

PROFESSIONAL DEVELOPMENT

This is a guide only. Please refer to Rule 4002.30 of your Child Care Program Licensing Rules.



Professional development is an on-going process. All early childhood education and child care professionals, no matter how qualified or experienced must continue to incorporate new skills and knowledge into their work with young children and their families.

During a visit Child Care Licensing Coordinators will review files for professional development hours obtained during the previous 12-month period. For example if our visit is in August 2009, we'll look at records from August 2008 through August 2009. Starting on each effective date (see chart on page 2 of this guide) we'll be looking for the total required hours in the previous 12-month period.

All child care personnel (paid or volunteer) must complete the required professional development hours. The only exception is for those who are not qualified to work alone with children (child care assistant) and work 5 or fewer hours per week. Also, for professional development hours only, a person who helps out, but is not needed to meet the ratios, or to comply with other rules is not required to complete the professional development hours. Example: a visiting parent who is not counted in the ratios, who does not supervise children and who is not left alone with children under any circumstances is not required to have professional development hours.

We recommend planning your professional development activities throughout the year rather than waiting until the last minute to earn all required hours in a short period of time. We understand that when planning your professional development, the numbers may not add up exactly. A staff member may be planning on attending a full day or weeklong conference in the near future or a new staff member may not have had time to acquire the complete required hours. We suggest you include a plan for professional development in each staff member's file with any registration forms for upcoming training or college courses to document continuous professional development throughout the year to show a plan to accrue the remaining required hours. Encourage staff to take ownership of their professional development and to keep their information up to date.

It is our hope that you will seek out meaningful training and activities that will energize and inspire your work with young children.

Professional development includes:

Trainings, workshops or college courses must total at least 2/3 of the total of professional development hours. Training conducted at staff meetings by someone who is director qualified is acceptable. See He-C 4002.30 (h) for specific requirements on training and documentation.

Self-study projects which:

- a. Are based on current research in child development or early childhood;
- b. Demonstrate developmentally appropriate practice;
- c. Support the knowledge and skills needed to care for young children; and
- d. Include an evaluation component

Examples:

- Read an article in a recognized Early Childhood Education (ECE) professional journal and document topic and reactions.
- Develop a professional portfolio.

Meetings and volunteer activities with early childhood education organizations include Center Director or Family Child Care Provider group meetings or ECE organization board meetings and volunteering at an ECE conference.

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Self study and meetings and volunteer activities may add up to no more than 1/3 of the total required professional development hours in a 12-month period. These activities must be documented and available for review by a licensing coordinator during program visits (see sample below).

You may accrue up to six of the total required professional development hours with approved correspondence or on-line training and workshops. Complete on-line early childhood education college courses from a **regionally accredited** college will be accepted.

You may combine types of professional development activities (see chart below) or you may choose to attend trainings, workshops or courses to complete all required hours.

Professional Development Hours

Total Required	Effective Date	Trainings, Workshops, Courses	Self-study, meetings, volunteer
6 hours	November 23, 2008	4 hours minimum	2 hours maximum
9 hours	July 1, 2009	6 hours minimum	3 hours maximum
12 hours	July 1, 2010	8 hours minimum	4 hours maximum
18 hours	July 1, 2012	12 hours minimum	6 hours maximum

Child Care Orientation:

We are in the process of developing the orientation and making it available statewide. Programs will be notified when it is available and given time for staff to take it before the rule will be enforced. Orientation will be accepted as professional development hours.

Medication Administration:

We will be working on Medication Administration in the near future. Programs will be notified when it is available and given time for staff to take it before the rule will be enforced.

Please note that CPR, first aid, medication administration, water safety or water rescue trainings shall not be included in the annual required professional development hours.

Documenting Self study or Professional Development Activity – on one sheet of paper:

<p><u>Professional Development Activity</u></p> <p>Name of personnel:</p> <p>Date of activity:</p> <p># Of hours*:</p> <p>Activity information:</p> <ul style="list-style-type: none">➤ Meeting Agenda➤ Volunteer activity description➤ Title, Date of Publication, and Summary of Article/Book <p>Reaction to the article or activity or how you will use the knowledge gained (one paragraph).</p> <p>*Reading/Research = 1 hour per article, book chapter</p>
