Commonwealth of Virginia

EARLY CHILDHOOD AND CHILD CARE PROFESSIONAL DEVELOPMENT CAREER LATTICE

This document is a product of Virginia’s Early Childhood Development Alignment Project

An Initiative of

Virginia Department of Social Services Division of Child Care and Early Childhood Development
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www.dss.virginia.gov/family/cc/professionals_resources.cgi
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Commonwealth of Virginia  
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.

<table>
<thead>
<tr>
<th>ENTRY LEVEL</th>
<th>STEP I</th>
<th>STEP II</th>
<th>STEP III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AIDE ENTRY LEVEL</strong></td>
<td><strong>FAMILY DAY HOME PROVIDER (FDH) ENTRY LEVEL</strong></td>
<td><strong>PROGRAM LEADER/TEACHER (PL) ENTRY LEVEL</strong></td>
<td><strong>VDSS EARLY CHILDHOOD ENDORSEMENT</strong></td>
</tr>
<tr>
<td><strong>LICENSING REQUIREMENTS:</strong></td>
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<td><strong>120-CLOCK-HOUR CHILD DEV. CREDENTIAL [PROGRAM DIRECTOR (PD) ENTRY LEVEL]</strong></td>
</tr>
<tr>
<td>• Minimum 16 yrs of age</td>
<td>• Current TB Screening</td>
<td>• FDH – Meets FDH Entry Level</td>
<td>• FDH – Meets FDH Entry Level</td>
</tr>
<tr>
<td>• Current TB Screening</td>
<td>• Satisfactory Sworn Statement</td>
<td>• PL – Meets Step I A &amp; B</td>
<td>• PL – Meets Step I A</td>
</tr>
<tr>
<td>• Satisfactory Sworn Statement</td>
<td>• Clear Criminal History Record Report</td>
<td>• Training:</td>
<td>• Program Director (PD) – Meets Step I A and minimum 21 years of age</td>
</tr>
<tr>
<td>• Clear Child Protective Services Central Registry Check</td>
<td>• Clear Child Protective Services Central Registry Check</td>
<td>Virginia Department of Social Services (VDSS) Early Childhood Endorsement – Infant and Toddler Or Preschool</td>
<td>• 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</td>
</tr>
<tr>
<td>• Ability to communicate with emergency personnel</td>
<td>• Demonstrated proficiency in English</td>
<td>• Education:</td>
<td>( \text{OR:} )</td>
</tr>
<tr>
<td><strong>TRAINING:</strong></td>
<td><strong>HIGH SCHOOL EDUCATION OPTION:</strong></td>
<td></td>
<td>• CHD 166 - Infant and Toddler Programs (College course consisting of at least 3 credits)</td>
</tr>
<tr>
<td>• Provider – Minimum 18 yrs of age</td>
<td>• 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:</td>
<td>• CHD 120 - Introduction to Early Childhood Education (College course consisting of at least 3 credits)</td>
<td></td>
</tr>
<tr>
<td>• If employed after 6/30/10, high school program completion or equivalent</td>
<td>1. Child Development</td>
<td><strong>EDUCATION:</strong></td>
<td><strong>OTHER REQUIREMENTS:</strong></td>
</tr>
<tr>
<td>• First Aid and Cardiopulmonary Resuscitation (CPR)</td>
<td>2. Playground Safety</td>
<td>• College courses equivalent to or exceeding 120 clock hours of training requirement as determined by credentialing organization² and VA Standards for Licensed Child Day Centers (CDCs)</td>
<td>• As determined by credentialing organization² and VA Standards for Licensed CDCs</td>
</tr>
<tr>
<td>• Assistant – Minimum 16 yrs of age</td>
<td>3. Health/Safety</td>
<td><strong>EXPERIENCE:</strong></td>
<td><strong>CREDENTIALS:</strong></td>
</tr>
<tr>
<td>• If assistant 18 yrs. or older and left alone with children – First Aid and Cardiopulmonary Resuscitation (CPR)</td>
<td>4. Preventing/Reporting Child Abuse/Neglect</td>
<td>• None required at this level</td>
<td>• None</td>
</tr>
<tr>
<td>• None required at this level</td>
<td><strong>EDUCATION:</strong></td>
<td>• Provider - If employed after 6/30/10, 3 months of programmatic experience</td>
<td>• None</td>
</tr>
<tr>
<td>• PL – 6 months supervised programmatic experience</td>
<td>• VDSS Infant &amp; Toddler Endorsement</td>
<td>• PL – 6 months supervised programmatic experience</td>
<td>• VDSS Preschool Endorsement</td>
</tr>
<tr>
<td>• PL – 3 months</td>
<td>• VDSS Infant &amp; Toddler Endorsement</td>
<td><strong>PD – 2 years w/1 year supervisory</strong></td>
<td><strong>120-Clock-Hour Child Development Credential [e.g., Child Development Associate (CDA)]</strong></td>
</tr>
</tbody>
</table>

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).
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.

<table>
<thead>
<tr>
<th>STEP IV</th>
<th>STEP V</th>
<th>STEP VI</th>
<th>STEP VII</th>
<th>STEP VIII</th>
<th>STEP IX</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-CREDIT COMMUNITY COLLEGE CERTIFICATE</td>
<td>ONE-YEAR COMMUNITY COLLEGE CERTIFICATE</td>
<td>ASSOCIATE DEGREE</td>
<td>BACHELOR DEGREE</td>
<td>MASTER DEGREE</td>
<td>DOCTORATE DEGREE</td>
</tr>
</tbody>
</table>

**LICENSING REQUIREMENTS:**
- FDH – Meets FDH Entry Level
- PL – Meets Step I A
- PD – Meets Steps I A & III

**EDUCATION:**
- Community College Certificate in approved course of study in child-related field with minimum of 12 total credits

<table>
<thead>
<tr>
<th>LICENSED REQUIREMENTS:</th>
<th>TRAINING</th>
<th>EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDH – Meets FDH Entry Level</td>
<td>PL – Meets Step I A</td>
<td>One-year community college certificate in approved course of study in child-related field with minimum of 30 total credits</td>
</tr>
<tr>
<td>PD – Meets Steps I A &amp; III</td>
<td>PD – 2 years w/1 year supervisory</td>
<td>Approved course of study in child-related field with child-related License or Endorsement</td>
</tr>
</tbody>
</table>

**PL – 3 months**
**PD – 2 years w/1 year supervisory**

**Associate in Applied Science**
**Master of Science**
**Doctor of Philosophy (Ph.D.)**

**Associate of Science**
**Master of Arts**
**Doctor of Education (Ed.D.)**

**Associate of Arts**
**Master of Education**
**Professional Development Catalog for Child Care Professionals**

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

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# Professional Development Resources

## Adult Education
- **English for Speakers of Other Languages/GED**
  - VA Adult Learning Resource Center, VCU
  - [www.valrc.org/providers/provider_directory.php](http://www.valrc.org/providers/provider_directory.php)
- **GED Classes**
  - VA Adult Learning Resource Center, VCU
  - [www.vaged.vcu.edu/index.shtml](http://www.vaged.vcu.edu/index.shtml)

## Child Development
- **Apprenticeship Program**
  - VA Dept. of Labor and Industry
  - [www.doli.virginia.gov](http://www.doli.virginia.gov)
- **Distance Learning***
  - National Child Care Information Center
  - [http://nccic.acf.hhs.gov/poptopics/statedistlearning.html](http://nccic.acf.hhs.gov/poptopics/statedistlearning.html)
- **TIPS Training Calendar**
  - VA Dept. of Social Services
  - [www.dss.virginia.gov/family/cc_providertrain/tips.cgi](http://www.dss.virginia.gov/family/cc_providertrain/tips.cgi)
- **VDSS Training**
  - VA Dept. of Social Services
  - [www.dss.virginia.gov/family/cc/professionals_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi)

## Health and Safety
- **Child Abuse and Neglect**
  - VISSTA, VCU
  - [www.vcu.edu/vissta/training/va_teachers](http://www.vcu.edu/vissta/training/va_teachers)
- **Child Passenger Safety**
  - VA Dept. of Health
  - Email Tobey Allen at tobey.allen@vdh.virginia.gov
- **First Aid & CPR**
  - American Red Cross
  - [www.redcross.org](http://www.redcross.org)
  - American Heart Association
  - [www.heart.org](http://www.heart.org)
  - National Safety Council
  - [www.nsc.org](http://www.nsc.org)
  - American Safety and Health Institute
  - [http://ashinstitute.org](http://ashinstitute.org)
- **Playground Safety**
  - National Program for Playground Safety
  - [www.playgroundsafty.org](http://www.playgroundsafty.org)

## VDSS Endorsement
- **Early Childhood Endorsement Program**
  - VA Dept. of Social Services
  - [www.dss.virginia.gov/family/cc/professionals_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi)

## Credential Organizations**
- **CCDE**
  - Child Development Education Alliance
  - [www.cdealliance.org](http://www.cdealliance.org)
- **CDA**
  - Council for Professional Recognition
  - [www.cdacouncil.org/cda.htm](http://www.cdacouncil.org/cda.htm)
- **ELS1, ELS2, ELS3**
  - IACCEPT
  - [www.iacceupt.org](http://www.iacceupt.org)
- **NAC**
  - National Institute of Child Care Management
  - [http://niccm.com](http://niccm.com)
- **NAC, CCP**
  - National Child Care Association
  - [www.nccanet.org](http://www.nccanet.org)
- **PAC**
  - Association of Christian Schools International
  - [www.acsi.org](http://www.acsi.org)
- **PS1, PS2**
  - International Academy of Private Education
  - [www.iapesservices.org](http://www.iapesservices.org)

## Education
- **Community College Certificates and Degrees**
  - Virginia Community College System
  - [www.vccs.edu](http://www.vccs.edu) or [http://myfuture.vccs.edu/earlychildhood](http://myfuture.vccs.edu/earlychildhood)
- **Distance Learning***
  - National Child Care Information Center
  - [http://nccic.acf.hhs.gov/poptopics/statedistlearning.html](http://nccic.acf.hhs.gov/poptopics/statedistlearning.html)
- **Family and Consumer Sciences Classes (ECE)**
  - VA Dept. of Education High School ECE I & II
  - [www.cteresource.org/verso2/search](http://www.cteresource.org/verso2/search)
- **Higher Education Degrees**
  - State Council of Higher Education for VA
  - [www.schev.edu](http://www.schev.edu)
  - **Online Degree ECE**
  - Child Care Exchange
  - [www.childcareexchange.com](http://www.childcareexchange.com)

## Financial Aid
- **VA Child Care Provider Scholarship Program**
  - VA Dept. of Social Services
  - [www.dss.virginia.gov/family/cc/professionals_resources.cgi](http://www.dss.virginia.gov/family/cc/professionals_resources.cgi)
- **Various**
  - Federal
- **Various**
  - State

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*Distance Learning programs 1) must meet VDSS Criteria for Provider Training ([www.dss.virginia.gov/family/cc/professionals_resources.cgi](http://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.