

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.1 | Title: Training Requirements for School Readiness Providers – Formal Providers | |
| | Review Date: November 4, 2010 | Next Review Date: November 4, 2011 |

References: School Readiness Provider Agreement,
School Readiness Provider Compliance Policy for Child Care Centers
and Family Child Care Homes

Purpose: To ensure School Readiness providers maintain continuous professional development.

Background: The Pinellas County License Board for Child Care Centers and Family Day Care Homes requires providers complete a minimum of 10 in-service training hours specific to early childhood education and care.

Policy:

I. Training

School Readiness Providers and early education staff are required to complete in-service training, beyond the ten (10) hours required by child care licensing as prescribed below:

One time only:

1. Two (2) hours of Coalition approved “Brain Development Research” training. Brain development training should be specific to the ages the provider is working with. Only training taken 2005 or later will be accepted.
2. Providers caring for infants and toddlers must ensure that all staff working with infants and toddlers and the Director of the facility/home takes two (2) hours of Coalition approved training on “Shaken Baby Syndrome/SIDS” training.

Annual:

3. In-service Training*

- a. 10+0 (10 total) Instructional hours per year- Staff with an Associates degree or higher in Early Childhood Education or related field recognized on the Staff Credential Verification
- b. 10+2 (12 total) Instructional hours per year - Staff with a Child Development Associate Certificate (includes FCCPC/ECCPC or equivalent).
- c. 10+10 (20 total) Instructional hours per year - Staff without a FCCPC

*Annual In-service Training must be taken in a minimum of 4 Core Competency Areas or include professional conferences or college coursework.

II. Accepted Training

A. The following training will be recognized by the Coalition as “in-service” training:

Face to Face Training

1. All professional development opportunities advertised in the *Training Times*
2. Any training approved by IACET to offer CEUs
3. Any training offered by the Department of Education or Department of Children & Families
4. Workshops and conferences offered by state and national professional associations.
5. Coursework successfully completed through technical schools and accredited institutes of higher learning (PTEC, St. Petersburg College, USF).
6. Coursework, credential or certification reflected on the DCF Training Transcript.

Online training or coursework successfully completed:

1. Offered by the Early Learning Coalition of Pinellas
2. Offered by Department of Education
3. Offered by the Department of Children and Families
4. Offered by PTEC or
5. Offered by accredited institutions of higher learning including community and state colleges.
6. Coursework, credential or certification reflected on the DCF Training Transcript.

B. As providers continue to work toward obtaining associates and bachelor degrees they are required to complete general education courses on the college level such as composition and math courses. While the curriculum of these courses is not directly related to early childhood, mastering these skills can certainly have an impact on their ability as a teacher.

The Pinellas County License Board requires all required in-service training be specific to early childhood. The Coalition allows providers who are seeking a degree in Early Childhood Education to apply training hours, beyond those required by licensing, from general education coursework to meet their contractual requirement.

C. Training offered that does not meet the requirements outlined above may be submitted for approval by the Professional Development Department.

Training Approval by the Coalition

1. A training request will be submitted no later than 10 business days before the training.
2. The request will include the trainer's credentials, the date and length of the training, an agenda and an appropriate training plan that clearly defines the learning outcomes, instructional strategies, and assessment methodologies to be used within one of the seven Core Competency Areas.
3. Approval of trainings will be based on submitted information. Should the timeframe or content change in any way, the training must be re-submitted for approval.
4. Once the training has been approved or denied, the Professional Development Department will notify the requestor.

III. Documentation of Training

- A. The provider agrees to maintain documentation of training records at the provider's child care site for the child care provider and all employees in a manner that can be readily monitored.
- B. Providers are required to furnish Staff Training Reports for each employee by July 30 for the preceding fiscal year (July 1 to June 30) and upon request to verify required training was acquired.

Attachments A: Prorated Training Outline

Forms:

- Training Approval Submission Form
- Training Approval Response Letter

ELC PRORATED TRAINING HOURS (ELCPC 61.1.1 Attachment A)

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:

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| 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 30–June 30 | = | 2 hours |

The training hour requirement for credentialed staff with a CDA is 12 hours yearly.

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

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| 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 30–June 30 | = | 2 hours |

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:

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| 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 30–June 30 | = | 4 hours |

(Please refer to CCLP for training hours required by Licensing)