

Gateways Credential

Renewal of ECE Credential Level 4 or 5 and Infant Toddler Credential at any level

Checklist for Renewals

- ☐ Applications
 - If you are a Gateways Registry member, complete the Information Update Form and Credential Supplement Application. If you have not yet joined the Gateways Registry, please complete and submit the Gateways Registry Membership Form in its entirety, and the Credential Supplement Application.
- ☐ Credential Renewal Fee
- ☐ Copy of Professional Development Record, certificates of completion, or official transcripts that verify completion of the following (since current credential was awarded):
 - 30 clock hours of training (or 2 semester hours) that are specific to working with children birth to age three, with at least 7.5 clock hours of training related to infant/toddler mental health (social-emotional development involving families)
 - 15 clock hours of training (or 1 semester hour) from broader ECE topics focused on working with children birth to age eight.
 - One point is equivalent to one semester hour of college credit.
 - One point is equivalent to 15 cumulative clock hours of training.
 - Points from both college coursework and trainings may be utilized to equal the three points necessary for renewal.
 - Trainings/coursework must have been completed within the last five years.
- ☐ Professional Contributions*
 - Verification of current membership in a professional organization
 - One additional professional contribution that must pertain to the birth to three population
 - One additional professional contributions in any area

****Each of these professional contributions must be listed on the professional contribution verification form.***

Gateways Credential

Level Advancement

Checklist

- ☐ Applications
 - If you are a Gateways Registry member, complete the Information Update Form and Credential Supplement Application. If you have not yet joined the Gateways Registry, please complete and submit the Gateways Registry Membership Form in its entirety, and the Credential Supplement Application.
- ☐ Level Advancement Fee
- ☐ Trainings/coursework to meet the difference in required points between levels
- ☐ Additional hours of work and practical experience to meet the required hours for level advancing to