



**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**REQUIRED FORM(S):**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.3, B, C, D and the Special Insert. These forms must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course by course**" evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.
4. **Special Insert:** Write your social security number on each page. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Special Insert for your records.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For full-time satisfactory experience in one or a combination of the following: as the director or educational director of a licensed school or licensed program which is devoted largely to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education; as the teacher director of a licensed school or licensed program which is devoted largely to nursery and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education; as a consultant in early childhood education for such a program; or as a consultant in early childhood education in a public agency; you will receive an additional:

- (A) 10 points for at least one year but less than two years of experience
- (B) 20 points for at least two years but less than three years of experience
- (C) 30 points for three or more years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period**.

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If at the time of appointment, you have a motor vehicle driver license valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you having moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this selective certification, state "driver license" in Section D on page 4 of the Education and Experience Test Paper. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification Requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007. Please include the examination number and title and your social security number on your correspondence.

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Cantonese, Creole, French, Korean, Mandarin, Russian, and/or Spanish, and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in **Section D** on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.

**Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

---

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 51611; Child Welfare Consultant Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)

Social Security Number: \_\_\_\_\_

**CONSULTANT (EARLY CHILDHOOD EDUCATION)**

**Exam No. 4046**

**Special Insert**

Education:

You must meet the qualifications described in either "1" or "2" of this section.

1. Do you have a master's degree from an accredited college, including or supplemented by 12 semester hour graduate credits in early childhood or elementary education?

Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

If yes, please enter all of the information required on page 2 of the Education and Experience Test Paper regarding your masters degree and fill in the following information regarding your graduate study in elementary and/or early childhood education:

(You must list a minimum of 12 semester hour graduate credits in elementary and/or early childhood education to qualify under this requirement)

<u>University attended</u>	<u>Exact title of course</u>	<u>No. of semester hour graduate credits earned</u>	<u>Date course completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Do you have a baccalaureate degree in education from an accredited college, including or supplemented by student teaching in early childhood education (pre-K to second grade) in an acceptable licensed program in a licensed school?

Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

If yes, please enter all of the information required on page 2 of the Education and Experience Test Paper regarding your baccalaureate and masters degrees and fill in the following information regarding your student teaching:

College where you did your student teaching: \_\_\_\_\_

Pre-school or elementary school in which you were placed: \_\_\_\_\_

This school was licensed by: \_\_\_\_\_

Grade in which you did your student teaching: \_\_\_\_\_

Number of hours of student teaching completed in early childhood education: \_\_\_\_\_

(Over)

Experience:

You must have a minimum of three years of full-time satisfactory experience as described in one or more of the sections below in order to qualify on this examination. After you meet the qualification requirements, you may receive additional credit for up to three more years of this experience. Please follow these instructions for reporting both qualifying and additional experience to be considered on this examination.

1. Have you served as the director or educational director of a licensed school or licensed program which is devoted largely to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education or as the teacher director of a licensed school or licensed program which is devoted largely to nursery and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education?

Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

If yes, please enter all of the information required in Section B (pages 3 and 4) of the Education and Experience Test Paper, using a separate box for each such employment and fill out the following additional information individually for each such employment: (use separate sheets of paper if necessary)

This employment is fully described in Box \_\_\_ on my Education and Experience Test Paper.

I served as the \_\_\_ director \_\_\_ educational director \_\_\_ teacher director (check one)

The school or program was licensed by \_\_\_\_\_

The school or program employed \_\_\_ licensed teachers of early childhood education.

Number of children served \_\_\_\_\_ Ages of children served \_\_\_\_\_

2. Have you served as a consultant in early childhood education for one or more licensed schools or programs which are devoted largely to nursery and or kindergarten groups and which employ at least two licensed teachers of early childhood education or as a consultant in early childhood education in a public agency?

Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

If yes, please enter all of the information required in Section B (pages 3 and 4) of the Education and Experience Test Paper, using a separate box for each such employment and fill out the following additional information individually for each such employment: (use separate sheets of paper if necessary)

This employment is fully described in Box \_\_\_ on my Education and Experience Test Paper.

The organization I worked for was named \_\_\_\_\_

This was a \_\_\_public \_\_\_ private agency (check one)

I provided consultant services in: (check each that apply)

\_\_\_\_\_ educational programing Percent of time \_\_\_\_\_

\_\_\_\_\_ regulatory/technical assistance Percent of time \_\_\_\_\_

\_\_\_\_\_ other (describe) \_\_\_\_\_ Percent of time \_\_\_\_\_

The school(s) and/or program(s) served were licensed by \_\_\_\_\_