

**Applicants must follow this 3-step process for the Infant/Toddler Credential and the First Steps Scholarship Process**

**Step 1**

Provide the following information directly to Professional Impact NJ for your application to the Infant/Toddler Credential. Forms may be downloaded from our website at [www.pinj.org](http://www.pinj.org) following the links below.

- A completed Infant Toddler Credential application access at [http://www.pinj.org/upload/Infant Toddler Credential Application.pdf](http://www.pinj.org/upload/Infant_Toddler_Credential_Application.pdf)
- A letter of support from a parent in your program
- A letter of support from your director stating you currently work with Infants/or toddlers full-time
- A signed copy of the New Jersey Infant/Toddler Credential Code of Ethics Agreement [http://www.pinj.org/upload/ITC Code of Ethics Agreement 11-08.pdf](http://www.pinj.org/upload/ITC_Code_of_Ethics_Agreement_11-08.pdf)
- A copy of an official letter documenting 120 clock hours of training that was Infant/toddler focused Or a valid copy of a CDA certificate in an Infant/Toddler setting
- Or
- Official college transcript with coursework as outlined in the Technical Assistance Manual. [http://www.pinj.org/upload/CITE TechAssist Manual - Jul 09.pdf](http://www.pinj.org/upload/CITE_TechAssist_Manual_-_Jul_09.pdf)

**Step 2**

If you want to be considered for a scholarship through NJ First Steps you must follow the appropriate guidelines outlined in the NJ First Steps Handbook. The handbook may be access at [www.pinj.org](http://www.pinj.org) on the **what's new page following this link** [http://www.pinj.org/upload/First\\_steps\\_college\\_infanttoddlerscholarshipandbook.pdf](http://www.pinj.org/upload/First_steps_college_infanttoddlerscholarshipandbook.pdf)

If you meet the requirements for the NJ First Steps Infant/Toddler Scholarship, you must complete the scholarship application, which can also be downloaded from the Professional Impact NJ website, and mail it directly to the NJ First Steps Regional Office according to the county in which you work.

If you meet the requirements for the NJ Infant/Toddler Credential (Professional Impact NJ application), a verification letter will be send to the NJ First Steps Scholarship coordinator to begin the process for your eligibility for the NJ First Steps scholarship program.

**NOTE: YOU CAN NOT BE CONSIDERED FOR THE NJ FIRST STEPS INFANT/TODDLER SCHOLARSHIP UNLESS YOU HAVE RECEIVED A**

**VERIFICATION LETTER INDICATING THAT YOU HAVE APPLIED FOR AND MEET THE REQUIREMENTS OF THE NJ INFANT/TODDLER CREDENTIAL.**

**Step 3**

When you complete your 2 college courses you must then submit directly to Professional Impact NJ the following documents to be evaluated for the credential award.

- Your portfolio (see the portfolio guidelines in the technical assistance manual page 9)
- Your documentation from the Learning Guide for the NJ I/T Credential (a copy may be purchased for \$21.40 from Professional Impact NJ)
- Your advisor's feedback from the College or University you attended
- A reflective essay
- An official college transcript for the 2 courses (Please note The NJ First Steps requires an official transcript prior to applying for the second course to verify that you have received a B- or better in the first course)

If you have questions or need clarification on these items please refer to the Technical Assistance Manual for the New Jersey Infant/Toddler Credential information which may be accessed on our web site at [www.pinj.org](http://www.pinj.org). or contact Nezzie DeFrank at 908-737-4226. For more information please contact your respective NJ First Steps Agency depending upon the region in which you work.

**Northern Region:**

**Essex, Bergen, Sussex, Warren, Morris, Hudson, Passaic Counties**

Programs For Parents  
500 Bloomfield Avenue  
Montclair, NJ 07040  
(973) 744-4050 ext 1201

**Central Region:**

**Hunterdon, Union, Middlesex, Mercer, Somerset, Ocean Monmouth Counties**

Community Coordinated Child Care of Union County  
225 Long Avenue Bldg 15  
Hillside, NJ 07205  
(973) 923-1433 ext. 168

**Southern Region:**

**Burlington, Camden, Salem, Cumberland, Gloucester, Atlantic, Cape May Counties**

Southern Regional Child Care Resource Center-EIRC  
900 Hollydell Court  
Sewell, NJ 08080  
(856) 582-8282 ext 145