



Certified Childcare Professional (CCP) Frequently Asked Questions

What is the Certified Childcare Professional?

The Certified Childcare Professional (CCP) is a credential earned by teachers who want to demonstrate their knowledge of early childhood development and their skills in working with young children. The CCP authenticates teaching skills and professionalism.

Who should earn the CCP?

The CCP is designed specifically for teachers. It is especially valuable for teachers who have not completed a college degree or whose degree is in another field.

How long does it take to complete the Certified Childcare Professional Credential?

This will vary from student to student and will depend on how much training they have already completed when beginning the process to earn the credential. Typically we believe it can take up to one year to earn the CCP.

What are the requirements to earn the credential?

In order to earn the credential, the student must demonstrate competency in the following areas:

Professional portfolio: Includes 11 indicators on which the student will be evaluated:

- Professional Education and Experience (resume, copy of high school diploma or GED, driver's license or birth certificate, educational transcripts, certificates)
- Direct Experience (720 hours of direct experience within the last five years in a licensed program)
- Recognition (any awards or recognition, letter of recommendation from center director, colleague endorsement letter, parent evaluation forms).
- Professional Narrative
- Writing Samples (communications to parents, colleagues or supervisors, lesson plans etc.)
- Plans for Continued Professional Development (narrative on future plans, strengths and weaknesses).

- Comprehensive Child and Family Service Resources
- 180 Clock Hours of Training (CCP Training tracker)
- Performance-Based Observations (conducted by field counselor)
- National Credentialing Examination (conducted by field counselor)
- Professional Standards Council Review (conducted by PSC)

What are the requirements to maintain the credential?

CCP recipients must renew their credential every two years by participating in 20 clock hours of training in childhood education. Proof of training must be sent to The NECPA Commission, Inc. prior to the expiration date with a check for \$25 in order to maintain the credential. The credential will be renewed for an additional two years.

How much does it cost to earn my CCP?

The cost to earn the CCP is \$495. If you choose to enter the quick start program first, the registration fee will be \$470.

What is the quick start program?

The quick start program allows students to begin their training before enrolling in the entire CCP program. For \$25, the student will be sent the training tracker which will allow them to begin tracking their training against the professional competency areas. When the student is ready to register for the entire program, they send in an additional \$470 to register.

What happens when I register for the CCP?

Within two weeks of receiving your registration, The NECPA Commission, Inc. will send you the rest of your materials needed to complete your portfolio. You will also be assigned a field counselor at this time. The field counselor will supervise, assist and support the candidate's activities throughout the credentialing process. The NECPA Commission, Inc. will always attempt to assign a field counselor from your immediate area, however occasionally, field counselors in a particular area may be temporarily unavailable. In those cases, the candidate is assigned an off site counselor who will be knowledgeable and able to assist the candidate remotely.

How long will it take when I complete my portfolio to receive my credential?

After your field counselor submits your portfolio (including your completed exam and performance based observation), it can take up to two months for your application to be completed, depending on when your application is received.

Upon receipt of your portfolio, The NECPA Commission, Inc. will review this information to ensure that all required materials are included. We will follow up with you if something is missing.

Your materials are then sent on to ATI, our professional testing company, to score your MIE, your performance based observation and your exam. After your work has been

graded, the Professional Standards council then conducts an anonymous review and makes a recommendation on your application.

The NECPA Commission, Inc. Professional Development committee then reviews the recommendation and notifies the candidate of open file status or award of the CCP credential.

What if I am considered “open filed?”

An open file candidate oftentimes needs to complete more work in order to strengthen an area of their portfolio. If you are open filed, The NECPA Commission, Inc. will send you a letter notifying you what work needs to be completed and in what timeframe it must be done.

Will my CCP credential license me to be a teacher in my state?

Every state’s licensing requirements are different. The CCP is an accepted form of credentialing for teacher’s licensing in many states. We recommend that you contact your state licensing body to identify your state’s specific requirements.

My CCP has expired! What can I do?

If your CCP expired less than 5 years ago, you fall within the current grace period for your renewal. Simply submit the CCP Expired Renewal Application, proof of training, and payment to The NECPA Commission, Inc. and your credential will be renewed. If your credential expired more than 5 years ago, you will need to retake the course again in order to earn your credential.

I just sent in my renewal. When should I receive my new certificate?

Please allow four to six weeks for processing and mailing your renewal certificate.

What is the difference between the CDA and the CCP?

In most states, the credentials are recognized as equivalent. Both credentials measure competence in teaching childhood education, however have slightly different requirements.

Questions?

Contact The NECPA Commission, Inc. at 1.800.458.2644.