The NECPA Commission Inc.
P.O. Box 2948 • Merrifield, VA 22116 • www.necpa.net
1.855.706.3272 phone • 1.855.806.3272 fax

CCP Experience Documentation Form

All Candidates must provide written documentation of 720 hours of child care experiences serving children between the ages of birth through 8 years. The 720 hours of experience must occur within the last 5 years and in a licensed, center based early childhood program.
Include documentation showing 720 hours of experience with these completed forms.
Questions, please call 1.855.706.3272.

First Name:	Last Name:

Experience

Hours documented by a letter from the Director of the program in which you are currently employed:	
Dates of employment:	
Hours employed (per week):	Total Hours:
Signature:	
Hours documented by a letter from the Director of the program in which you were previously employed:	
Program Name #1:	
Dates of employment:	
Hours employed (per week):	Total Hours:
Program Name #2:	
Dates of employment:	
Hours employed (per week):	Total Hours:
Program Name #3:	
Dates of employment:	
Hours employed (per week):	Total Hours:

Volunteer Experience

Information from resume showing dates and hours of volunteer time in early childhood programs:	
Program Name #1:	
Volunteer Dates:	
Volunteer Hours (per week):	Total Volunteer Hours:
Program Name #2:	
Volunteer Dates:	
Volunteer Hours (per week):	Total Volunteer Hours:
Program Name #3:	
Volunteer Dates:	
Volunteer Hours (per week):	Total Volunteer Hours:

Additional Experience

Please use the space below to describe and document any additional experience that has not yet been documented:
Total Volunteer Hours:

Experience Summation

Please add all experience documented on this form and provide a final total number of hours of experience.
Total Number of Hours of Experience: