 2-year or 4-year colleges.

At Metropolitan State University the credits can be used to meet: 1) General Education and Liberal Studies (GELS) Requirements including Goal V: History and the Social and Behavioral Sciences, 2) Electives - most majors have room for about 20 elective credits, and 3) Major Requirements if your major is related to early childhood (check with your academic advisor). However, you do not need to be a degree seeking student at Metropolitan State University to earn credits for Record Keeping and Taxes for Family Child Care Providers.

Steps to Earning Credit

The steps to earning Metropolitan State University credits are simple, but each step is important and necessary to complete. One credit can be earned after attending the Record Keeping and Taxes for Family Child Care Providers training.

Step 1: Fill out Part A of the Quick Start Registration Form.

Complete Part A of the Quick Start Registration form available at www.metrostate.edu/ecap. Print or write today's date, your name, address, telephone number, e-mail address and social security number (optional). We would also appreciate it if you would complete the survey requesting student information.

Step 2: Make a copy of your training certificate.

Step 3: Mail in this form, the Quick Start Registration form, a copy of your training certificates, and a payment of $25.00 (checks made out to Metropolitan State University) to:

   Early Childhood Assessment Coordinator  
   Psychology Department, Suite 101  
   Metropolitan State University  
   1450 Energy Park Drive  
   St. Paul, MN 55108

By submitting your documents, you are indicating that you have not previously received college credit for this subject at any college or university. Metropolitan State University's Early Childhood Assessment Program follows the Council of Adult and Experiential guidelines that state: Prior learning must be independent from credits previously transcripted at other institutions of higher education.
Grading
After we receive all of your documents, your learning evaluation will be submitted to the Metropolitan State University registration and grades office. The grade will be posted on the student’s transcript as an “S”, competence satisfactorily completed, or “NC”, no competence unsatisfactory work. Please note that Metropolitan State University does not mail grades to students. If you need a copy of your grades or transcript call the Records Office Transcript Help Line at 651-793-1233 or visit http://www.metrostate.edu/registration/records.html.

Cost
The cost will be only $25 per credit. This program is supported by a grant from the Minnesota Department of Human Services in partnership with Metropolitan State University to promote professional development, career pathways, and higher education access for Minnesota early childhood professionals. Students not admitted in a degree program are eligible for up to 4 credits.

Where do I get more information?
For more information about the Early Childhood Assessment Program, visit our website at www.metrostate.edu/ecap or call Charlotte Nitardy, Early Childhood Assessment Coordinator, at 651-999-5824 or e-mail: charlotte.nitardy@metrostate.edu. For more information about the Record Keeping and Taxes for Family Child Care Providers training, contact your training provider or Resources for Child Caring.