

Commonwealth of Virginia

**EARLY CHILDHOOD AND CHILD CARE
PROFESSIONAL DEVELOPMENT
CAREER LATTICE**

This document is a product of
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An Initiative of



SMART BEGINNINGS
Ready for School – Ready for Life



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Early Childhood and Child Care Professional Development Career Lattice

The Career Lattice details steps of career development based on training, education, and experience in the field. The Lattice provides guidance for any individual developing a plan for professional advancement in early childhood education and child care based on Virginia Department of Social Services (VDSS) Licensing Standards.

| ENTRY LEVEL | | STEP I | STEP II | STEP III | |
|------------------------|--|---|---|--|--|
| AIDE ENTRY LEVEL | FAMILY DAY HOME PROVIDER (FDH) ENTRY LEVEL | PROGRAM LEADER/TEACHER (PL) ENTRY LEVEL | VDSS EARLY CHILDHOOD ENDORSEMENT | 120-CLOCK-HOUR CHILD DEVT. CREDENTIAL [PROGRAM DIRECTOR (PD) ENTRY LEVEL] | |
| LICENSING REQUIREMENTS | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • Minimum 16 yrs of age • Current TB Screening • Satisfactory Sworn Statement • Clear Criminal History Record Report • Clear Child Protective Services Central Registry Check • Ability to communicate with emergency personnel | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • Current TB Screening • Satisfactory Sworn Statement • Clear Criminal History Record Report • Clear Child Protective Services Central Registry Check • Demonstrated proficiency in English <p>• Provider – Minimum 18 yrs of age</p> <p>• If employed after 6/30/10, high school program completion or equivalent</p> <p>• First Aid and Cardiopulmonary Resuscitation (CPR)</p> <p>• Assistant – Minimum 16 yrs. of age</p> <p>• If assistant 18 yrs. or older and left alone with children – First Aid and Cardiopulmonary Resuscitation (CPR)</p> | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • Minimum 18 yrs of age • High school program completion or equivalent • Current TB Screening • Satisfactory Sworn Statement • Clear Criminal History Record Report • Clear Child Protective Services Central Registry Check • Ability to communicate with emergency personnel <p>B. LICENSING TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> • Within six months prior to or one month after assuming Program Leader (PL) position, must receive a minimum of 24 clock hours of training related to the care of children, including, but not limited to: <ol style="list-style-type: none"> 1. Child Development 2. Playground Safety 3. Health/Safety 4. Preventing/Reporting Child Abuse/Neglect <p>HIGH SCHOOL EDUCATION OPTION:</p> <ul style="list-style-type: none"> • Within six months prior to or one month after assuming Program Leader (PL) position: Completion of Virginia Department of Education High School Early Childhood Education I & II with National Occupational Competency Testing Institute (NOCTI) Certification | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL – Meets Step I A & B <p>TRAINING:</p> <ul style="list-style-type: none"> • Virginia Department of Social Services (VDSS) Early Childhood Endorsement – Infant and Toddler Or Preschool - 48 clock hours of training (12 4-hour classes) for each endorsement <p>OR:</p> <p>EDUCATION:</p> <ul style="list-style-type: none"> • CHD 166 – Infant and Toddler Programs (College course consisting of at least 3 credits) • CHD 120 - Introduction to Early Childhood Education (College course consisting of at least 3 credits) | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL - Meets Step I A • Program Director (PD) – Meets Step I A and minimum 21 years of age • PD without mgmt. experience¹ must have 10 clock hrs. of mgmt. training OR one child care mgmt. course OR one college course in business-related field <p>TRAINING:</p> <ul style="list-style-type: none"> • Minimum 120 clock hours of child-related training as specified by credentialing organization² and VA Standards for Licensed Child Day Centers (CDCs) <p>OR:</p> <p>EDUCATION:</p> <ul style="list-style-type: none"> • College courses equivalent to or exceeding 120 clock hours of training requirement as determined by credentialing organization² and VA Standards for Licensed CDCs <p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • As determined by credentialing organization² and VA Standards for Licensed CDCs |
| | | | | | |
| EXPERIENCE | <ul style="list-style-type: none"> • None required at this level | <ul style="list-style-type: none"> • Provider - If employed after 6/30/10, 3 months of programmatic experience | <ul style="list-style-type: none"> • PL – 6 months supervised programmatic experience | <ul style="list-style-type: none"> • PL – 6 months supervised programmatic experience • PD – 2 years w/1 year supervisory | |
| CREDENTIAL | <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • VDSS Infant & Toddler Endorsement • VDSS Preschool Endorsement | <ul style="list-style-type: none"> • 120-Clock-Hour Child Development Credential [e.g., Child Development Associate (CDA)] |

¹ Mgmt. experience is defined as at least six months of on-the-job training in an administrative position that requires supervising, orienting, training, and scheduling staff.
² International or national credentialing organization that meets requirements as stated in 22 VAC 15-30-230 A 4 b of Virginia Standards for Licensed Child Day Centers.
³ Child-related field such as, but not limited to, child care administration, early childhood administration, child development, early childhood development, early childhood education (ECE), human development, early childhood special education, child care, and elementary education (Early Childhood, PK-3, NK-3).

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The lattice indicates the *minimum licensing requirements* for professionals employed by organizations regulated by VDSS. For those individuals who wish to pursue a position that is regulated by another federal or state authority, a higher level of qualification may be required. For example, Head Start requires 50% of teachers to have an Associate degree (Step VI) or higher, 100% to have a minimum of a 120-clock-hour credential (Step III). Also, some employers may require a higher level of qualification, e.g., 98% of teachers employed by the Virginia Preschool Initiative program hold a Bachelor degree (Step VII) or higher.

| STEP IV | STEP V | STEP VI | STEP VII | STEP VIII | STEP IX | |
|--|---|---|--|---|---|--|
| 12-CREDIT COMMUNITY COLLEGE CERTIFICATE | ONE-YEAR COMMUNITY COLLEGE CERTIFICATE | ASSOCIATE DEGREE | BACHELOR DEGREE | MASTER DEGREE | DOCTORATE DEGREE | |
| <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL – Meets Step I A • PD – Meets Steps I A & III <p>EDUCATION:</p> <ul style="list-style-type: none"> • Community College Certificate in approved course of study in child-related field³ w/minimum of 12 total credits | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL - Meets Step I A • PD - Meets Steps I A & III <p>EDUCATION:</p> <ul style="list-style-type: none"> • One-year community college certificate in approved course of study in child-related field³ w/minimum of 30 total credits | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL - Meets Step I A • PD – Meets Steps I A & III <p>EDUCATION:</p> <ul style="list-style-type: none"> • Approved course of study in child-related field³ | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH-Meets FDH Entry Level • PL-Meets Step I A • PD-Meets Steps I A & III <p>EDUCATION:</p> <ul style="list-style-type: none"> • Approved course of study in child-related field³ or with child-related Licensure or Endorsement | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH-Meets FDH Entry Level • PL-Meets Step I A • PD-Meets Steps I A & III <p>EDUCATION:</p> <ul style="list-style-type: none"> • Approved course of study in child-related field³ | <p>LICENSING REQUIREMENTS:</p> <ul style="list-style-type: none"> • FDH-Meets FDH Entry Level • PL-Meets Step I A • PD-Meets Steps I A & III <p>EDUCATION:</p> <ul style="list-style-type: none"> • Approved course of study in child-related field³ | <p>LICENSING REQUIREMENTS</p> <p>TRAINING</p> <p>EDUCATION</p> |
| <ul style="list-style-type: none"> • PL – 3 months • PD – 2 years w/1 year supervisory | <ul style="list-style-type: none"> • PL – 3 months • PD – 2 years w/1 year supervisory | <ul style="list-style-type: none"> • PL – 3 months • PD – 1 year | <ul style="list-style-type: none"> • PD – 1 year | <ul style="list-style-type: none"> • PD – 6 months | <ul style="list-style-type: none"> • PD – 6 months | EXPERIENCE |
| <ul style="list-style-type: none"> • Community College Certificate in child-related field³ w/minimum 12 total credits | <ul style="list-style-type: none"> • One-year Community College Certificate in child-related field³ w/minimum 30 total credits | <ul style="list-style-type: none"> • Associate in Applied Science • Associate of Science • Associate of Arts | <ul style="list-style-type: none"> • Bachelor of Science • Bachelor of Arts | <ul style="list-style-type: none"> • Master of Science • Master of Arts • Master of Education • Master of Teaching | <ul style="list-style-type: none"> • Doctor of Philosophy (Ph.D.) • Doctor of Education (Ed.D.) | CREDENTIAL |

KEY: FDH – Family Day Home Provider PL – Program Leader/Teacher PD – Program Director

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PROFESSIONAL DEVELOPMENT RESOURCES

TRAINING

| | |
|---|---|
| ADULT EDUCATION | |
| English for Speakers of Other Languages/GED | VA Adult Learning Resource Center, VCU www.valrc.org/providers/provider_directory.php |
| GED Classes | www.vaged.vcu.edu/index.shtml |
| CHILD DEVELOPMENT | |
| Apprenticeship Program | www.doli.virginia.gov |
| Distance Learning* | http://nccic.acf.hhs.gov/poptopics/statedistlearning.html |
| TIPS Training Calendar | www.dss.virginia.gov/family/cc_providertrain/tips.cgi |
| VDSS Training | www.dss.virginia.gov/family/cc_professionals_resources.cgi |
| HEALTH AND SAFETY | |
| Child Abuse and Neglect | www.vcu.edu/vissta/training/va_teachers |
| Child Passenger Safety | email Tobey Allen at tobey.allen@vdh.virginia.gov |
| First Aid & CPR | www.redcross.org www.heart.org www.nsc.org http://ashinstitute.org |
| Playground Safety | www.playgroundsafety.org |
| VDSS ENDORSEMENT | |
| Early Childhood Endorsement Program | www.dss.virginia.gov/family/cc_professionals_resources.cgi |
| CREDENTIAL ORGANIZATIONS** | |
| CCDE | www.cdealliance.org |
| CDA | www.cdacouncil.org/cda.htm |
| ELS1, ELS2, ELS3 | www.iaccept.org |
| NAC | http://nccm.com |
| NAC, CCP | www.nccanet.org |
| PAC | www.acsi.org |
| PS1, PS2 | www.iapeservices.org |
| EDUCATION | |
| Community College Certificates and Degrees | www.vccs.edu or http://myfuture.vccs.edu/earlychildhood |
| Distance Learning* | http://nccic.acf.hhs.gov/poptopics/statedistlearning.html |
| Family and Consumer Sciences Classes (ECE) | www.cteresource.org/verso2/search |
| Higher Education Degrees | www.schev.edu |
| Online Degreed ECE | www.childcareexchange.com |
| FINANCIAL AID | |
| VA Child Care Provider Scholarship Program | www.dss.virginia.gov/family/cc_professionals_resources.cgi |
| Various | http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp |
| Various | www.virginia.gov/cmsportal3/education_4096/for_students_4101/financial_aid.html |
| Various | www.schev.virginia.gov/students/Payforcollege.asp |

*Distance Learning programs 1) must meet VDSS Criteria for Provider Training (www.dss.virginia.gov/family/cc_professionals_resources.cgi) to qualify for clock hours of training credit, and 2) may not fully meet VDSS Program Director qualification requirements as stated in 22 VAC 15-30-230 A 4 b. Virginia Regional Licensing Office personnel can assist providers in this determination.

** Program Directors - contact your VDSS licensing inspector to determine whether the credentials issued by these organizations meet the "child development credential" requirements as stated in Standards for Licensed Child Day Centers (22 VAC 15-30-230 A 4 b).

Inclusion of training, education and professional organizations is for informational purposes only and does not imply endorsement of any program contained herein.