



MEMORANDUM

Date: December 30, 2011

To: NECPA Programs

From: The NECPA Commission, Inc.

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

Our legacy has been to deliver researched and reliable standards in an adaptable environment. In keeping with our heritage, which continues to be based upon your supportive feedback, we have evolved the correlating chart and standards associated with the Teacher Qualifications and Development.

As you review these standards, you will notice portions have been both modified and clarified, and demonstrate substitutions for assistant and associate teacher qualifications and development. We are pleased to offer you a broader menu of alternative avenues centered on increased Accreditation expectations, which allow for larger planes of qualifiable child care programs to participate in excellence.

Additionally, NECPA has expanded its FAQ section regarding this topic. We will continue posting new questions online at www.necpa.net/news.php where you can access real time updates as needed.

We thank you for your long time patronage and look forward to steady progress in 2012.

Frequently Asked Questions

1. I do not have a degree or credential that is specifically stated in the Teacher Qualifications and Development (i.e. Undergraduate degree or higher in a child-related field, college level credits, CCP, CDA or NAC) but I have other qualifications. How do I determine if they are comparable to these specifically stated degrees or credentials stated in the Teacher Qualifications and Development?

If you would like to determine if your qualifications are comparable, please use the following equation:

For NECPA Purposes 45 hours of past state approved training equals 1 credit.

Step 1: Determine if your qualifications are state approved.

Step 2: Add the hours accumulated for this training.

Step 3: Divide the total number of hours by 45. This will provide you with the number of credits for NECPA purposes.

2. What are my options if I have already submitted my verification request form to meet the December 31, 2011 deadline as indicated in previous memorandums released.

You have options.

Option 1: Proceed with your verification visit.

You may proceed and work with the NECPA Center of Operations to schedule your verification visit because, after reviewing the December 30, 2011 memorandum, my program is not affected.

Option 2: Place your verification visit request on hold.

Your program may choose to place the scheduling of your verification visit on hold by submitting the NECPA On-Hold Request Form. When program verification status is placed on hold, the NECPA Center of Operations will cease the scheduling of the verification visit until notification has been made by the program. Please note, any changes to NECPA standards and fees will be applicable to the program at the time of reactivation of the verification visit request.

3. Are NECPA fees refundable?

NECPA fees are non-refundable and are subject to change.

4. My current Self-Assessment Instrument does not reflect the Teacher Qualifications and Development, as outlined in the December 30, 2011 memorandum. How do I obtain copies of the correct self assessment instrument pages?

Updated copies of the correct self assessment instrument pages that reflect the Teacher Qualifications and Development in the December 30, 2011 memorandum are enclosed and posted in the news section of the NECPA website at www.necpa.net/news. Please print, complete and have these available for your NECPA Verifier.

Frequently Asked Questions

5. If my staff member is having difficulty locating his/her high school diploma, transcript or highest level of education. How do I submit proof of their education?

Programs can make available to the NECPA Verifier a notarized testimonial, statement and/or letter indicating completion of the highest level of education.

6. How many Lead Teachers should we have within our program?

Regardless of setting, every classroom or group shall have at least one Lead Teacher with educational and supervisory experience related to the care and development of children.

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

NECPA Standards Book

Please insert these standards book and self assessment instrument addendums into the corresponding books.

CHAPTER 1

TEACHER QUALIFICATIONS AND DEVELOPMENT

Centers employ qualified caregivers 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
- e) Associate and Assistant Teachers
- f) Aides and Volunteers.

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.

Qualified caregiver means the early childhood professional that is the staff person providing direct care and education to children. All child caregivers must be 18 years of age or older. Persons younger than 18 may assist in the child care facility if they have direct, on site supervision, however they are not considered to be a qualified caregiver. A qualified caregiver is one that has successfully passed employment history and criminal and other appropriate court records checks with state child abuse registries prior to employment. Background checks are required for all child care providers, including substitute staff.

Substitute staff means caregivers hired for one day or for an extended period of time, who work under direct supervision of a permanent qualified caregiver. Substitute staff must successfully complete the criminal background checks as described within the "Qualified Caregiver" paragraph above, as well as meet, at a minimum, the qualifications for "Assistant Teachers".

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. Substitutes shall complete at least 30 clock hours of job-related continuing education in the first year of employment (averaging 2.5 clock hours per month) and at least 24 clock hours of job-related continuing education based on individual competency needs each year thereafter.

a) Qualifications of Administrators/Directors

***For NECPA purposes 45 hours of past state approved training equals 1 credit.**

<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	Category 5
<p><u>Criteria:</u> Shall be at least 21 years old.</p>	<p><u>Criteria:</u> Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> An undergraduate degree or higher in one of the following child-related fields: <ul style="list-style-type: none"> Early Childhood Education Child Development Social Work Nursing Elementary Education Early Childhood Special Education that addresses child development, learning from birth through kindergarten, health and safety And one year experience in child care with supervisory* experience. 	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> The NAC (National Administrator Credential) awarded by the NECPA Commission, Inc. 	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> At least 30 clock hours of job-related continuing education in the <u>first year of employment</u> (Averaging 2.5 clock hours per month). And at least 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.
		<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> A minimum of 12 credits in early childhood education and early child development And two years experience as a Lead Teacher, Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> A course in early childhood administration. 	
		<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) And three years experience as a Lead Teacher, Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> A course in business administration. <p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> At least one year of experience as the administrator of an early childhood program. 	

*Supervisory: Responsible for overseeing every aspect of class management and staff. This includes creating an age appropriate learning environment, adhering to safe and healthy practices, curriculum planning and implementation, observations, assessments and evaluations, facilitating the development of direct reports, and ensuring the growth and development of children in care.

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

Regardless of setting, every classroom or group shall have at least one Lead Teacher with educational and supervisory experience related to the care and development of children from birth to 35 months.

***For NECPA purposes 45 hours of past state approved training equals one credit.**

<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><u>Criteria:</u> Shall be at least 21 years old.</p>	<p><u>Criteria:</u> Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><u>Criteria:</u> Shall have: An undergraduate degree or higher in one of the following child-related fields:</p> <ul style="list-style-type: none"> • Early Childhood Education • Child Development • Social Work • Nursing • Elementary Education • Early Childhood Special Education that addresses child development, learning from birth through kindergarten, health and safety. 	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> • At least 30 clock hours of job-related continuing education in the <u>first year of employment</u> (Averaging 2.5 clock hours per month). • And at least 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.
		<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> • A minimum of 12 credits in early childhood education and early child development • And a minimum of one year experience as a Lead Teacher, Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	
		<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> • A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) • And two years experience as a Lead Teacher, Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	

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

Regardless of setting, every classroom or group shall have at least one Lead Teacher with educational and supervisory experience related to the care and development of children from three to five years.

***For NECPA purposes: 45 hours of past state approved training equals one credit.**

<i>Qualifications of Lead Teachers for Centers Serving Children Between Three and Five Years</i>			
Lead Teachers must meet at least one criteria from each category:			
Category 1	Category 2	Category 3	Category 4
<p><u>Criteria:</u> Shall be at least 21 years old.</p>	<p><u>Criteria:</u> Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><u>Criteria:</u> Shall have: An undergraduate degree or higher in one of the following child-related fields:</p> <ul style="list-style-type: none"> • Early Childhood Education • Child Development • Social Work • Nursing • Elementary Education • Early Childhood Special Education that addresses child development, learning from birth through kindergarten, health and safety. 	<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> • At least 30 clock hours of job-related continuing education in the <u>first year of employment</u> (Averaging 2.5 clock hours per month). • And at least 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.
		<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> • A minimum of 12 credits in early childhood education and early child development • And a minimum of one year experience as a Lead Teacher, Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	
		<p><u>Criteria:</u> Shall have:</p> <ul style="list-style-type: none"> • A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) • And two years experience as a Lead Teacher, Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	

d) Qualifications of Teachers

***For NECPA purposes 45 hours of past state approved training equals one credit.**

<i>Qualifications of Teachers</i>			
Teachers must meet at least one criteria from each category:			
Category 1	Category 2	Category 3	Category 4
<p><u>Criteria:</u></p> <ul style="list-style-type: none"> • Shall be at least 18 years old • And have a high school diploma or general education certificate. 	<p><u>Criteria:</u></p> <p>Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><u>Criteria:</u></p> <p>Shall have:</p> <ul style="list-style-type: none"> • A national competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) • And one year experience as a Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	<p><u>Criteria:</u></p> <p>Shall have:</p> <ul style="list-style-type: none"> • At least 30 clock hours of job-related continuing education in the <u>first year of employment</u> (Averaging 2.5 clock hours per month). • And at least 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.
		<p><u>Criteria:</u></p> <p>Shall have:</p> <ul style="list-style-type: none"> • Six credits in early childhood education or early childhood development • And six months experience as a Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	
		<p><u>Criteria:</u></p> <p>Shall have:</p> <ul style="list-style-type: none"> • Three credits in early childhood education or early childhood development • And one year experience as a Teacher, Associate, or Assistant Teacher serving the children of the age group(s) in care. 	

e) Qualifications of Associate and Assistant Teachers

***For NECPA purposes 45 hours of past state approved training equals one credit.**

<i>Qualifications of Associate and Assistant Teachers</i>		
Associate and Assistant Teachers must meet at least one criteria from each category:		
Category 1	Category 2	Category 4
<p><u>Criteria:</u></p> <ul style="list-style-type: none"> • Shall be at least 18 years old. • And shall have a high school diploma or general education certificate. 	<p><u>Criteria:</u></p> <p>Shall have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing.</p>	<p><u>Criteria:</u></p> <p>Shall have:</p> <ul style="list-style-type: none"> • At least 30 clock hours of job-related continuing education in the <u>first year of employment</u> (Averaging 2.5 clock hours per month). • And at least 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.

f) Qualifications of Aides and Volunteers

***For NECPA purposes 45 hours of past state approved training equals one credit.**

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

<i>Qualifications of Aides and Volunteers</i>	
Aides and Volunteers must meet at least one criteria from each category:	
Category 1	Category 2
<p><u>Criteria:</u></p> <p>Shall be at least 16 years old.</p>	<p><u>Criteria:</u></p> <p>Shall have:</p> <ul style="list-style-type: none"> • At least 30 clock hours of job-related continuing education in the <u>first year of employment</u> (Averaging 2.5 clock hours per month). • And at least 24 clock hours of job-related continuing education based on individual competency needs <u>each year thereafter</u>.

Continuing Education

***For NECPA purposes 45 hours of past state approved training equals 1 credit.**

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.

NECPA Self Assessment Instrument, Yellow Section

PROFESSIONAL DEVELOPMENT AND WORK ENVIRONMENT

II-13) Is the Director at least 21 years old? Yes No

VERIFICATION V NV

II-14) Does the education of the Director include the following?

A. An undergraduate degree, or higher, in one of the following child-related fields: Early Childhood Education, Child Development, Social Work, Nursing, Elementary Education, Early Childhood Special Education, and one year experience in child care with supervisory* experience?

Yes No

B. A minimum of 12 credits in early childhood education and early child development and two years experience as a Lead Teacher, Teacher, Associate Teacher, or Assistant Teacher serving the children of the age group(s) in care?

Yes No

C. A Child Care Professional (CCP), Child Development Associate (CDA) and three years experience as a teacher serving the children of the age group(s) in care?

Yes No

**NOTE: For NECPA purposes 45 hours of past state approved training equals one credit.*

VERIFICATION V NV

II-15) Does the education of the Director include:

A. Have a National Administrator Credential? Yes No

B. Have a course in early childhood administration? Yes No

C. Have a course in business administration? Yes No

D. Have at least one year of experience as the administrator of an early childhood program?

Yes No

VERIFICATION V NV

II-16) Does the Director have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing?

Yes No

VERIFICATION

V NV

II-17) Does the Director have at least one year experience as the Director of an early childhood program?

Yes No

VERIFICATION

V NV

II-18) Does the program have a **staff** handbook?

Yes No

VERIFICATION

V NV

II-19) If the program has a **staff** handbook, has it been reviewed in the last 12 months?

Yes No

VERIFICATION

V NV

II-20) Does the program have an orientation handbook/procedure?

Yes No

VERIFICATION

V NV

II-21) Prior to employment, does the Director:

- | | | |
|---|-----|----|
| A. Check the applicant's references? | Yes | No |
| B. Verify past employment? | Yes | No |
| C. Complete criminal background checks? | Yes | No |

VERIFICATION

V NV

II-22) Which training methods does the program use with new employees?

- | | | |
|--|-----|----|
| A. Observation in the assigned classroom | Yes | No |
| B. Meeting children and coworkers prior to assuming responsibilities | Yes | No |
| C. In-service training | Yes | No |
| D. Watching media presentations | Yes | No |
| E. Attending talks/presentations | Yes | No |
| F. Other, please specify: _____ | | |

VERIFICATION

V NV

II-23) Are the program philosophy and objectives covered in these manuals?

- | | | |
|-----------------------------------|-----|----|
| A. Staff handbook | Yes | No |
| B. Parent handbook | Yes | No |
| C. Orientation handbook/procedure | Yes | No |

VERIFICATION

V NV

II-24) Does the program have written job descriptions for all **staff** positions?

Yes No

VERIFICATION

V NV

II-25) Does the program have substitute staff available to ensure child:staff ratios are met at all times?

Yes No

VERIFICATION

V NV

(If no, skip to Item II-27)

II-26) If substitute staff are available, do they:

A. Meet all the requirements of a “qualified staff” as identified in the glossary of these standards?

Yes No

B. Know the names and developmental needs of the children they are responsible for?

Yes No

VERIFICATION

V NV

II-26a) Does the program provide substitute staff with training in the following areas?

A. Routines and transitions

Yes No

B. Acceptable methods of discipline

Yes No

C. Meal patterns and food handling policies

Yes No

D. Emergency health and safety procedures

Yes No

E. General health policies

Yes No

F. Handwashing procedures

Yes No

G. Diapering procedures

Yes No

H. Injury prevention and safety

Yes No

VERIFICATION

V NV

II-27) Is each Lead Teacher at least 21 years old?

Yes No

VERIFICATION

V NV

II-27a) Does each Lead Teacher have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing?

Yes No

VERIFICATION

V NV

II-27b) Does the education of each Lead Teacher include the following:

A. An undergraduate degree, or higher, in one of the following child-related fields: Early Childhood Education, Child Development, Social Work, Nursing, Elementary Education, Early Childhood Special Education?

Yes No

B. A minimum of 12 credits in early childhood education and early child development and two years experience as a Lead Teacher, Teacher, Associate Teacher, or Assistant Teacher serving the children of the age group(s) in care?

Yes No

C. A Child Care Professional (CCP), Child Development Associate (CDA) and three years experience as a teacher serving the children of the age group(s) in care?

Yes No

**NOTE: For NECPA purposes 45 hours of past state approved training equals one credit.*

VERIFICATION

V NV

II-28) Is each Teacher, Associate and Assistant Teacher at least 18 years old and hold a high school diploma or general education certificate?

Yes No

VERIFICATION

V NV

II-28a) Does each Teacher, Associate Teacher, and Assistant Teacher have a valid certificate in pediatric first aid, including management of a blocked airway, and rescue breathing?

Yes No

VERIFICATION

V NV

II-28b) Does the education of the Director include the following?

A. A Child Care Professional (CCP), Child Development Associate (CDA) and three years experience as a teacher serving the children of the age group(s) in care?

Yes No

B. A minimum of six credits in early childhood education and early child development and six months experience as a Teacher, Associate Teacher, or Assistant Teacher serving the children of the age group(s) in care?

Yes No

C. A minimum of three credits in early childhood education and early child development and six months experience as a Teacher, Associate Teacher, or Assistant Teacher serving the children of the age group(s) in care?

Yes No

**NOTE: For NECPA purposes 45 hours of past state approved training equals one credit.*

VERIFICATION

V NV

II-29) Are aides and volunteers at least 16 years old?

Yes No

VERIFICATION

V NV

II-30) Does the program:

A. Encourage membership in professional organizations?

Yes No

B. Pay any portion of professional dues?

Yes No

VERIFICATION

V NV

II-31) Are staff meetings held:

A. Weekly?

Yes No

B. Bi-monthly?

Yes No

C. Monthly?

Yes No

D. Every 6 months?

Yes No

E. Other, please specify: _____

VERIFICATION

V NV

II-32) Does the center require 30 hours of staff training for the first year and 24 hours for each of the following years?

Yes No

VERIFICATION

V NV

NECPA Self Assessment, Blue Section

Room Name:	Ages of Children:	Average Daily Attendance:
Staff Name and Routine Daily Work Schedule		Staff Education
Name: _____ Position: _____ Date of Hire: _____ Date of Birth: _____ Date CPR Completed: _____ Date First Aid Completed: _____ From _____ A.M./P.M. To _____ A.M./P.M. Years of Experience: _____	<u>Circle Each Level of Education Completed:</u> High School Associate Degree GED BA/BS Degree CCP Credential Masters Degree CDA Credential Doctorate National Administrator Credential (NAC) Major field(s) for degree(s): _____ # credit hours in early childhood education and early child development: _____ Completed Business Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Early Childhood Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No # of clock hours of training completed in the <u>past 12 months</u> : _____	
Name: _____ Position: _____ Date of Hire: _____ Date of Birth: _____ Date CPR Completed: _____ Date First Aid Completed: _____ From _____ A.M./P.M. To _____ A.M./P.M. Years of Experience: _____	<u>Circle Each Level of Education Completed:</u> High School Associate Degree GED BA/BS Degree CCP Credential Masters Degree CDA Credential Doctorate National Administrator Credential (NAC) Major field(s) for degree(s): _____ # credit hours in early childhood education and early child development: _____ Completed Business Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Early Childhood Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No # of clock hours of training completed in the <u>past 12 months</u> : _____	
Name: _____ Position: _____ Date of Hire: _____ Date of Birth: _____ Date CPR Completed: _____ Date First Aid Completed: _____ From _____ A.M./P.M. To _____ A.M./P.M. Years of Experience: _____	<u>Circle Each Level of Education Completed:</u> High School Associate Degree GED BA/BS Degree CCP Credential Masters Degree CDA Credential Doctorate National Administrator Credential (NAC) Major field(s) for degree(s): _____ # credit hours in early childhood education and early child development: _____ Completed Business Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Early Childhood Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No # of clock hours of training completed in the <u>past 12 months</u> : _____	
Name: _____ Position: _____ Date of Hire: _____ Date of Birth: _____ Date CPR Completed: _____ Date First Aid Completed: _____ From _____ A.M./P.M. To _____ A.M./P.M. Years of Experience: _____	<u>Circle Each Level of Education Completed:</u> High School Associate Degree GED BA/BS Degree CCP Credential Masters Degree CDA Credential Doctorate National Administrator Credential (NAC) Major field(s) for degree(s): _____ # credit hours in early childhood education and early child development: _____ Completed Business Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No Completed Early Childhood Administration course? <input type="checkbox"/> Yes <input type="checkbox"/> No # of clock hours of training completed in the <u>past 12 months</u> : _____	

Verifier, please indicate the number of children and teachers in the room at two different times during the day:
 # Children _____, # Teachers _____ at _____ a.m. # Children _____, # Teachers _____ at _____ p.m.

Staff Professional Development

V NV