

**Documenting 150 hours of Work with Children
Early Childhood (EC) CAD majors following bulletin 2011 and beyond**

Instructions: Students must have a letter documenting 150 hours of work (paid/volunteer) in a licensed center. The majority, if not all, of the 150 hours are to be completed at one site/classroom with the same supervising teacher. This is to ensure a concentrated, focused experience where you have become part of a teaching team, received supervision/training regarding your interactions with children, and became an integral part of the classroom, building relationships with the children. ***The 150 hours excludes observation hours.*** You will need to submit a letter from the licensed center documenting your hours ***prior*** to applying for the CAD EC internship. Be sure to have the letter typed on center/program letterhead, or staple your supervisor's or director's business card to the letter. Include the program's license number in the letter. (See sample letter below.)

Students who have completed an early childhood practicum course at a Community College may submit a course substitution form to the CAD office (found on CAD website under *Advising – Advising Basics*: <http://cad.sfsu.edu/documents/advising/CourseSubstitution.pdf>) to count those hours toward the required 150. After you submit the course substitution form and required information, you will be notified via email if approved or denied.

Sample Letter:

Attention Department of Child and Adolescent Development: _____ (date)

_____ (print student name) has completed _____ hours of supervised work (paid/volunteer) in direct care and interaction with children at _____, a licensed child care center or program (_____ lic. #).

The hours were completed during _____ (months/years). By signing this letter, I verify the documentation of the hours worked at a licensed child care center or program.

Sincerely,

_____ (name of supervisor & title print)

_____ (name of supervisor & title signature)