



## MEMORANDUM

Date: June 24, 2011

To: NECPA Programs

From: The NECPA Commission, Inc.

Subject: Revised NECPA Standards, Chapter 1, Teacher Qualifications and Development

The NECPA Commission has finalized standards for NECPA Revised 2009 Teacher Qualifications and Development that meet the industry's growing need for comparable alternatives that also continue to promote high levels of quality. It should be noted that Criteria for Category 3 for Qualifications for Administrators/Directors has been amended to include one year in child care with supervisory experience with an undergraduate degree in early childhood education, child development, social work, nursing, or other child-related field.

Furthermore, the deadline for demonstrating a program's intent to comply with former standards for Teacher Qualifications and Development as a result of submitting its verification visit request has been extended from May 31, 2011 to December 31, 2011. Verification visit request forms must be received by the NECPA Commission no later than December 31, 2011 at 5:00 pm EST to be eligible for Accreditation under former standards for NECPA Teacher Qualifications and Development. Programs which place their verification visits on hold after December 31, 2011 must conform to NECPA Revised 2009 Teacher Qualifications and Development (NECPA Standards Chapter 1).

***When evaluating an early childhood program, the National Accreditation Council will consider child:staff ratio, the education and experience of the individual teacher, adult-child interactions, and other standards of quality. The NECPA Accreditation System strives to balance quality of care for children and the affordability, supply and availability of quality care.***

## Frequently Asked Questions

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### **1. Why did the NECPA conduct further research into the NECPA Standards for Teacher Qualifications and Development?**

*The NECPA conducted further research on the revised NECPA Standards for Teacher Qualifications and Development in order to develop standards that meet the industry's growing need for comparable alternatives that also continue to promote high levels of quality.*

### **2. What does 'former' and 'revised' standards mean?**

*The term 'former standards' refers to the 1998 edition of the NECPA Standards for Teacher Qualifications and Development.*

*The term 'revised standards' refers to the most currently updated NECPA Standards for Teacher Qualifications and Development, as reflected in the section "Revised NECPA Standards, Chapter 1, Teacher Qualifications and Development, 2009 Edition" within this memorandum.*

### **3. What are the former standards for Teacher Qualifications and Development?**

*Please see the enclosed listing of Teacher Qualifications and Development titled, "Former NECPA Standards, Chapter 1, Teacher Qualifications and Development, 1998 Edition".*

### **4. What are the revised standards for Teacher Qualifications and Development?**

*Please see the enclosed listing of Teacher Qualifications and Development titled, "Revised NECPA Standards, Chapter 1, Teacher Qualifications and Development, 2009 Edition".*

### **3. How can my program qualify to move forward with the former standards for Teacher Qualifications and Development?**

*If a program chooses to move forward with the former standards for Teacher Qualifications and Development, the program must request an on-site verification visit by December 31, 2011 at 5:00 pm EST. Requests can be made online by visiting [www.necpa.net](http://www.necpa.net) and clicking "Forms". Online and fax requests must be time stamped by the request deadline of December 31, 2011 at 5:00 pm EST. Mail orders must be postmarked by the request deadline date of December 31, 2011.*

### **4. What standards for Teacher Qualifications and Development will my program have to comply with if my program does not request an on-site verification visit by December 31, 2011 at 5:00 pm EST?**

*Programs that do not request an on-site verification visit by December 31, 2011 at 5:00 pm EST will be required to comply with the revised standards for Teacher Qualifications and Development.*

## Frequently Asked Questions

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### **5. How will my program's Teacher Qualifications and Development be verified?**

#### Programs complying with the former NECPA Standards for Teacher Qualifications and Development:

Please respond "NA" or "Not Applicable" to indicator items II-27, II-27a, II-27b, II-28 and II-28a. Your Verifier will then verify your "NA" or "Not Applicable" response. Your program's Teacher Qualifications and Development will be verified in the staffing charts of PART III (blue section) of the NECPA Self Assessment Instrument. Please note that while the following items are not included in the staffing charts of PART III (blue section) of the NECPA Self Assessment Instrument, your Verifier has been trained to Verify these items and will include a comment in the PART III (blue section) Comment Section of the NECPA Self Assessment Instrument:

- Ages of Lead Teachers, Teaching and Teaching Assistant Staff
- Experience of Lead Teachers

#### Programs complying with the revised NECPA Standards for Teacher Qualifications and Development:

An addendum to your Self Assessment Instrument will be emailed to your program and posted to the news section of the NECPA website.

### **6. What supervisory experience is taken into consideration for administrators/directors having an undergraduate degree in the accepted major area?**

The following supervisory experience will be taken into consideration: Director, Assistant Director, Lead Teacher or other comparable supervisory experience.

### **7. Why did the NECPA adjust the memorandum that was released on 04/25/2011 with regard to the number of Lead Teachers that should be present in a child care program?**

On 04/25/2011, the NECPA released a memorandum documenting the finalized revised standards for Teacher Qualifications and Development. Within this memorandum, information was included with regard to the number of Lead Teachers that should be present within every classroom or group, regardless of setting. Based upon feedback from our programs, the NECPA has updated this memorandum to provide further clarification on the intent for this standard. Please note, this standard has not changed; the NECPA has simply provided further clarification to ensure clear and concise details on the number of Lead Teachers that should be present within every classroom or group, regardless of setting.

Please contact the NECPA Center of Operations at 1.800.505.9878 with questions about the NECPA Standards.

# Revised NECPA Standards, Chapter 1

## Teacher Qualifications and Development, 2009 Edition

Centers employ licensed/certified/credentialed/qualified teaching/caregiving staff for direct work with children in a progression of roles such as the following:

- a) Administrators/Directors
- b) Lead Teachers for Centers Serving Children from Birth to 35 Months
- c) Lead Teacher for Centers Serving Children between Three and Five Years
- d) Teachers, Associate/Assistant Teachers, Aides, and Volunteers

### a) Qualifications of Administrators/Directors

<i>Qualifications of Administrators/Directors</i>				
<b>Administrators/Directors must meet at least one criteria from each category:</b>				
Category 1	Category 2	Category 3	Category 4	Category 5
<p><b>Criteria:</b> Shall be at least 21 years old.</p>	<p><b>Criteria:</b> Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• An undergraduate degree in one of the following:                             <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development</li> <li>• Social Work</li> <li>• Nursing</li> <li>• Or other child-related field.</li> </ul> </li> <li>• And one year experience in child care with supervisory experience.</li> </ul>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• The NAC (National Administrator Credential) awarded by the National Child Care Association, or an equivalent credential.</li> </ul>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours of job-related continuing education in the <u>first year of employment</u></li> <li>• And 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>
		<p><b>Criteria:</b> Shall have a combination of coursework and experience, including:</p> <ul style="list-style-type: none"> <li>• A minimum of four college level courses in early childhood education and early child development</li> <li>• And two years experience as a teacher serving the children of the age group(s) in care.</li> </ul>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• A course in early childhood administration.</li> </ul>	
		<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) or equivalent</li> <li>• And three years experience as a teacher serving the children of the age group(s) in care.</li> </ul>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• A course in business administration.</li> </ul> <p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• At least one year of on the job training in an administrative position in an early childhood program.</li> </ul>	

## b) Qualifications of Lead Teachers for Centers Serving Children from Birth to 35 Months

<i>Qualifications of Lead Teachers for Centers Serving Children from Birth to 35 Months</i>			
Lead Teachers must meet at least one criteria from each category:			
Category 1	Category 2	Category 3	Category 4
<p><b>Criteria:</b> Shall be at least 21 years old.</p>	<p><b>Criteria:</b> Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><b>Criteria:</b> Shall have an undergraduate degree in one of the following:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development</li> <li>• Social Work</li> <li>• Nursing</li> <li>• Or other child-related field.</li> </ul> <p><b>Criteria:</b> Shall have a combination of coursework and experience, including:</p> <ul style="list-style-type: none"> <li>• A minimum of four college level courses in early childhood education and early child development</li> <li>• And a minimum of one year of experience working in a child care program serving children 0-3 years.</li> </ul> <p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) or equivalent</li> <li>• And two years experience as a teacher serving the children of the age group(s) in care.</li> </ul>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours of job-related continuing education in the <u>first year of employment</u></li> <li>• And 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>

Regardless of setting, every classroom or group shall have at least one licensed/certified/credentialed lead teacher with educational and supervisory experience related to the care and development of children from birth to 35 months. Lead teachers are not required to be present during the designated rest/nap period and the designated sleep period of evening and overnight care programs.

**c) Qualifications of Lead Teachers for Centers Serving Children Between Three and Five Years**

<i>Qualifications of Lead Teachers for Centers Serving Children Between Three and Five Years</i>			
<b>Lead Teachers must meet at least one criteria from each category:</b>			
<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>
<p><b>Criteria:</b> Shall be at least 21 years old.</p>	<p><b>Criteria:</b> Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><b>Criteria:</b> Shall have an undergraduate degree in one of the following:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development</li> <li>• Social Work</li> <li>• Nursing</li> <li>• Or other child-related field.</li> </ul> <p><b>Criteria:</b> Shall have a combination of coursework and experience, including:</p> <ul style="list-style-type: none"> <li>• A minimum of four college level courses in early childhood education and early child development</li> <li>• And a minimum of one year of experience working in a child care program serving children 0-5 years.</li> </ul> <p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) or equivalent</li> <li>• And two years experience as a teacher serving the children of the age group(s) in care.</li> </ul>	<p><b>Criteria:</b> Shall have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours of job-related continuing education in the <u>first year of employment</u></li> <li>• And 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>

Regardless of setting, every classroom or group shall have at least one licensed/certified/credentialed lead teacher with educational and supervisory experience related to the care and development of children from Three to Five years. Lead teachers are not required to be present during the designated rest/nap period and the designated sleep period of evening and overnight care programs.

**d) Qualifications of Teachers, Associate and Assistant Teachers, Aides and Volunteers**

<i>Qualifications of Teachers, Associate and Assistant Teachers</i>			
<b>Teachers, Associate and Assistant Teachers must meet at least one criteria from each category:</b>			
Category 1	Category 2	Category 3	Category 4
<p><b>Criteria:</b></p> <p>Shall:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years old</li> <li>• And have a high school diploma or general education certificate.</li> </ul>	<p><b>Criteria:</b></p> <p>Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><b>Criteria:</b></p> <p>Shall have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) or equivalent</li> <li>• And 1 year experience working in child care.</li> </ul>	<p><b>Criteria:</b></p> <p>Shall have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours of job-related continuing education in the <u>first year of employment</u></li> <li>• And 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>
		<p><b>Criteria:</b></p> <p>Shall have:</p> <ul style="list-style-type: none"> <li>• Two college level courses in early childhood education or early childhood development</li> <li>• And six months experience working in child care.</li> </ul>	
		<p><b>Criteria:</b></p> <p>Shall have:</p> <ul style="list-style-type: none"> <li>• One college level course in early childhood education or early childhood development</li> <li>• And one year experience working in child care.</li> </ul>	

<i>Qualifications of Aides and Volunteers</i>	
<b>Aides and Volunteers must meet at least one criteria from each category:</b>	
Category 1	Category 2
<p><b>Criteria:</b></p> <p>Shall be at least 16 years old.</p>	<p><b>Criteria:</b></p> <p>Shall have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours of job-related continuing education in the <u>first year of employment</u></li> <li>• And 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>

Aides and volunteers shall not be counted in the child:staff ratio and shall work only under the continual supervision of qualified staff.

In hiring new employees, the director shall check the applicant's references and verify past employment. A new employee is not considered permanent until the director assesses his/her mental and physical health, ability to work effectively with young children, and until the director verifies that the employee does not have a criminal background which would preclude his/her work with children.

Substitutes who work in the program on a regular basis shall receive the same screening that all other staff has received. They shall be given an orientation to the program and policies and receive ongoing training.

### **e) Continuing Education**

Directors and all staff working with children shall have at least 30 clock hours of job-related continuing education in the first year of employment and 24 clock hours of continuing education based on individual competency needs each year thereafter.

Staff shall be offered regular training in administration, behavior management, first aid, medication administration, child abuse reporting and compliance, health, safety, child development, nutrition, evaluation, whole language, curriculum, parent involvement, and communication skills.

The program administration encourages continuing education through a tuition reimbursement or financial assistance plan.

The program administration encourages staff to join and participate in professional organizations and pays some portion of the professional dues.

\*For NECPA purposes 45 hours of past state approved training=1 credit, 3 credits=1 college level course.

# Former NECPA Standards, Chapter 1 Teacher Qualifications and Development, 1998 Edition

Centers employ licensed/certified/credentialed/qualified teaching/caregiving staff for direct work with children in a progression of roles such as the following:

- a) aides
- b) assistant teachers
- c) associate teachers
- d) teachers
- e) lead teachers
- f) education coordinators/early childhood specialists

## a) Qualifications of Early Childhood Specialists

If an early childhood specialist is employed, the qualifications of an early childhood specialist are a baccalaureate degree in early childhood education/child development and at least three years of full-time teaching experience with young children and/or a graduate degree in ece/cd.

## b) Qualifications of Administrators/Directors

<i>Qualifications of Administrators/Directors</i>			
Administrators/Directors must meet at least one criteria from each category:			
Category 1	Category 2	Category 3	Category 4
<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must be at least 21 years old.</p>	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have an undergraduate degree in one of the following:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development</li> <li>• Social Work</li> <li>• Nursing</li> <li>• Or other child-related field.</li> </ul>	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• The National Administrator Credential (NAC) awarded by the National Child Care Association,</li> <li>• Or an equivalent credential.</li> </ul>	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours per year of job-related continuing education in the <u>first year of employment</u></li> <li>• And 24 clock hours per year of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>
	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have a combination of coursework and experience, including:</p> <ul style="list-style-type: none"> <li>• A minimum of four college level courses in child development and early childhood education</li> <li>• And two years experience as a teacher of the children in the age group(s) of care.</li> </ul>	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• A course in business administration.</li> </ul>	
	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) or equivalent</li> <li>• And two years experience as a teacher serving the children of the age group(s) in care.</li> </ul>	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• At least one year experience as the administrator of an early childhood program.</li> </ul>	

### c) Qualifications of Lead Teachers for Centers Serving Children from Birth to 35 Months

<i>Qualifications of Lead Teachers for Centers Serving Children from Birth to 35 Months</i>		
Lead Teachers must meet at least one criteria from each category:		
Category 1	Category 2	Category 3
<p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• A minimum of one year experience working in a child care program serving children 0-5 years.</li> </ul>	<p><b>Criteria:</b></p> <p>Must have a Bachelor of Arts, Bachelor of Science, Bachelor of Education or Master of Education degree or higher in one of the following:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development.</li> </ul>	<p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours per year of job-related continuing education in the <u>first year of employment</u>.</li> <li>• 24 clock hours per year of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>
	<p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• An Associate Degree in one of the following:               <ul style="list-style-type: none"> <li>◆ Early Childhood Education</li> <li>◆ Child Development</li> </ul> </li> <li>• And at least two years experience working with children of the age group(s) in care.</li> </ul>	
	<p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional) the CDA (Child Development Associate) or equivalent</li> <li>• And at least three years experience working with children of the age group(s) in care.</li> </ul>	

Every Center, regardless of setting, shall have at least one licensed/certified/credentialed lead teacher (or mentor teacher).

All teachers in charge of a group are licensed/certified/credentialed/qualified as lead teachers, teachers, or associate teachers, with education and supervised experience related to the care and development of infants and toddlers.

Teachers want to work with infants and toddlers and know what the job entails, for example, fostering interaction, diapering, bathing, feeding, holding, comforting, and responding.

## d) Qualifications of Lead Teachers for Centers Serving Children Between Three and Five Years

<i>Qualifications of Lead Teachers for Centers Serving Children Between Three and Five Years</i>		
<b>Lead Teachers must meet at least one criteria from each category:</b>		
<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• A minimum of one year experience working in a child care program serving children 3-5 years.</li> </ul>	<p><b>Criteria:</b></p> <p>Must have a Bachelor of Arts, Bachelor of Science, Bachelor of Education or Master of Education degree or higher in one of the following:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Child Development.</li> </ul> <hr/> <p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• An Associate Degree in one of the following:               <ul style="list-style-type: none"> <li>◆ Early Childhood Education</li> <li>◆ Child Development</li> </ul> </li> <li>• And at least two years experience working with children of the age group(s) in care.</li> </ul> <hr/> <p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• A national competency-based credential such as the CCP (Certified Childcare Professional) the CDA (Child Development Associate) or equivalent</li> <li>• And at least three years experience working with children of the age group(s) in care.</li> </ul>	<p><b>Criteria:</b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours per year of job-related continuing education in the <u>first year of employment</u>.</li> <li>• 24 clock hours per year of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>

Every Center, regardless of setting, shall have at least one licensed/certified/credentialed lead teacher (or mentor teacher).

All teachers in charge of a group are licensed/certified/credentialed/qualified as lead teachers, teachers, or associate teachers, with education in child development and early childhood education specific to this age group, as well as supervised experience with preschool children.

Teachers shall demonstrate an ability to apply their understanding of the developmental characteristics of three to five year olds. Staff shall demonstrate knowledge and understanding of these children's independence and social competence, more complex inner lives, and increasing ability to adapt to their environments and cope with stress.

Teachers who work with school-age children are trained in child development and education for ages 5 to 8 years.

## e) Qualifications of Teaching and Teaching Assistant Staff

<i>Qualifications of Teaching and Teaching Assistant Staff</i>	
Teachers, Assistant Teachers and Associate Teachers must meet at least one criteria from each category:	
Category 1	Category 2
<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Teachers, Assistant Teachers and Associate Teachers:</p> <ul style="list-style-type: none"> <li>• Must be at least 18 years old</li> <li>• And have at least a high school diploma or general education diploma.</li> </ul>	<p style="text-align: center;"><b><u>Criteria:</u></b></p> <p>Must have:</p> <ul style="list-style-type: none"> <li>• At least 30 clock hours per year of job-related continuing education in the <u>first year of employment</u>.</li> <li>• 24 clock hours per year of job-related continuing education based on individual competency needs <u>each year thereafter</u>.</li> </ul>

Teaching Assistant Staff is directly supervised by lead teachers or early childhood specialists and receives on-the-job training to provide a nurturing environment to meet the child's out-of-home needs.

In hiring new employees, the director checks the applicant's references and verifies past employment. A new employee is not considered permanent until the director assesses his/her mental and physical health, ability to work effectively with young children, and until the director verifies that the employee does not have a criminal background which would preclude his/her work with children.

Substitutes and volunteers who work in the program on a regular basis have received the same screening that all other staff have received. They are given an orientation to the program and policies and receive ongoing training.

## f) Continuing Education

Directors and all staff working with children have at least 30 clock hours per year of job-related continuing education in the first year of employment and 24 clock hours of continuing education based on individual competency needs each year thereafter. Ongoing training opportunities include conferences, workshops, college classes, public school in-service workshops and in-center training.

Staff is offered regular training in administration, behavior management, health, safety, child development, nutrition, evaluation, whole language, curriculum, parent involvement, and communication skills.

The program administration encourages continuing education through a tuition reimbursement or financial assistance plan.

The program administration encourages staff to join and participate in professional organizations.