



CCLU understands it is proving to be more and more difficult to find and hire qualified staff. We are providing some guidance on how to review an individual's education and experience, to be sure that you are assessing their qualifications based on the revised rules, which expands the types of coursework that are accepted. Additionally, we have provided information on resources for free and reduced tuition and free and inexpensive means of obtaining professional development.

Look at your current team... do you have assistants that you wish could be associate teachers? Do they have hours of experience? Have they taken even one class in early childhood, elementary education, child development, or some other field focused on children? Might they take more in the next calendar year? Depending on your answers, a current staff may be allowed to be an associate on a working plan, or a waiver may be an option. Never hesitate to reach out and ask your licensing coordinator for help and support. The licensing coordinator will evaluate the information and let you know what options you have.

To determine how an individual qualifies, first look in the rule book at section **He-C 4002.32 Requirements for Child Care Personnel in Center Based Programs** which begins on page 101, with the specific qualifications on pages 103 through 107.

(Rulebook: <https://www.dhhs.nh.gov/oos/cclu/documents/he-c4002.pdf>)

#### **Once you've read what the requirements are:**

- look at the individual's resume for hours of experience in a licensed child care program or public or private school
- look at their transcript for college classes as indicated in the rules
- look for completion of a 2-year vocational child care course, completion of a Montessori teacher preparation program, or completion of a Child Development Associate (CDA)

#### **Now, look at the following to help you navigate your way through a transcript:**

- 1) Determine if the college or university attended is regionally accredited:
  - a. Here is a website you can use: <https://ope.ed.gov/ACCREDITATION/SEARCH.ASPX>
  - b. Here is a description of what qualifies as regionally accredited (first list):  
<https://ope.ed.gov/ACCREDITATION/Agencies.aspx>
- 2) Look for classes that are required courses for degrees in the fields specified in the rules at that college (***make sure the individual passed the course; otherwise, those credits do not count***).
- 3) If you are not sure a class meets the rule requirements, search the college's website for the course catalog from the year the course was completed and **read the course description**. If the course is focused on children, you can count that course.
- 4) Child Development courses are often under the PSY designation. The course must include stages of physical, emotional, social and cognitive development for **any age range through adolescence**; courses that read "birth through death" or "life span" will not be counted as they do not spend enough time on the childhood years.

- 5) Once you narrow down, if you are still unsure then that is the time to ask for a qualification review by sending CCLU all the documentation you have gathered, a resume and transcript along with what role you would like the person to qualify for.
- 6) If you conclude that the classes qualify, keep the course descriptions and research with the staff transcript in the staff file.
- 7) If you requested our input and we approved staff, keep the same docs as above and our email reply and/or qualification letter.

**For staff working in center based programs (not school-age programs) who want to qualify for a certain position and need additional classes, here are some resources for obtaining free and/or reduced credits:**

- ➔ For classes through the community college system: <http://www.ccsnh.edu/ccnh-foundation/early-childhood-education-tuition-assistance>
  - Application: <http://www.ccsnh.edu/sites/default/files/ECTA%20Application%20January2018.pdf>
  - ***If you have any questions*** about this application or the ECE Tuition Assistance Program, **please** call either the Early Childhood Program Coordinator at your college or contact the CCSNH ECTA Coordinator Teri Laflamme at 230-3531, 1-800-247-3420 or [tlaflamme@ccsnh.edu](mailto:tlaflamme@ccsnh.edu).
- ➔ For classes through Granite State College:
  - Application: [https://www.events.unh.edu/RegistrationForm.pm?event\\_id=28695](https://www.events.unh.edu/RegistrationForm.pm?event_id=28695)
  - ***If you have any questions*** about this application or the ECE Tuition Assistance Program, please contact Karyn Yeatman, ECTA Grant Coordinator, at [GSC.EC.TuitionAssistanceGrant@granite.edu](mailto:GSC.EC.TuitionAssistanceGrant@granite.edu) or 603-303-3863.

**There is also the option for obtaining a CDA which can qualify a staff as Lead Teacher or Center Director**

- ➔ <http://www.cdacouncil.org/yourcda>
- ➔ Through ProSolutions: <http://www.cdacouncil.org/yourcda>

If you feel you have an individual with the skills necessary to work as an associate or lead teacher but they are missing either some coursework or experience, please reach out to your licensing coordinator to see if a waiver would be an option. A waiver would allow the individual to work in the position while they complete either the additional coursework needed, or while they obtain the required experience. Please call our office at 603-271-9025 or 1-800-852-3345 extension 9025 if you have any questions.

Until next month!

Melissa Clement

Chief, Child Care Licensing Unit