



## Certified Early Childhood Assistant (CECA) Application

### STUDENT

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check one:

- Student is already a member of the Maine Roads to Quality Registry
- Student is in the process of joining the Maine Roads to Quality Registry\*

### INSTRUCTOR

Instructor Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Please indicate that the Applicant listed above has successfully met all of the following requirements:

- Lab/field hours totaling 180
- Classroom hours totaling 180
- Early Childhood Portfolio according to the requirements set forth in the [portfolio guidelines](#) for the CECA certificate
- NOCTI test with a minimum grade of 70
- HS diploma (attached), or is expected to be awarded a HS diploma this spring

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

There is no fee to apply for the CECA credential. Please scan and email this application to [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu), fax to (207) 780-4511, or mail to:

Maine Roads to Quality PDN/USM, PO Box 9300, Portland, ME 04104-9300

This credential will be renewable every three years, with renewal based upon the completion of one college course toward an Associate's or Bachelor's degree in Early Childhood Education.

\* This application will be processed after the student's Maine Roads to Quality Registry application has been submitted and processed. **Please note:** Applicant must complete an MRTQ Registry application within 60 days for CECA application to be considered complete. Incomplete CECA applications will be deleted after 60 days.

Please reach out to us with any questions: (888) 900-0055, Option 1, or [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu)