Early Childhood Education
Early Childhood Assistant
Admissions Guide

Early Childhood Education & Early Childhood Assistant applicants are required to complete a background check and health forms due to the Field Placement course requirements. The items below must be completed before you are admitted to the Early Childhood program.

ITEM	COMPLETED
Apply to the Early Childhood Education or Assistant Program Choose either the full OR part time option and location nwtc.edu/Apply	☐
Submit Transcripts Send high school AND college transcripts (if applicable) to transcripts@nwtc.edu	☐
Complete Assessment** *(If Applicable)* The assessment may be waived if your high school or college GPA is 2.6 or higher; or if you have already taken the ACT or Accuplacer. It is important that all transcripts are sent (for review) to determine if the assessment is needed.**	☐
Complete Caregiver Background Check Submit the NWTC Early Childhood Background Check Request Form	☐
Create an iChildCare Portal Account Visit https://dcf.wisconsin.gov/childcare/ichildcare/portalinfo to create your Childcare Account	☐
Complete Child Care Health Report Download THIS FORM and have your healthcare provider sign. Email completed form to mailto:earlychildhood@nwtc.edu	☐
Submit Functional Abilities Requirement Complete the Functional Abilities Form and submit online	☐
Complete the CPR course You can also take CPR with AED in your community or online through the Red Cross or American Heart Association. Classes are offered in Green Bay, Marinette, Sturgeon Bay, Washington Island, Crivitz, Luxemburg, Oconto Falls, Shawano, and surrounding areas. FIND CLASSES AT NWTC.	☐
Complete Pediatric First Aid Training All students are responsible for locating and completing pediatric first aid training. Please note that NWTC does not offer this training, so students must fulfill this requirement through an external provider. Helpful resources include: Family & Childcare Resources of N.E.W. American Heart Association American Red Cross	☐

View your application checklist and progress anytime at nwtc.edu/mynwtc! Navigate to "Admissions" and select "Application Checklist". Need Help? Contact us at 920-498-5444 or start@nwtc.edu

NORTHEAST WI Technical College

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