

## 2024 Training Requirements for Initial Accreditation

### Educational Requirements

To become accredited initially or if your accreditation has lapsed, you must have at least 120 clock-hours of family child care related professional development, or training, when you submit your accreditation application. NAFCC requires professional development from a recognized agency or organization that is proficient in child care educator education and focused on the seven core competencies. Training must have been taken within the three years preceding your application date. The training must also meet the NAFCC core competencies and certain guidelines about content area and acceptability. Higher education degrees are also considered and will count towards the 120 clock-hours, regardless of the degree completion date.

### Training Records and Verification

A training record form is included in this guide and is available at <https://www.nafcc.org>. You must upload copies of all certificates, transcripts, or other training documentation to your portal when you submit this form. Training registry transcripts will be accepted in lieu of individual certificates.

Each certificate must include:

- Your name
- Title and date of the training
- Number of hours of training
- Signature or stamp of the trainer or sponsoring agency

### **Core Competencies:**

The training must include hours in each core competency and at least 12 hours in five of the core competencies for initial or lapsed accreditation.

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

Educators seeking accreditation for the first time or when accreditation has lapsed must complete at least 120 clock hours of documented family childcare related education/training. The 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 five of the core competencies. There are two ways to meet the training requirement:

- **Option A:** Training hours may be met through any combination of the following four options:
  1. Workshops of two hours or less (up to 28 hours)
  2. Classes or workshops taught by the candidate(NAFCC will accept up to 18 contact hours, limited to one time per training topic)
  3. Higher learning degrees in Early Childhood Education (ECE), Child Development, or a related field from an accredited college or university may be submitted for a percentage of the required training hours:
    - a. A Masters in ECE, Child Development, or a related field up to 45% of the required training hours.
    - b. A Baccalaureate in ECE, Child Development, or a related field from an accredited college or university may be submitted for up to 35% of the required training hours.

- c. An Associate (2 year) degree in ECE, Child Development or related field from an accredited college may be submitted for up to 25% of required training hours.
- 4. A Baccalaureate or higher degree in an unrelated field from an accredited college or university may be submitted for up to 15% of the required training hours.

Highest Degree	%	1 <sup>st</sup> Accreditation
Masters-related	45%	54 hours
Bachelors-related	35%	42 hours
Associates-related	25%	30 hours
Bachelors-unrelated	15%	18 hours

5. Recognized training sources include but are not limited to childcare resource and referral agencies, 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).

- **Option B:** 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 asked in advance by contacting NAFCC.

### **Training Requirements for Re-accreditation**

Re-accrediting educators complete at least ninety clock hours of documented family child care related education/training through any combination of the following four options. Note: At least 45 hours of training for re-accrediting educators must be comprised of a combination of degrees, college courses, and/or CEUs.

a. A Master's in Early Childhood Education, Child Development, or related field from an accredited college or university may be submitted for up to 45 hours 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 hours of required training hours. An Associate (two year) degree in Early Childhood Education, Child Development or related field from an accredited college may be submitted for up to 25 hours 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 hours of required training 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 forty-five 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 achieved 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 eighteen contact hours, limited to one time per training topic)

iii. Training from a recognized agency or organization proficient in child care educator 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 educator, 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

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

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

Date	Title of Training	Workshops							Presenter Name	# of Hours	Total Hours
		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			
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
<b>Totals</b>		7	6	17		0	45	42	<b>Totals</b>	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.