

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, schoolagers, and their families.

All child care personnel (paid or volunteer, part time or full time) 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.

We moved to a 12-month period to encourage you to plan 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 on the day we review your file. A staff member may be planning on attending a full day or weeklong conference in the next month or a new staff member may not have had training opportunities to complete the 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 with 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. We do not expect a new staff member to have completed their required hours. If they are coming from a different program and have training, keep that documentation on file.

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

The 12-month rule

Our rule states that 18 hours of professional development is required *every 12-month period*. There are a few ways we explain this. Remember the idea is that professional development is meant to be on-going and continuous.

Here are the different ways we try to explain it and some tips. Hopefully one of them clicks for you. If not, give us a call!

- 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 December 2012, we will look at records from December 2011 through December 2012.
- Professional development is a process and it is up to the individual and the director/provider to create a professional development portfolio or file. You can choose a filing system that works for you; we will work with it if the information is complete and accurate. We'll look at your files going back 12 months from the day we visit.
- We recommend a cover sheet or calendar for each staff member to keep with your certificates (documentation)—with dates of when a staff member completed professional development, how many hours accrued, and when the next one is needed. Please keep in mind that when you keep too many years mixed in together it can be confusing and time consuming to organize and review.
- Every morning as your feet hit the floor (or as you walk in the door at the program), you must have earned at least 18 hours of professional development within the past 12 months.
- Think of your certificates as having an expiration date one year from when you completed that training. Keep track of how much of each type of professional development you've completed.

PROFESSIONAL DEVELOPMENT

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

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.

These activities must be documented and available for review by a licensing coordinator during program visits (see guides on our website <http://www.dhhs.nh.gov/oos/cclu/guidesinfo.htm>).

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.

Professional Development Hours

	A	B
Total Required	Trainings, Workshops, Courses	Self-study, meetings, volunteer
18 hours*	12 hours minimum	6 hours maximum

If training is:	Then it counts as:
Live, real time and interactive (includes live webinars)	A Training/workshops hours
Recorded/Online (non-live) and has a test and certificate	A Training/Workshop hours –but no more than 6 hours per He-C 4002.30(i)
Non-tested/no certificate workshops and recorded webinars	B Self-study with write-up

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

Blogs, chat rooms and such are not applicable toward professional development hours.

On-line early childhood education college courses from a **regionally accredited** college will also be accepted as training hours and are not limited by the six-hour restriction. To determine if a college is regionally accredited, go to <http://ope.ed.gov/ACCREDITATION/SEARCH.ASPX>

The required Child Care Licensing orientation is available at <http://earlylearningnh.org/child-care-licensing.php>. The CCL Orientation is accepted as professional development hours. Online orientation counts as ½ hour of professional development.

Medication Administration training is required for staff administering medication to children and can be taken here: <http://www.healthychildcare.org/healthyfutures.html>

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.

Still confused? Give us a call at 603-271-9025.