

2017 Updated Training Requirements

Core Competencies:



Relationships, Interactions, and Guidance-Includes, but is not limited to:

- Nurturing and positive interactions
- Supporting children's emotional development and self-regulation
- Social-emotional climate
- Family and community engagement

Child Growth and Development-Includes, but is not limited to:

- Physical, social, emotional, cognitive, and language development
- How these interact with one another
- Facilitating child growth and development
- Approaches to learning

Learning Environments and Curriculum-Includes, but is not limited to:

- Curriculum and curriculum planning
- Language and literacy, mathematics, science, technology, engineering, the arts, social studies
- Culture, diversity, and equity inclusiveness
- Dual language learners
- Space, materials, activities, transitions
- Schedules and routines

Health, Safety, and Nutrition-Includes, but is not limited to:

- Injury prevention
- Minimizing disease
- Allergies, tolerances, and dietary restrictions
- Emergency preparedness
- Physical activity
- Supervision

Assessment and Screening-Includes, but is not limited to:

- Observation, screening and referral, assessment, documentation, interpretation, planning, Implementation
- Setting up goals and objectives for children
- Using and implementing portfolios to assess and inform

Special Needs and Inclusion-Includes, but is not limited to:

- Children with disabilities
- Gifted and talented
- Children with trauma and toxic stress
- Recognizing academic and behavioral challenges
- Collaborating services
- Environmental access and adaptive equipment
- Developmentally and individually appropriate practice

Professional and Business Practices-Includes, but is not limited to:

- Professional development
- Professional conduct and ethics
- Leadership and advocacy
- Administration using technology

Providers seeking accreditation for the first time or when accreditation has lapsed must complete at least 120 clock hours of documented family child care related education/training. The education/training must be

completed within the 3 years prior to submitting an accreditation application. The training must include hours in each core competency and at least 12 hours in 5 of the core competencies. A provider must complete one of the two education/training options for accreditation as follows.

1. Training hours may be met through any combination of the following 4 options:
 - a. Workshops of two hours or less (up to 28 hours)
 - b. Classes or workshops taught by the candidate (up to 18 contact hours, limited to one time per training topic)
 - c. A Masters in Early Childhood Education, Child Development, or related field from an accredited college or university may be submitted for up to 45% of required training hours. A Baccalaureate in Early Childhood Education, Child Development, or related field from an accredited college or university may be submitted for up to 35% of required training hours. An Associate (2 year) degree in Early Childhood Education, Child Development or related field from an accredited college may be submitted for up to 25% of required training hours. A Baccalaureate or higher degree in an unrelated field from an accredited college or university may be submitted for up to 15% of required training hours.

Degree	%	1 st Accreditation	Re-accreditation
Masters-related	45%	54 hours	40.5 hours
Bachelors-related	35%	42 hours	31.5 hours
Associates-related	25%	30 hours	22.5 hours
Bachelors-unrelated	15%	18 hours	13.5 hours

d. Training from a recognized agency or organization proficient in child care provider education. Recognized training sources include but are not limited to child care resource and referral agencies and family child care associations, early childhood programs such as Head Start, school districts, U.S. military services, state government child care agencies, colleges, universities, vocational and technical schools (no maximum).

2. The **initial** (not renewal) Family Child Care CDA (Child Development Associate) Credential awarded through the Council for Professional Recognition which is not more than 3 years old will be accepted as documentation of the 120 clock hours of training.

The determination that training meets accreditation criteria is made by NAFCC. Questions regarding the distribution of training hours can be sent, in writing, to NAFCC.

A provider seeking re-accreditation must complete the following. The training must include hours in each of the core competencies.

1. Complete at least 90 clock hours of documented family child care related education/training through any combination of the following 4 options.
 - a. A Masters in Early Childhood Education, Child Development, or related field from an accredited college or university may be submitted for up to 45% of required training hours. A Baccalaureate in Early Childhood Education, Child Development, or related field from an accredited college or university may be submitted for up to 35% of required training hours. An Associate (2 year) degree in Early Childhood Education, Child Development or related field from an accredited college may be submitted for up to 25% of required training hours. A Baccalaureate or higher degree in an unrelated field from an accredited college or university may be submitted for up to 15% of required training hours.

Degree	%	1 st Accreditation	Re-accreditation
Masters-related	45%	54 hours	40.5 hours
Bachelors-related	35%	42 hours	31.5 hours
Associates-related	25%	30 hours	22.5 hours
Bachelors+-unrelated	15%	18 hours	13.5 hours

- b. A minimum of one college course (3 credit hour/45 clock hours) from an accredited college or university dated within the current accreditation period covering family child care topics.
- c. A minimum of 4.5 CEU's (45 clock hours) dated within the current accreditation period covering family child care related topics.
- d. A maximum of 45 clock hours of training dated within the current accreditation period covering family child care related topics. This training must be unduplicated and may not be reflected in any other option of training used for accreditation. This training may be met through the following areas.
 - i. Workshops of two hours or less (up to 28 hours)
 - ii. Classes or workshops taught by the candidate (up to 18 contact hours, limited to one time per training topic)
 - iii. Training from a recognized agency or organization proficient in child care provider education. Recognized training sources include but are not limited to child care resource and referral agencies and family child care associations, early childhood programs such as Head Start, school districts, U.S. military services, state government child care agencies, colleges, universities, vocational and technical schools

The determination that training meets accreditation criteria is made by NAFCC. Questions regarding the distribution of training hours can be sent, in writing, to NAFCC.

Training must be recorded on the official NAFCC Training record form. All certificates and verification must be attached to the form. Verification of training must include the name of the provider, the topic of training, the date of the training, the number of hours attended, and if possible, the signature or stamp of the instructor or institution. A course description or syllabus may be requested.

NAFCC Accreditation Training Record



Provider Name:

Workshops

Date	Title of Training	2 Hours or Less- 28 Hours Maximum	2 Hours or Less- Part of a Series	More Than 2 Hours	Taught by Candidate	Continuing Education Units	College Courses	Degree	Presenter Name	# of Hours	Total Hours
Totals									Totals		

NAFCC Training Core Competency Log: List the date of training and the hours under the most appropriate Core Competency

Date of Training	Relationships, Interactions, and Guidance	Child Growth and Development	Learning Environments and Curriculum	Health, Safety, and Nutrition	Assessment and Screening	Special Needs and Inclusion	Professional and Business Practices
Totals							

Please follow these instructions to ensure you receive full credit for the training you are submitting.

- 1 Refer to the training requirements.
- 2 List training in date order according to the date training was completed.
- 3 *When listing a training series, list the whole series together in date order, then continue with the rest of your training in date order.
- 4 Include the hours in the appropriate category. Do not submit more than 28 hours of workshops that are 2 hours or less.
- 5 Copies of training certificates, college transcripts (unofficial is acceptable), and degrees must be included with the training record.
- 6 Make sure your training documents have your name and the date of the training.
- 7 Place training certificates and transcripts in the order they are listed on the training record.
- 8 If you are listing an eligible college degree, list the year obtained, the name of the college and state and what it is in.
- 9 Use two lines if you need more space to write the title, but do not write the date or hours twice.
- 10 Complete the Core Competency Log

Sample Training Record

		Workshops									
Date	Title of Training	2 Hours or Less- 28 Hours Maximum	2 Hours or Less- Part of a Series	More Than 2 Hours- Approved Agency	Taught by Candidate	Continuing Education Units	College Courses	Degree	Presenter Name	# of Hours	Total Hours
1995	B.A. ECE Humboldt State Univ., CA							42		45	45
Fall 2017	Curriculum Development For Early Educators						45		Dana Alloway	45	90
2/7/2017	Basic Specialized Care part 1*		2						Phyllis Linder	2	92
2/14/2017	Basic Specialized Care part 2*		2						Phyllis Linder	2	94
2/21/2017	Basic Specialized Care part 3*		2						Phyllis Linder	2	96
3/10/2017	My Pyramid	2							Elma Clemons	2	98
4/17/2017	Taking Lead'ship as Informal Parent Educators	1.5							Misty Ward	1.5	99.5
5/27/2017	Enhancing Infant/Toddler Programs			6					Kim Smith	6	105.5
6/20/2017	Building and Maintaining Healthy Relationships	2							Sara Shuster	2	107.5
1/15/2016	Environments That Inspire	1.5							Kathy Martin	1.5	109
4/30/2016	Family Child Care Management			11					Donnetta Reid	11	120
Totals		7	6	17		0	45	42	Totals	120	120

*When 2 hour or less workshops are taken in a series that together total more than 2 hours they do not count as part of 28 hour maximum.