



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Acting Commissioner

DIVISION OF CHILD CARE SERVICES POLICY STATEMENT

15-4

Plan of Study Requirements

ID NUMBER: 15-4

TOPIC: Plan of Study Requirements

MODALITIES IMPACTED: Day Care Centers

APPLICABLE REGULATIONS: Title 18 of the New York State Code of Rules & Regulations §§:
413.2(d)(13) 418-1.13(g)

CONTACT: Regional Offices
<http://ocfs.ny.gov/main/childcare/regionaloffices.asp>

EFFECTIVE: IMMEDIATELY

THIS POLICY STATEMENT IS EFFECTIVE IMMEDIATELY AND CANCELS ALL PREVIOUS MEMOS OR STATEMENTS ON THIS TOPIC.

Plan of Study means a written plan which sets forth reasonable timeframes and shows continuous progress towards completion of the requirements for a degree or credential. If the plan is for a director of a program, the plan must be signed by the director and the Office of Children and Family Services (the Office), and be overseen and monitored by the Office. For all other individuals, the plan must be signed by the participant and the director of the program, and be overseen and monitored by the director. [Title 18 New York Code of Rules and Regulations (NYCRR) § 413.2(d)(13)]

The purpose of this policy is to clarify when a Plan of Study is acceptable to the Office as meeting the intent of the regulation and the needs of a child care program.

Introduction

Directors and group teachers play pivotal roles in the day-to-day functioning of the child care program and the individual classroom. Consequently, it is important that these persons have the expertise and qualifications to work within a framework of appropriate child development principles and knowledge of family relationships. College-level coursework has been shown to

have a measurable, positive effect on staff performance and quality of child care. In addition, research indicates that a staff person's performance on the job is positively affected by his/her continued participation in child care studies. The Office sets educational standards for persons applying for director and group teacher positions and allows persons to fill these positions while they further their educational qualifications through an approved Plan of Study. Given the importance of staff qualifications and their effect on the delivery of services to children in care, the Office requires that a person with an approved plan of study adhere to his/her plan and advance toward the regulatory qualifications in a timely manner.

Monitoring Plans of Study

Child day care center staff with Plans of Study must register in the New York training registry for early childhood professionals. Plans of Study for group teachers are overseen by the program's director, while plans for directors will be monitored by the Office, both through the registry. The child day care program needs to be registered in the New York training registry to allow the director access to the staff's Plan of Study. [18 NYCRR §418-1.13(k)]

Evaluation of Plans of Study

Staff members must be qualified by training and experience to carry out their respective functions in the administration, operation, and maintenance of the child day care center [§418-1.13(a)]. A director's Plan of Study must be made in writing and approved by the Office. A group teacher's Plan of Study must be made in writing and approved by the program's director. A Plan of Study form is available from the Office and may be used for this purpose. Plans of Study will be periodically reviewed by the Office for directors, and by the program director for staff, respectively. If the plan of study is **not** being followed as approved, a violation will be cited. The Office will assess failure to proceed with an approved Plan and any extenuating circumstances for corrective or other action.

Continuous Progress towards Completion

The term "continuous progress towards completion" means occurring without interruption until the desired goal is achieved. The Office will assess the approved Plan of Study in order to determine whether or not the person is making continuous progress towards the goal. As long as the goals of the agreement are reached by the times indicated in the agreement, it will be accepted as continuous progress.

Reasonable Timeframes

- A director or group teacher who is committing to a Plan of Study that includes college coursework must commit to completing at least six college credits per year until the commitment goal is met.
- A director or group teacher who is assessed by his/her institution of higher education to have earned life credits may apply those credits to any semester(s) he/she chooses and may subtract them from the six credits needed in that year's Plan of Study. All credits must be from an accredited institution, and proof of enrollment is required.
- A director or group teacher who commits to working towards a credential to meet the regulatory qualifications for his/her position must complete the credential within the time frame permitted by the credentialing institution. For example, the New York State

Association for the Education of Young Children (NYSAEYC) allows candidates up to three years to complete the New York State Children's Program Administrator credential.

Plans of Study Approved Prior to this Policy's Effective Date

All plans of study, whether new or existing, must be submitted to, and kept current in, the New York training registry. Any changes to an existing plan must be approved.

Approved By:

A handwritten signature in black ink, appearing to read "Janice Molnar". The signature is fluid and cursive, with a long horizontal stroke at the end.

Date: August 18, 2015

Janice M. Molnar, Ph.D.
Deputy Commissioner