



PRORATED TRAINING HOURS

NOTE: Prorated Training hours are based on the staff's entire Early Childhood work history, not just the time employed at the current center.

The training hour requirement for **non-credentialed staff** (High School Degree/Non-related Degree) is 20 hours yearly.

If staff began working within the past year the hours are prorated by quarter:

Employment start date between July 1 –September 30 = 20 hours

Employment start date between October 1-December 31 = 14 hours

Employment start date between January 1-March 31 = 8 hours

Employment start date between April 1-June 30 = 4 hours

The training hour requirement for **credentialed staff** with a FCCPC (CDA) is 12 hours yearly.

If staff began working within the past year the hours are prorated by quarter:

Employment start date between July 1 –September 30 = 12 hours

Employment start date between October 1-December 31 = 8 hours

Employment start date between January 1-March 31 = 4 hours

Employment start date between April 1-June 30 = 2 hours

The training hour requirement for **credentialed staff** with a degree in Early Childhood or a related field is 10 hours yearly.

If staff began working within the past year the hours are prorated by quarter:

Employment start date between July 1 –September 30 = 10 hours

Employment start date between October 1-December 31 = 8 hours

Employment start date between January 1-March 31 = 4 hours

Employment start date between April 1-June 30 = 2 hours

Trainings should meet the Core Competency requirement, per ELC Training Policy.