

Division of Child Care Services

P O L I C Y S T A T E M E N T

ID NUMBER: 08-2

TOPIC: Child Day Care Training Requirements

TYPES OF CHILD DAY CARE IMPACTED: Day Care Center (DCC), School Age Child Care (SACC), Group Family Day Care (GFDC), Family Day Care (FDC)

APPLICABLE REGULATIONS: Title 18 of the New York State Code of Rules & Regulations (NYCRR), Sections: 414.14; 416.14; 417.14; 418-1.14; 418-2.14

CONTACT: Division of Child Care Services (DCCS) Regional Offices
Website: <http://www.ocfs.state.ny.us/main/beccs/regionaloffices.asp>

EFFECTIVE: Immediately (Updated 9-15-09)

****THIS POLICY STATEMENT CANCELS PS 98-2****

The New York State Quality Child Care and Protection Act of 2000 resulted in a number of key changes aimed at strengthening parental confidence in the safety and quality of child care programs and bolstering the professionalism of child care providers and their staff. One of the changes instituted, as a result of the Act, was to increase the number of required training hours from 15 to 30 hours every two years. This change was based on studies* that have shown a direct correlation between quality child care and a provider's level of education and/or training in the field.

The Office of Children and Family Services (OCFS) assists child care providers in meeting their statutory training requirement by offering regularly scheduled video training courses geared in particular toward providers who are new to the child care field. OCFS also offers assistance to providers for their training through the Educational Incentive Program (EIP). EIP is a scholarship program funded by the New York State Office of Children and Family Services. Its purpose is to assist child care providers by paying for the professional development training and education they need to provide quality care to children. Additional information about both of these programs is included later in this policy statement. OCFS is also charged with monitoring and verifying that providers have met their training requirements. To that end, this policy seeks to clarify issues associated with the training requirements.

*Journal of the American Academy of Pediatrics, Policy Statement, "Quality Early Education and Child Care from Birth to Kindergarten," Jan. 2005 Child Care & Early Education Research, "Impact of Training and Education for Caregivers of Infants & Toddlers," August 2005 by: J. Lee Kreader, Daniel Ferguson, Sharmila Lawrence

Child care provider training issues covered in this policy statement include:

- Who Needs to be Trained
- Training Requirements
- Specialized Training; i.e. MAT, First aid, CPR

- Sources of Training
- Evaluating Training Hours/Trainer
- Documentation of Training
- Demonstrating Basic Competency
- Training Deficiencies
- Compliance Plans
- Transferring Credit Hours to Another Program

WHO NEEDS TO BE TRAINED?

The New York State Social Services Law Section 390-a requires that operators, program directors, employees and assistants of Family Day Care (FDC), Group Family Day Care (GFDC), School Age Child Care (SACC) programs and Day Care Centers (DCC) receive thirty (30) hours of training every two years; provided that fifteen hours of such training be received within the first six months of the initial licensure, registration or employment. These training requirements also apply to any volunteer in any child care program who has the potential for regular and substantial contact with children. For purposes of this policy the word “regular” means “expected as routine”; the word substantial means “significant or considerable”. The two words are connected by the word *and* which means both conditions must be present to trigger the training requirement.

OCFS recognizes that some child care employees work on a less than regular basis, or part time. Part-time staff members must complete training; however, the number of training hours required is dependent upon the number of hours part-time staff actually work in the program. Training hours for part-time staff are calculated on a pro-rated basis. Please refer to Policy Statement #04-03 for specific criteria. This policy statement defines specific roles in child care for which pro-rating hours of training may apply. Policy Statement #04-03 also gives a specific formula for calculating pro-rated hours based on the number of hours an employee works.

Any training received after the application has been submitted, but before the application has been approved and the license/registration granted, may be counted toward the thirty (30) hours of training required for the initial license/registration period. If applicants withdraw his/her child care application and reapply at a later date, the training received for the previously withdrawn application may be counted for the present application. There is a time limit of two years for this training to still be considered valid.

Providers who have begun the renewal process (sent the renewal application to the licensor/registrar) may count any training taken after the submission of the renewal application toward the 30 hours of training needed in the new licensing/registration period.

Attachment 1 specifically outlines what training is required of providers, staff, employees, and volunteers for each modality of child care, i.e. FDC, GFDC, SACC, DCC. Please refer to chart in **Attachment 1**.

TRAINING REQUIREMENTS

The training required by New York State Social Services Law includes **nine topic areas**. These required training topics are listed below:

- 1) *Principles of Childhood Development, focusing on the developmental stages of the age groups for which the program provides care*
- 2) *Safety and Security Procedures*
- 3) *Child Abuse and Maltreatment Identification and Prevention*
- 4) *Statutes and Regulations Pertaining to Child Day Care*
- 5) *Nutrition and Health Needs of Infants and Children*
- 6) *Business Record Maintenance and Management*
- 7) *Child Day Care Program Development*
- 8) *Statutes and Regulations Pertaining to Child Abuse and Maltreatment*
- 9) *Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome*

As long as the statutory topic areas above are covered every two years, providers have the flexibility when choosing their trainings. Providers may choose training based on their specific program and needs of children in their care. When deciding what training best serves the needs of their child care program, providers should consider:

- Ages of children in their care;
- Any special needs of children in their care;
- Staff and staffing changes in their program; and
- Changes in the population of the children they serve.

SPECIALIZED TRAINING REQUIREMENTS

There are some program-enhancements that child care providers may choose to make available to children in their program, such as administering medication, or the use of a swimming pool during child care hours. If a child care provider chooses to offer these enhancements in his/her program, specialized training is required of that child care program.

Any child care providers that wish to administer medications to children enrolled in their child care program must successfully complete specialized Medication Administration Training (MAT). In addition, the Provider must take Cardiopulmonary Resuscitation (CPR) and First Aid training specifically designed for the age group they serve. The eligible child care program must also have a health care consultant, an approved health care plan, and meet all other requirements as stated in regulations. Child care programs requesting to have a pool approved for use by child care children must also have CPR training. These specialized trainings: MAT, CPR, and First Aid, may be counted toward meeting the 30 hours of training required for the licensing/registration period.

SOURCES OF TRAINING

While OCFS provides many services through its contractual relationships with public universities and other organizations, providers are not limited to participation in OCFS-sponsored trainings. Providers are encouraged to use a variety of training resources to fulfill the training requirements. These resources include, but are not limited to:

- Child Care Resource and Referral agencies (CCR&R's);

- Day care center in-service;
- Cooperative Extension;
- American Red Cross;
- Head Start;
- New York State Council on Children and Families;
- National Association for the Education of Young Children (NAEYC);
- New York State Association for the Education of Young Children (NYSAEYC);
- New York Child Care Association (NYCCA);
- Local school districts and BOCES;
- Social services districts;
- Community colleges;
- Universities/4-year colleges;
- Videoconferences sponsored by the Office of Children and Family Services; and
- Independent Study/Distance learning

OCFS sponsored videoconferences are held on a monthly basis. For further information about videoconference scheduling and registration, interested parties may visit the SUNY Training Strategies Group on their website: www.tsg.suny.edu. They may also be reached by phone at: (518) 443-5940.

“Distance Learning” is a term used to describe forms of Independent Study that does not necessarily include face-to-face interaction. Distance learning is accomplished through instruction and interaction, other than “face-to-face,” between the trainer and the trainee. There are specific criteria that these Distance Learning courses must meet to count toward the required training for child care providers. For specific criteria please see: Policy Statement ID Number 02-02. OCFS approved distance learning courses may be found on the SUNY Professional Development Program (PDP) website at www.tsg.suny.edu with a link for Distance Learning. SUNY PDP may also be reached by phone at: (518) 443-5940.

The SUNY web site also contains information on the Education Incentive Program (EIP) managed by SUNY PDP. EIP provides monetary grants to providers to assist in training costs. The grants are awarded based on the providers’ household income level.

EVALUATING TRAINING HOURS/TRAINER

OCFS does not pre-approve classroom training. Providers may, however, contact their Division of Child Care Services (DCCS) Regional Office to seek clarification about what constitutes valid training <http://www.ocfs.state.ny.us/main/becs/regionaloffices.asp>.

Child care providers and staff are not required to spend the same amount of time in training for each topic area; training hours on each topic may vary. In addition, some training classes may cover several topics, while others may be specific to one topic. For example, a provider may take 3 hours of training for *Child Day Care Program Development*, and 5 hours of training for *Statutes and Regulations Pertaining to Child Abuse and Maltreatment*. A provider may also take one 5-hour course that covers 3 different topic areas. In order to be sure a training course will count toward their 30 hours of required training, providers and staff should evaluate a workshop or training course with consideration to how it relates to competencies and statutory topic areas.

Training and/or courses may be credit bearing or non credit bearing. Providers and staff should keep copies of course outlines and curriculum as they may help the licensors/registrars to evaluate and credit a course for the correct amount of training hours. It may also be necessary

for the licensor/registrar to request college transcripts to verify course attendance and passing grades.

It is not required that courses be directly related to child care in order to count toward a portion of the nine topic areas. For example, a completed college course in business management may count toward the child care training topic requirement of *Business Record Management and Maintenance*. Each course will be evaluated on its own merit for acceptable content related to the required nine topic areas.

Providers or child care employees may wish to submit international degrees or certificates of training to meet OCFS's regulatory standard for training. These individuals are responsible for having their credentials, college transcripts or certificates translated into English. The documents must also be evaluated to the equivalent of an accredited U.S. college degree and/or comparable to courses and certificates received in the U.S. (International Centers may be able to assist with the academic credential evaluation.) Providers/staff are responsible for providing their licensor/registrar with the translated evaluations for review.

Training may be obtained via internal or external training, or a combination of both. In other words, training may be conducted within the child care program by an employee who has the qualifications to conduct such training, and/or by an outside expert qualified to train. While it is not required that a trainer have a degree in the specific subject on which they train, they must possess the skills to conduct such training. Licensors/registrars will consider the following questions when evaluating if the trainer/training is acceptable:

- Is the course curriculum specifically related to one or more of the required training topics?
- Is the material presented accurate and relevant?
- Is the trainer skilled in the topic(s)?
- What is the trainer's experience and/or education on the topic(s)?
- What is the trainer's *training* experience?
- What are the trainer's credentials?
- Does the trainer have professional references?

Day Care Centers (DCC) and School Age Child Care (SACC) programs may provide in-service training by the center director or other qualified staff. Regulations require that a director of a DCC or SACC program meet specific educational qualifications. By virtue of possessing these qualifications and competencies in specific topics, the director may provide training to other staff in the program. *Any* child care staff may provide training to other child care staff if they meet the equivalent qualifications and competencies. The licensor/registrar must evaluate the qualifications and competency of any person providing training in a child care program.

There are no educational qualifications for providers of Family Day Care (FDC) and Group Family Day Care (GFDC) programs. To the extent that a FDC or GFDC provider meets the same qualifications as a director of a Day Care Center (DCC) or a School Age Child Care (SACC) program, OCFS may extend to them the same ability to function as a trainer. Providers in GFDC or a FDC may also provide in-service training to their employees if they can provide documentation that they have the same educational and experiential qualifications as DCC or SACC directors. GFDC and FDC providers must receive their training from an outside training source (see Sources of Training in this policy), and only then may they train their assistant(s) and/or substitutes.

Providers or child care staff who conduct training for other child care staff may not count the hours spent conducting training as hours spent receiving training. In other words, training others is not counted toward training hours for the trainer. EX: Mrs. Jones, DCC director, meets the qualifications to train DCC staff in nutrition and health needs of children. She conducts a 4-hour workshop for the DCC staff. This 4 hours that she spent training cannot be counted toward Mrs. Jones' required training hours.

Training must be conducted in an appropriate learning environment, with interaction between the trainer and participant, and some measurable outcome for participants.

DOCUMENTATION OF TRAINING

FDC providers, GFDC providers/assistants, DCC programs and SACC programs are required to maintain verification of completion of training requirements for all applicable staff in the program. Each program must maintain a file containing a current and accurate record of all training attended and completed by all providers, staff, and/or volunteers. This file must be maintained on site and be available for inspection at any time by the office. Programs with multiple sites may keep all training records for staff in one central location, i.e., at one of their sites. Upon the request of OCFS staff, programs may be required to make these records available for verification at another of their multiple sites. OCFS has created a Day Care Program Training Tracking Chart on which providers and directors can track training for all employees of their program. This form can be found on the OCFS web site at: <http://www.ocfs.state.ny.us/main/be/cs/> under the heading of Child Care Forms. The form number is OCFS-4879. On this same website, there is also an Individual Training Tracking Form for Child Care Personnel, form number OCFS-4880, on which individuals can track their own training. (If no computer access is available, the Regional Offices can provide forms to providers.) These forms make tracking training hours and topics simpler, **but do not act as verification of training.**

Verification of training may be accomplished in several ways; including, but not limited to:

- Authentic training certificates, which include:
 - Name of Participant
 - Topic (title)
 - Date of Training
 - Hours in attendance
 - Signature of trainer(Information on trainer/trainer's organization must be available upon request by OCFS staff.)
- Attendance sheet with participant's signature
- Verification of attendance from trainer or training organization
- Grades or transcripts

DEMONSTRATING BASIC COMPETENCE AND SUBSTANTIALLY EQUIVALENT KNOWLEDGE AND EXPERIENCE

Although providers and staff must meet the statutory required number of training hours (30 every two years), OCFS may exempt any child care director, provider or employee from participating in training on a particular topic upon demonstration of substantially equivalent knowledge or experience related to the topic. Exemption from a topic, however, does not reduce the 30-hour training requirement. All persons with such exemptions must still complete a minimum of 30 hours of training every two years. The exemption is advantageous to those directors, providers or employees who are looking for greater flexibility and/or more in-depth training topics.

Attachment 2, entitled **Demonstrating Basic Competence or Substantially Equivalent Knowledge or Experience**, provides guidelines for OCFS staff to evaluate whether a provider/staff demonstrates basic competence or substantially equivalent knowledge or experience related to a particular topic area. Certain basic criteria and minimum educational requirements are necessary before an individual may be exempt from training in specific topic areas. Attachment 2 is a guideline, not an all-inclusive list of criteria and acceptable documentation.

Attachment 2 is divided into two parts:

- **Part I** specifies the criteria and documentation by which a FDC provider, GFDC provider, assistant, or employee, small DCC, DCC and SACC provider can document **basic competence**. Part I lists the basic criteria that must be met before the individual may progress to Part II.
- **Part II** specifies the criteria and documentation by which an individual can **demonstrate substantially equivalent knowledge or experience** related to a particular training topic.

Providers may seek to demonstrate competence in order to fulfill specific training requirements. Providers should refer to Attachment 2 of this policy before submitting their renewal applications. Attachment 2 furnishes providers with basic requirements for training and the two options for increased flexibility in fulfilling training requirements, i.e., demonstrate basic competence or substantially equivalent knowledge or experience. Providers who can demonstrate basic competence must include a copy of the required credential, transcripts or diploma with their renewal applications.

It is the provider's responsibility to furnish the licenser/registrar with the documentation needed to demonstrate that she/he meets criteria listed in the applicable section of Attachment 2. It should be noted that an official college transcript is one that is mailed directly from the college to the Regional Office or its designee. Such transcripts may bear the college seal. Where an official college transcript is required, it is the provider's responsibility to contact the college and arrange for a transcript to be mailed to the Regional Office or its designee. The provider is responsible for any fees associated with acquiring any required documentation.

Some forms of education and training documentation are time-limited while others are not. For example, a college degree is not time-limited as there is nothing that an individual must do to maintain it. Neither is a New York State Children's Program Administrator Credential time limited. Conversely, a Child Development Associate credential (CDA) is valid for a specified period of time and must be renewed. It is important that OCFS staff carefully check the effective date of credentials, and dates of completion of courses, when determining whether a provider demonstrates basic competence or substantially equivalent knowledge or experience.

Once a provider has demonstrated basic competence and substantially equivalent knowledge or experience, she/he will be able to exercise the specified flexibility regarding training until such time as either the credential or time period established for the documentation expires; or, the provider's actions indicate that she/he does not have basic competence or substantially equivalent knowledge or experience. For an example, let us assume that a provider has demonstrated substantially equivalent knowledge or experience in the area of "health needs of infants and children." Subsequently, the Regional Office receives a complaint that the provider does not wash her hands after diapering children or before preparing meals. Upon investigation, this complaint is substantiated. Based on this substantiated complaint, the licenser/registrar may

rescind the training exemption and require that the provider obtain training in the area of *Nutrition and Health Needs of Infants and Children*.

TRAINING DEFICIENCIES

When a child care provider, director or staff has *not* met the minimum thirty (30) hours of training during the licensing/registration period, an inspection of the child care program must be completed. Upon completion of this inspection, OCFS will determine if it is appropriate to renew the license/registration. If training requirements have indeed not been met, the program will be referred to the Bureau of Day Care Enforcement for denial of renewal. Once the program has been denied, it is the responsibility of the provider/director to work with the Regional Office to resolve the matter. Licensors/registrar will work with the OCFS' Bureau of Day Care Enforcement on all denial of renewals.

COMPLIANCE PLANS

In addition to the basic training requirements, training may also be required as part of a plan designed to correct one or more areas of non-compliance. Training required as part of a corrective action plan, or a legal action, can not count toward the standard 30 hour requirement. Completion of this additional training requirement may be enforced in the same manner as any other requirement incorporated in a corrective action plan. A corrective action plan requiring training must specify:

- The topic(s) to be addressed by the training;
- Who is required to receive the training - the director, teachers, assistants, or a specific person or persons;
- The timeframe within which the training must be completed;
- Whether the provider must use Office-sponsored training or can use another resource to obtain the training; and,
- Acceptable ways of documenting completion of the additional training requirement.

TRANSFERRING CREDIT HOURS TO ANOTHER PROGRAM

All family-based registrations and licenses are issued to a specific provider operating at a specific address. If the provider moves from that address to a new address, an application for a new license/registration must be approved before the provider may provide care at the new location. Any training hours that the provider/employee has accrued under the old registration/license must be evaluated for potential transfer to the new license/registration cycle. Please see Policy Statement 03-1 for more specific information on this process.

Child care staff are permitted by OCFS to transfer training hours from a former child care employer to current child care employer, provided the date the training was taken falls within the dates of the new employer's licensing cycle. The transferred training hours may not be substituted for the 15 hours of initial training required of new employees within the first six months of their employment, but may count toward the remaining 15 hours required within the program's 2-year renewal cycle. Child care staff must also complete training in all nine of the topic areas listed in regulation.

The child care staff person requesting the transfer of training hours must be able to provide the new employer with appropriate documentation verifying the training hours completed. The Individual Training Tracking Form for Child Care Personnel (form# OCFS-4880), referenced on

page 6 of this policy, can greatly assist child care employees in tracking and transferring training hours from one program to another. This form, as well as other valuable information, can be found on the OCFS web site at: <http://www.ocfs.state.ny.us/main/bees/>.

ATTACHMENT I

Required Hours of Training

Modality	Who	How Many Hours	When	Health and Safety Training
Day Care Center (Training hours for part-time staff may be prorated. See Policy# 04-03)	Director	30 Hours	15 hours within the first 6 months of employment	Not required
	Staff	30 Hours	15 hours within first 6 months of employment	Not required
	Volunteer	30 Hours	15 hours within first 6 months of employment	Not required
Group Family Day Care	On-site Provider	30 Hours	15 hours within the first 6 months of license	15 hours required pre-licensing
	Assistant	30 Hours	15 hours within the first 6 months of employment	Not required
	Alternate Assistant/provider	30 Hours	15 hours within the first 6 months of employment	Not required
	Substitute	Not required	Not required	Not required
Family Day Care	On-site Provider	30 hours	15 hours in first 6 months of registration	15 hours required pre-registration
	Alternate Provider	30 hours	15 hours in first 6 months of employment	Not required
	Substitute	Not required	Not required	Not required
School Age Child Care (training hours for part-time staff may be prorated. See Policy# 04-03)	Director	30 hours	15 hours in first 6 months of employment	Not required
	Staff	30 hours	15 hours in first 6 months of employment	Not required
	Volunteer	30 hours	15 hours in first 6 months of employment	Not required

ATTACHMENT 2

Demonstrating Basic Competence or Substantially Equivalent Knowledge or Experience

The guidelines below are intended to help licensors/registrars evaluate whether an individual demonstrates basic competence and substantially equivalent knowledge or experience related to a particular topic area. To be a candidate for “comping out,” a provider or staff member must have the BOTH educational qualifications in Part I, coupled with the specific training outlined in Part II. This list of criteria and acceptable documentation is not all inclusive. Additional criteria and documentation may be approved at the discretion of a Regional Manager.

Part I.

DEMONSTRATING BASIC COMPETENCE

- 1) To demonstrate **Basic Competence**, a FDC or GFDC provider, alternate provider or assistant; a DCC or SACC director, volunteer, and any employee of the child care, must present documentation that she/he has:

Criteria	Acceptable Documentation
a. current Child Development Associate credential (CDA); or,	a. copy of the CDA credential
b. a current National Association for Family Day Care Accreditation; or,	b. copy of the accreditation
c. an Associate's or higher degree in early childhood, child development or a related field.	c. copy of diploma; or an official college transcript
d. a Bachelor's or higher degree in child development, elementary education, physical education, recreation or a related field, with required experience; or,	d. copy of diploma; or an official college transcript
e. a Bachelor's or higher degree in any field including or in addition to 12 or more credits in Child Development, elementary education, physical education, recreation, with required experience; or,	e. copy of diploma; or an official college transcript
f. New York State Children's Program Credential with qualifying experience.	f. copy of award certificate
g. Associates degree in child development, elementary education, physical education, recreation or a related field with required experience; or,	g. copy of diploma or official college transcript
h. New York State Children's Program Administrator Credential with required Experience; or,	h. copy of award certificate
i. School Age Child Care Credential with required experience.	i. copy of award certificate

See the next page for Part II of this attachment:

Demonstrating **SUBSTANTIALLY EQUIVALENT KNOWLEDGE** or experience in a specific topic area.

Part II.

Demonstrating **SUBSTANTIALLY EQUIVALENT KNOWLEDGE** or experience in a specific topic area:

(Please note that numbers 5 and 5a below, while separate here, are part of one required topic area: *Nutrition and Health Needs of Infants and Children.*)

- 1) To demonstrate **substantially equivalent knowledge or experience** in the area of **Principles of Early Childhood Development**, an individual must present documentation that she/he has:

Criteria	Acceptable Documentation
a. completed 6 or more undergraduate or graduate credits in early childhood, child development and/or child psychology with a grade of C or higher.	a. an official college transcript

- 2) To demonstrate **substantially equivalent knowledge or experience** in the area of **Safety and Security Procedures**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. 2 years successful prior experience as a law enforcement officer; or,	a. letter of recommendation from prior employer; copy of performance evaluation written by previous supervisor indicating satisfactory performance; or,
b. probation officer; or security guard; or youth facilities worker; or conductor of safety inventories for an insurance company.	b. copy of performance evaluation written by previous supervisor indicating satisfactory performance.

3) To demonstrate **substantially equivalent knowledge or experience** in the area of **Child Abuse and Maltreatment Identification and Prevention**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. completed 3 or more undergraduate or graduate credits in child abuse and maltreatment identification and prevention with a grade of C or higher; or,	a. an official college transcript; or,
b. 2 years prior successful experience as a State or County Child Protective Services worker; or,	b. letter of recommendation from previous employer; or copy of performance evaluation written by previous supervisor indicating satisfactory performance; or,
c. completed the NYS Education Department approved child abuse training for licensed professionals.	c. copy of certificate of completion.

4) To demonstrate **substantially equivalent knowledge or experience** in the area of **Statutes and Regulations Pertaining to Child Day Care**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. been employed as a child care registrar or licenser for NYS OCFS.	a. letter of recommendation from previous employer; or copy of performance evaluation written by previous supervisor indicating satisfactory performance.

5) To demonstrate **substantially equivalent knowledge or experience** in the area of **Nutrition**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. current certification as a registered dietician; or,	a. copy of certification.
b. completed 3 or more undergraduate or graduate credits in introductory nutrition with a grade of C or higher; or,	b. an official college transcript.
c. an Associate's or higher degree in food or institutional management or a closely related field; or,	c. copy of diploma; or an official college transcript
d. 2 years successful prior experience as a federal child and adult care food program specialist responsible for reviewing and approving menus.	d. letter of recommendation from the state agency responsible for administration of the federal child and adult care food program; or a copy of performance evaluation written by previous supervisor indicating satisfactory performance.

5a) To demonstrate **substantially equivalent knowledge or experience** in the area of **Health Needs of Children**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. a current license to practice medicine as a: -physician; -physician's assistant; -nurse practitioner; -registered nurse; or -licensed practical nurse; or	a. copy of license
b. successfully completed all 7 units of the American Red Cross "Child Care Course."	b. copy of certificate of completion

6) To demonstrate **substantially equivalent knowledge or experience** in the area of **Business Record Maintenance and Management**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. an Associate's or higher degree in accounting, business management, or a related field; or,	a. copy of diploma or an official college transcript; or,
b. current license as a Certified Public Accountant; or,	b. copy of license; or,
c. completed 6 or more undergraduate or graduate credits in accounting or business management with a grade of C or higher; or,	c. an official college transcript; or,
d. 2 years successful prior experience in a position involving accounting or business management responsibilities.	d. letter of recommendation from previous employer; or copy of performance evaluation written by previous supervisor indicating satisfactory performance.

7) To demonstrate **substantially equivalent knowledge or experience** in the area of **Child Day Care Program Development**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. completed 6 or more undergraduate or graduate credits in early childhood, child development, elementary education, physical education, recreation or a closely related field (as applicable to the setting in which the provider is currently working) with a grade of C or higher; or	a. an official college transcript
b. 2 years successful prior experience in a child day care center or a public or private school in a position involving responsibility for planning and implementing daily activity	b. letter of recommendation from previous employer; or copy of performance evaluation written

plans for children of the same age range as those in the setting in which the provider is currently working.	by previous supervisor indicating satisfactory performance
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8) To demonstrate **substantially equivalent knowledge or experience** in the area of **Statutes and Regulations Pertaining to Child Abuse and Maltreatment**, an individual must present documentation that s/he has:

Criteria	Acceptable Documentation
a. been employed as a NYS Child Protective (CPS) or State Central Registry (SCR) worker.	a. a letter of recommendation from previous employer; or copy of performance evaluation written by previous supervisor indicating satisfactory performance.

9) To demonstrate **substantially equivalent knowledge or experience** in the area of **Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome**, an individual must present documentation that s/he has:

a. a current license to practice medicine as a: -physician; -physician's assistant; -nurse practitioner; -registered nurse; or -licensed practical nurse; or	a. copy of license
b. successfully completed all 7 units of the American Red Cross "Child Care Course."	b. copy of certificate of completion
c. been employed as a NYS Child Protective (CPS) or State Central Registry (SCR).	c. a letter of recommendation from previous employer; or copy of performance evaluation written by previous supervisor indicating satisfactory performance.

Approved [X] Date; 9-15-08



Janice M. Molnar, Ph.D.
Deputy Commissioner
Division of Child Care Services