

## Connecticut Early Childhood Professional Registry: **Transcript Review**

### Transcript Review Policy

Credits and transcripts are only accepted when received from a regionally accredited college or university. The following six (6) agencies are the Regional Accrediting bodies that the Office of Early Childhood's Registry staff will accept for verifying the accreditation status:

- The Middle States Association of Schools and Colleges
- The New England States Association of Schools and Colleges
- The North Central States Association of Schools and Colleges
- The Northwest States Association of Schools and Colleges
- The Southern States Association of Schools and Colleges
- The Western States Association of Schools and College

Credits and/or degrees must meet the Common Standard for Early Childhood to be coded as Early Childhood, or the Common Standard for School-Age to be coded as School-Age.

Registry staff members seek to resolve all issues with the participant informally as the first step in an appeal process, and seek to be responsible to participants by involving them. If a mutually satisfying decision cannot be made, the participant may appeal a decision through the process outlined.

### Transcript Review Appeal Process

1. A participant may appeal the outcome of a transcript review **ONLY** under the following circumstances:
  - i. The granting higher education institution was regionally accredited but no longer exists.
  - ii. The granting higher education institution was regionally accredited at the time the credits and/or degree was awarded but has since lost regional accreditation.
  - iii. Credits and/or the degree from a regionally accredited institution was found by OEC Registry staff as not meeting the Common Standard for Early Childhood or School-Age yet the recipient can provide new supporting documentation.
2. Process: If the participant believes one of the above is accurate, the participant may then appeal the transcript review decision through the following steps:
  - a. **Informal Dispute Resolution:** Registry staff members seek to resolve all issues with the participant informally as the first step. A participant may informally request a review of a decision made by a Registry staffer by email or direct call to the staff member to discuss the decision. These informal actions are the first step in an appeal process and do not jeopardize the participant's right to a formal appeal.

**b. Formal appeal:**

- i. Within 30 days of the decision, submit the appeal in writing to the Registry Manager via email, fax or mail (see letterhead above). It is strongly suggested that an appeal request and any other written documentation be sent in a manner that provides proof of delivery, such as certified mail – return receipt requested.

The appeal must include:

- a dated and signed cover letter indicating which of the above circumstances is being argued; the individual's name, Registry ID#, address, phone number and email address; the request for appeal and a rationale.
  - copies of all documents involved;
  - copies of all correspondence between the individual and the OEC Registry staffer handling the transcript review; and
  - any new documentation to support the claim.
- ii. Upon receipt of the appeal packet and verification that the appeal meets one of the approved circumstances, a review will be provided within 30 days.
  - iii. The information on which the Registry staff made the initial decision will be made known to the individual upon receipt of the appeal packet if the information was not already disclosed.
  - iv. The review team will be appointed by the Registry Manager. The team will make a decision based upon the information presented in the appeal packet and the resources of the OEC used in making Registry determinations. The determination will be shared with the participant.
  - v. Final Decision: The determination by the review team is the final determination to be afforded to the Registry participant.