



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

CONSULTANT (EARLY CHILDHOOD EDUCATION)
Exam No. 6124

WHEN TO APPLY: From: June 3, 2026

To: June 23, 2026

APPLICATION FEE: \$88.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Consultants (Early Childhood Education), under general direction, evaluate infant/toddler programs, child care facilities, and programs for pre-school children. All Consultants (Early Childhood Education) perform related work.

Special Working Conditions:

Consultants (Early Childhood Education) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Consultants (Early Childhood Education) and environmental conditions experienced are: walking to and from infant/toddler facilities, child care facilities, and programs for pre-school children; climbing and descending stairs; lifting weight up to 15 lbs., and working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$77, 211 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by June 23, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (June 23, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university, including or supplemented by 12 semester hour graduate credits in early childhood or elementary education and three years of full-time satisfactory experience in one or a combination of the following:
 - a. as the director or education director of a licensed school or a licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education; **or**
 - b. as the teacher director of a licensed school or licensed program which is devoted largely to preschool and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education; **or**
 - c. as a consultant in early childhood education who evaluates such programs and/or provides expert advice for such programs; **or**
 - d. as a consultant in early childhood education who evaluates such programs and/or provides expert advice for such programs in a public agency; **or**
2. A baccalaureate degree in education from an accredited college or university, including or supplemented by student teaching in early childhood education (pre-K to 2nd grade) in an acceptable

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

licensed program in a licensed school and a master's degree from an accredited college or university in education, social work, psychology, or counseling and three years of full-time satisfactory experience as described in "1" above.

Special Note: Five years of full-time satisfactory teaching experience as a licensed teacher of early childhood education may be substituted for the three years of full-time satisfactory experience as described in "1" above.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Medical Requirement:

Medical guidelines have been established for the position of Consultant (Early Childhood Education). Candidates will be examined to determine whether they can perform the essential functions of the position of Consultant (Early Childhood Education). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Residency Requirement Advisory:

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Friday, June 19, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at [NYC.gov/CivilServiceNowNYC](https://www.nyc.gov/CivilServiceNowNYC) and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period. Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- 3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "course-by-course" evaluation (which includes a "document-by-document" evaluation).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience used to gain additional credit must be obtained by the last day of the Application Period (June 23, 2026).

If you have satisfactory full-time experience as the director or educational director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education:	You will receive up to:
At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 points
If you have satisfactory full-time experience as the teacher director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education:	You will receive up to:
At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points
5 or more years	25 points

If you have satisfactory full-time experience as a consultant in early childhood education who evaluates and/or provides expert advice for licensed schools or licensed programs which are devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education:

You will receive up to:

At least 1 year but less than 2 years	4 points
At least 2 years but less than 3 years	8 points
At least 3 years but less than 4 years	12 points
At least 4 years but less than 5 years	16 points
5 or more years	20 points

If you have satisfactory full-time teaching experience as a licensed teacher of early childhood education at a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two other licensed teachers of early childhood education:

You will receive up to:

At least 1 year but less than 2 years	3 points
At least 2 years but less than 3 years	6 points
At least 3 years but less than 4 years	9 points
At least 4 years but less than 5 years	12 points
5 or more years	15 points

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience and License: If you have the experience and/or license listed in one or more of the areas below, you may be considered for appointment to positions requiring this experience and/or license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience and/or certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience and/or license will be**

checked by the appointing agency at the time of appointment.

1. **Municipal Government Experience (MGE):** At least one year of full-time satisfactory experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population.
2. **Youth and Childcare Program Investigation Experience (EIE):** At least one year of full-time satisfactory experience investigating child care centers, home-based child care programs, after school programs and/or summer camps to ensure safety and compliance with state and/or city laws, rules and regulations.
3. **Medical Records Experience (MEH):** At least six months of full-time satisfactory experience reviewing medical or other health records.
4. **Microsoft Excel Experience (EXL):** At least one year of full-time satisfactory professional experience working with Microsoft Excel including, but not limited to, using advanced functions (VLOOKUP, IF statements) and Pivot Tables.
5. **Experience in Training (TRN):** At least two years of full-time satisfactory professional experience in training or leading training teams.
6. **Early Childhood Program Management Experience (ECM):** At least two years of full-time satisfactory experience in managing the administration, development and implementation of Early Childhood programs.

Selective Certification for Driver License (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license. Your Driver License will be checked by the agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo-Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), German (**GER**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Polish (**POL**), Portuguese (**POR**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNow/NYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$104.50 (\$75.00 for DCJS, \$12.00 for FBI plus a \$17.50 service fee). At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51611; Child Welfare Consultant Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas