

Training Requirements For Child Care Personnel



2 Table of Contents

Introductory Child Care Training	3
Early Literacy and Language Development Training Requirement.....	5
Introductory Training Exemptions	6
Annual In-Service Training	7
Staff Credential Requirement	8
Director Credential Requirement	13



Quality training of child care facility personnel is an essential component of successful child care programs. This publication is designed to help individuals understand the state mandated child care training requirements as outlined in section 65C-22.003, Florida Administrative Code (F.A.C.) and section 402.305(2), Florida Statutes (F.S.).

In 1985, the Florida Legislature passed a law mandating introductory child care training for all child care personnel in child care facilities. Over the years, the Florida Legislature expanded the introductory child care training requirements supporting early childhood education research and the industry needs.

40-Clock-Hour Introductory Child Care Training

The introductory child care mandated training program for all child care facility personnel is separated into two parts. Child care personnel must complete all of the Part I courses and either one 10-hour Part II course, or two 5-hour Part II courses.

Part I: 30-Clock-Hour Introductory Training

- Child Care Facility Rules and Regulations
- Health, Safety, and Nutrition
- Identifying and Reporting Child Abuse and Neglect
- Child Growth and Development
- Behavioral Observation and Screening

Part II: 10-Clock-Hour of Specialized Training

- Infant and Toddler Appropriate Practices (10 hours)
- Pre-School Appropriate Practices (10 hours)
- School-Age Appropriate Practices (10 hours)
- Special Needs Appropriate Practices (10 hours)
- Early Literacy for Children Age Birth to Three (5 hours online)
- Basic Guidance and Discipline (5 hours online)
- Computer Technology for Child Care Professionals (5 hours online)
- Emergent Literacy for VPK Instructors (5 hours online)
- Early Childhood Computer Learning Centers (5 hours online)

NOTE: It is recommended that these specialized training modules be taken to meet the 10 hour in-service training requirement.

Time Frames

All child care facility personnel must begin the 40-Clock-Hour Introductory Child Care Training within 90 days of employment in the child care industry. To begin training, child care personnel must provide documented proof of attendance in a Department-approved introductory training course, begin a Department-approved online child care training course, complete a Department-approved introductory training competency examination, or formally acquire an educational exemption from the Department.

All child care facility personnel must complete the 40-Clock-Hour Introductory Child Care Training within 1 year of the date on which training began. Completion of training requires passage of competency examinations or acquisition of an educational exemption for each course. Competency examinations require a minimum score of 70 or better for passage.

Introductory Training Locations & Fees

Courses are offered online and instructor-led. For specific dates, times, locations and fees of state-approved providers of introductory child care training, please visit the child care website at www.myflorida.com/childcare and select the “Training Requirements” link.

Scheduling Competency Exams

To schedule a competency exam, you may:

1. Register online if you are enrolled in **and** have paid for one of the Department’s introductory training courses, or
2. Contact the Child Care Exam Scheduling Center toll-free at 1-888-375-EXAM.

For more information regarding competency exams, you may visit the child care website at www.myflorida.com/childcare and select the “Training Requirements” link or you may call the Child Care Training Information Center at 1-888-FLCCTIC.

Documentation of Child Care Introductory Training Completion

Successful completion of the 40-Clock-Hour Introductory Child Care Training is documented electronically on the Department’s Child Care Training Transcript. Copies may be obtained at the child care website at www.myflorida.com/childcare, select the “Training Requirements” link and then select the “View My Transcript” link.

If you have completed any mandated training that is not recorded on the transcript, please contact the Child Care Training Information Center at 1-888-FLCCTIC.

In 2003, the legislature passed a law, which required child care personnel to complete 0.5 continuing education unit or 5-clock-hours of training in early literacy and language development of children from birth to 5 years of age.

In order to meet the literacy training requirement, child care personnel must complete one (1) of the following:

- A. One (1) of the Department's two literacy courses that are available on the Department of Children and Family Services' website at www.myflorida.com/childcare and select the "Training Requirements" link; or
- B. One (1) of the Department's approved literacy training courses. A list of these courses may be obtained from the licensing authority or at the child care website at www.myflorida.com/childcare and select "Training Requirements" link; or
- C. One (1) college level early literacy course (for credit or non-credit) if taken within the last five (5) years.

Time Frames

Child care personnel must complete early literacy training within 12 months of date of employment in the child care industry.

Documentaion of Early Literacy Completion

Proof of completion should be documented on a certificate of course completion, college transcript, or child care training transcript. Child Care Licensing staff will review personnel records to ensure literacy training is completed.

NOTE: *Literacy training may also satisfy 5 hours of the Part II training requirement, if child care personnel complete one of the Department's two online literacy courses and pass the competency exam for the course.*



6 Introductory Training Exemptions

Child care personnel may exempt from all or part of the 40-Clock-Hour Introductory Child Care Training requirement through examination(s) or education exemption.

Competency Examination Exemption

A Child Care Introductory Training competency examination may be taken one time for the purpose of exemption without enrolling in a Department-approved course. Competency examinations require a minimum score of 70 or better for passage. For further information on competency exam exemptions, please visit the child care website at www.myflorida.com/childcare and select the "Training Requirements" link. Exemption exams are not available for any of the Department's Part II online training courses.

Educational Exemptions

- A. Child care facility personnel may be exempt from the Health, Safety and Nutrition; Child Growth and Development; and Behavioral Observation and Screening courses if one (1) of the following educational qualifications is met:
 - 1. Associate's degree or higher with at least 6 college credit hours in early childhood/child growth and development or a degree in elementary education with certification to teach any age birth through 6th grade; or
 - 2. An active National Early Childhood Credential or an active Birth through Five Florida Child Care Professional Credential.
- B. Child care facility personnel with a B.A., B.S. or advanced degree in Early Childhood Education or Preschool Education may be exempt from the Infant and Toddler Appropriate Practices and Preschool Appropriate Practices courses.
- C. Child care facility personnel with a B.A., B.S. or advanced degree in Elementary Education may be exempt from the School-Age Appropriate Practices course.
- D. Child care facility personnel with a B.A., B.S. or advanced degree in Exceptional Student Education may be exempt from the Special Needs Appropriate Practices course.

For further information on educational exemptions, please visit the child care website at www.myflorida.com/childcare and select the "Training Requirements" link.

Child care facility personnel who have successfully completed the Introductory Child Care Training are required to complete a minimum of 10-clock-hours of in-service training annually during the State's fiscal year beginning July 1 and ending June 30. In-service training hours may be earned in a variety of ways, such as participation in national, state, or local conferences relating to children; specialized workshops; online training or completion of a course from Part II of the Introductory Child Care Training. The Department does not approve courses for in-service training. Training in any of the following topics is acceptable:

1. Health and safety, including universal precautions;
2. CPR (Cardiopulmonary Resuscitation);
3. First aid (may be taken only once every three (3) years to meet the in-service requirement);
4. Nutrition;
5. Child development; typical and atypical;
6. Child transportation and safety;
7. Behavior management;
8. Working with families;
9. Design and use of child oriented space;
10. Community, health and social service resources;
11. Child abuse;
12. Child care for multilingual children;
13. Working with children with disabilities in child care;
14. Outdoor play safety;
15. Guidance and Discipline;
16. Computer Technology;
17. Leadership development/program management and staff supervision;
18. Age appropriate lesson planning;
19. Homework assistance for school-age care;
20. Developing special interest centers/spaces and environments;
21. Literacy; or
22. Other course areas relating to child care or child care management.

Documentation of In-Service Training

Completion of the 10-clock-hours in-service training is documented on the Department's "Child Care In-Service Training Record" (CF-FSP Form 5268). To obtain a copy of the verification form, please visit the child care website at www.myflorida.com/childcare and select the "Forms and Applications" link. The training record must be signed by the trainer or child care facility director. Any supporting documents regarding training, such as certificates, diplomas, agendas, etc., must be attached to the form. Child Care Licensing staff will review personnel records to ensure training is being taken in the appropriate training areas.

8 Staff Credential Requirement

All licensed child care facilities operating 8 hours or more per week must have at least one credentialed child care personnel on-site for every 20 children. Facilities operating less than 8 hours per week and facilities with nineteen or fewer children in care are not subject to the staff credentialing requirement.

20-39 CHILDREN: *1 credentialed staff*

40-59 CHILDREN: *2 credentialed staff*

60-79 CHILDREN: *3 credentialed staff*

Facility Time Frames and Documentation Requirements

- Child care facilities that operate at least 8 hours per day, yet less than 20 hours per week, must document that personnel that meet the staff credential requirement work at the facility a minimum number of hours equal to one-half the number of hours of the facility's operation, per week.
- Child care facilities that operate more than 20 hours per week must document that personnel that meet the staff credential requirement work at the facility for a minimum of 20 hours, per week.
- This documentation includes, but is not limited to, employee time sheets, personnel work schedules, or employment records.

Any of the following qualifications meet the staff credential requirement

A. Active National Early Childhood Credential

A National Early Childhood Credential is an early childhood credential, approved by the Department and recognized by licensing authorities in at least five (5) states. This includes the Child Development Associate (CDA) credential issued by the Council for Professional Recognition in Washington, DC.

To obtain a list of approved and recognized National Early Childhood Credentials, please visit the child care website at www.myflorida.com/childcare and select the "Training Requirements" link.

B. Formal Educational Qualifications

1. B.A., B.S., or advanced degree in **one** of the following areas:
 - Early Childhood Education/Child Development
 - Pre-Kindergarten or Primary Education
 - Preschool Education
 - Exceptional Student Education
 - Family and Consumer Sciences (formerly home economics or child development)
 - Special Education
 - Mental Disabilities

- Specific Learning Disabilities
 - Physically Impaired
 - Varying Exceptionalities
 - Emotional Disabilities
 - Visually Impaired
 - Hearing Impaired
 - Speech-Language Pathology
 - Elementary Education with certification to teach any age, birth through 6th grade
2. A.A. or A.S. degree in Early Childhood Education/Child Development.
 3. Associate degree, or higher, with at least 6 college credit hours in early childhood education and/or child development, and 480 hours experience in a child care setting, serving children from birth to eight years of age.

C. Active Birth Through Five Florida Child Care Professional Credential
(formerly the Florida Child Development Associate Equivalency Credential – CDAE)

Active Birth Through Five Florida Child Care Professional Credential Training Programs are designed to address the specific skills and knowledge necessary to work with children ages birth through five. The Birth Through Five Florida Child Care Professional Credential is recognized throughout Florida as a credential that meets or exceeds the requirements of the national Child Development Associate (CDA) credential. To obtain a current list of approved programs, including programs offered by the Department of Education, please visit the child care website at www.myflorida.com/childcare and select the “Training Requirements” link.

D. Active School-Age Florida Child Care Professional Credential
(formerly the Florida School-Age Certification)

School-Age Florida Child Care Professional Credential Training Programs are designed to address the specific skills and knowledge necessary to work with school-age children. To obtain a current copy of the approved Florida School-Age Certification Training Programs including programs offered by the Department of Education, please visit the child care website at www.myflorida.com/childcare and select the “Training Requirements” link.

E. Employment History Recognition Exemption

Employment History Recognition Exemptions will be accepted only if approved by the Department prior to June 30, 2006 and documented on the Staff Credential Verification (CF-FSP 5206).

Verifying the Staff Credential Requirement for Child Care Personnel

The verification process for determining if child care personnel meet the staff credential requirement consists of three steps:

- Step 1:** Child care facility personnel must complete the “Staff Credential Verification Application (CF-FSP Form 5211)” and attach all required documentation. To obtain a copy of the verification form, please visit the child care website at www.myflorida.com/childcare and select the “Forms and Applications” link.
- Step 2:** Child care facility personnel must submit the Staff Credential Verification Application to the Department of Children and Families Credential Unit for processing. The mailing address of the Credential Unit is located on the application. Please allow 4 – 6 weeks for processing.
- Step 3:** The Credential Unit will verify the staff credential on the “Staff Credential Verification (CF-FSP Form 5206)” and on the Child Care Training Transcript. Transcripts may be used as official documentation and may be obtained at the child care website at www.myflorida.com/childcare and select the “Training Requirements” link.

Staff Credential Renewal Requirements

A. Active National Early Childhood Credential

A National Early Childhood Credential must be renewed through the agency that awarded the credential. Prior to December 31, 2008, a National Early Childhood Credential may be renewed as a Birth Through Five Florida Child Care Professional Credential if the credential was issued prior to December 31, 2003.

B. Formal Educational Qualifications

Does not need to be renewed to remain active.

C. Active Birth Through Five Florida Child Care Professional Credential

(formerly the Florida Child Development Associate Equivalency Credential – CDAE)

Every five years a candidate must renew the Active Birth Through Five Florida Child Care Professional Credential by completing the Credential Renewal Application. To obtain a copy of the renewal application form, please visit the child care website at www.myflorida.com/childcare and select the “Forms and Applications” link.

To renew the Active Birth Through Five Florida Child Care Professional Credential, an applicant must provide documentation for the following requirements:

1. Active Infant and Child First Aid and CPR Certificate;
2. Proof of one (1) of the following within the last five (5) years;
 - a. 4.5 Continuing Education Units (CEUs), in any birth through five curriculum area;
 - b. Three (3) college credits in any birth through five curriculum area;
 - c. 45 clock hours completed at a Florida Career Education Center (public vocational or technical school), Florida Community College, or an institution licensed by the Florida Commission for Independent Education in any birth through five curriculum area; or
 - d. Any combination of a – c equaling 45 hours of professional education training.
3. Proof of 80 hours work experience as an employee or volunteer with children ages birth through five in a child care or educational setting within the last 12 months;
4. Proof of individual membership in a national, state, or local early childhood professional organization within the last 12 months;
5. A letter of recommendation regarding competency in working with young children;
6. Copy of original credential certificate.

D. Active School-Age Florida Child Care Professional Credential
(formerly the Florida School-Age Certification)

Every five years a candidate must renew the School-Age Florida Child Care Professional Credential by completing the Credential Renewal Application. To obtain a copy of the renewal application form, please visit the child care website at www.myflorida.com/childcare and select the “Forms and Applications” link.

To renew, the Active School-Age Florida Child Care Professional Credential, an individual must provide documentation for the following requirements:

1. Active Child First Aid and CPR Certificate;
2. Proof of one (1) of the following within the last five (5) years;
 - a. 4.5 Continuing Education Units (CEUs), in any school-age curriculum area;
 - b. Three (3) college credits in any school-age curriculum area;

- c. 45 clock hours completed at a Florida Career Education Center (public vocational or technical school), Florida Community College, or an institution licensed by the Florida Commission for Independent Education in any school-age curriculum area; *or*
 - d. Any combination of a – c equaling 45 hours of professional education training.
3. Proof of 80 hours work experience as an employee or volunteer with school-age children in a child care or educational setting within the last 12 months;
 4. Proof of individual membership in a national, state, or local early childhood professional organization within the last 12 months;
 5. A letter of recommendation regarding competency in working with school-age children;
 6. Copy of original credential certificate.

E. Employment History Recognition Exemption

Does not need to be renewed to remain active.

Verifying the Staff Credential Renewal Requirement for Child Care Personnel

The verification process for determining if child care personnel meets the renewal requirements consists of the following 3 steps:

- Step 1:** Child care facility personnel must complete the “Credential Renewal Application – either Birth to Five, Department of Education, or School-Age (CF-FSP Form 5273, CF-FSP Form 5307, CF-FSP Form 5308, or CF-FSP Form 5309)” and attach all required documentation. To obtain a copy of the verification form, please visit the child care website at www.myflorida.com/childcare and select the “Forms and Applications” link.
- Step 2:** Child care facility personnel must submit the Credential Renewal Application to the Department of Children and Families Credential Unit for processing. The mailing address of the Credential Unit is located on the application. Please allow 4 – 6 weeks for processing.
- Step 3:** The Credential Unit will verify renewal requirements, issue a renewal certificate, and document completion on the Child Care Training Transcript. Transcripts may be used as official documentation and may be obtained at the child care website at www.myflorida.com/childcare and select the “Training Requirements” link.

Minimum licensing standards for child care facilities legislatively requires child care directors to have a Director Credential. Prior to the issuance of a license, every applicant for a license to operate a child care facility, or for a change of ownership of a child care facility, must document that the facility director has a Director Credential.

The Director Credential is a renewable comprehensive program consisting of three levels of educational and experiential requirements.

Core Director Credential Requirements for All Levels

- High school diploma or GED
- Completion of the Department's Part I Introductory Child Care Training
- Completion of 8-hours of in-service training in serving children with disabilities
- Active Staff Credential excluding Employment History Recognition

Level I Director Credential Requirements

- Completion of all core requirements
- Completion of an approved course in the curriculum content area "Overview of Child Care Center Management" OR an approved Director Credential from another state, subject to approval by the Department
- Less than one year experience or no experience as a child care facility director

Level II Director Credential Requirements

- Completion of all core requirements
- Completion of an approved course in the curriculum content area "Overview of Child Care Center Management" OR an approved Director Credential from another state, subject to approval by the Department
- One year or more of on-site experience as a child care facility director



Advanced Level Director Credential Requirements

- Completion of all core requirements
- Completion of an approved course in the curriculum content area “Overview of Child Care Center Management;” an approved Director Credential from another state, subject to approval by the Department; successful passage of the Director Credential Child Care Administration competency exam with a minimum score of 70; OR completion of a three (3) credit college level course in Child Care Administration, Business Administration, or Education Administration
- Completion of one of the following:
 1. An Associate degree or higher
 2. TWO of the following: 3-credit college level course in Child Care and Education Organizational Leadership, 3-credit college level course in Child Care and Education Financial and Legal Issues or 3-credit college level course in Child Care and Education Programming
 3. 5 years of experience as a child care facility director
- Two years or more of on-site experience as a child care director

Director Credential Renewal (All Levels)

To maintain a valid director credential at any level, every 5 years, candidates must complete the “Florida Director Credential Renewal Application (CF-FSP Form 5306)” and document completion of the following requirements:

1. An active staff credential
2. 4.5 Continuing Education Units (CEUs), or three college credit hours in an approved course in the curriculum areas of Child Care and Education Organizational Leadership and Management, Child Care and Education Financial and Legal Issues, or Child Care and Education Programming or coursework completed to renew a State of Florida Teaching Certificate.
3. Professional contribution in the child care field through any one of the following:
 - a. Make a presentation or provide training in the field of early childhood or school-age education;
 - b. Serve as a validator or advisor for a Florida-recognized accreditation program, as a CDA advisor, or as a school-age certification representative for the Florida Child Care Professional Credential School-Age Program;
 - c. Advocate for an issue in the field of early childhood or school-age education;

- d. Publish an item related to the field of early childhood or school-age education;
- e. Document program improvements by completing a Florida recognized accreditation program;
- f. Serve as a consultant or mentor to another early childhood education or school-age-program;
- g. Participate in an educational research or innovation project related to early childhood or school-age education;
- h. Participate in a creative activity, outside of the candidate's child care program, relating to the field of early childhood or school-age education;
or
- i. Serve as an officer or committee member in a professional organization related to the field of early childhood or school-age education.

For more information on Director Credential requirements, please visit the child care website at www.myflorida.com/childcare and select the "Training Requirements" link.

Verifying the Director Credential and Director Credential Renewal Requirements for Child Care Personnel

The verification process for determining if child care personnel meets the Director Credential or Director Credential renewal requirements consists of the following 3 steps:

- Step 1:** Child care facility personnel must complete the "Director Credential Application or Renewal Application (CF-FSP Form 5290, or CF-FSP Form 5306)" and attach all required documentation. To obtain a copy of the verification form, please visit the child care website at: www.myflorida.com/childcare and select the "Forms and Applications" link.
- Step 2:** Child care facility personnel must submit the Director Credential Application or Renewal Application to the Department of Children and Families Credential Unit for processing. The mailing address of the Credential Unit is located on the application. Please allow 4 – 6 weeks for processing.
- Step 3:** The Credential Unit will verify credential or renewal requirements and issue a initial or renewal certificate, which will also be documented on the Child Care Training Transcript. Transcripts may be used as official documentation and may be obtained at the child care website at: www.myflorida.com/childcare and select the "Training Requirements" link.

For more information, please visit the child care website at www.myflorida.com/childcare or contact the Child Care Training Information Center at:

CHILD CARE TRAINING INFORMATION CENTER
2807 Remington Green Circle, Tallahassee, Florida 32308 • 1-888-FLCCTIC
Or, your Licensing Office at:

