

## 1

### Determine your program's Paths to QUALITY™ level.



- Select the Paths to QUALITY™ level that your program wants to obtain or maintain.
- Locate that level's Readiness Checklist. Note: You will use this information in step 4.
- Use the Readiness Checklist to identify the percentage of staff needed to fulfill the educational requirements. Note: You will use this number in step 5.

## 2

### List staff who interact with children.



Make a list of all staff included in the children-to-staff ratio for your program.

- Director
- Lead Educator
- Educators
- Volunteers

*Note: The Director or Lead Educator is the person designated in the licensing database who is responsible for the day-to-day program operations, such as in Homes or Schools.*

## 3

### Gather education and training documents.

- Document staff education and training documentation.
- Use the chart to determine when each type of document can be used & how each is verified.

**IMPORTANT: Transcripts must include the following: (1) person's name  
(2) college or university name and address (3) course names (4) dates (5) grades.**

<b>Certificates</b>	Training hours not associated with a college course to apply towards a current Child Development Associate (CDA) credential	<a href="#">Non-Credit-Based Training Summary Form*</a>
<b>Transcripts</b>	Any completed college courses currently pursuing an Early Childhood Education (ECE), Child Development (CD), or Elementary Education (El Ed) degree program	<a href="#">Documentation of Coursework for College Students Enrolled in ECE/El Ed/CD Degree Programs*</a>
	Completed and approved nonECE/El Ed/ CD courses	See Approved Course List found on the <a href="#">Non-ECE Course Verification Form</a> .
	Completed courses that are not ECE/El Ed/CD but relevant to Early Childhood Education	<ul style="list-style-type: none"> <li>• NonECE Course Verification Form*</li> <li>• Diploma</li> </ul>
<b>Diplomas</b>	Completed degree	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• A transcript is required when the area of study is not indicated on the diploma.</li> </ul>

## 4

### Determine the highest level of education for staff.

- Refer to the Readiness Checklist to determine specific needs for your program type and level.
- Compare the education and training documents on the *Educational Options and their Requirements Table* (next page) to determine the highest level of education each staff has attained.
- Create a list of staff who meet one or more of the educational requirement options.

## Educational Options and their Requirements Table

<b>Certificates</b>	<p><b>CDA</b></p> <ul style="list-style-type: none"> <li>• Awarded by the Council for Professional Recognition</li> <li>• Must be current</li> </ul>	<p><b>CDA Equivalent</b></p> <ul style="list-style-type: none"> <li>• Completed 12 ECE/CD/EI Ed credit hours</li> <li>• Certified Child Care Professional (CCP)</li> <li>• Preschool Associates Credential (PAC)</li> <li>• Child and Youth Care Worker Certification (CYC): Previously Indiana Youth Development</li> <li>• Montessori Certificate</li> <li>• Graduate Administrator certificate from Ball State University</li> <li>• AIM4Excellence Administrator certificate (McCormick Center and USI)</li> <li>• Administrator Certificate from Ivy Tech</li> <li>• Certificate in Early Childhood Classroom Support Professional</li> </ul>	<p><b>*Non-Credit-Based Training Hours Leading Toward a CDA</b></p> <ul style="list-style-type: none"> <li>• Completed Training Hours during the last three years:           <ul style="list-style-type: none"> <li>• Level 2: 45 hours</li> <li>• Level 3: 60 hours</li> <li>• Level 4: Accreditation Requirements</li> </ul> </li> </ul> <p>Must document training on Non-Credit Based CDA Training Form which includes:</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Name of training</li> <li>• Name of organization</li> <li>• Hours</li> <li>• CDA competency such as Infant/Toddler, Preschool, FCC</li> </ul>
<b>Transcripts</b>	<p><b>Completed College Credit Hours in ECE/CD/EI Ed From an Accredited College/University</b></p> <p><i>Completed Credit Hours with a grade of C or higher:</i></p> <ul style="list-style-type: none"> <li>• Level 2: 3 credit hours</li> <li>• Level 3: 6 credit hours</li> <li>• Level 4: Accreditation Requirements</li> </ul>	<p><b>Current Enrollment in a Credit-Based ECE/CD/EI Ed Program</b></p> <p><i>Completed Training Hours during the last three years:</i></p> <ul style="list-style-type: none"> <li>• Level 2: 45 hours</li> <li>• Level 3: 60 hours</li> <li>• Level 4: Accreditation Requirements</li> </ul>	
<b>Diplomas</b>	<p><b>Degree in ECE/CD/EI Ed from an Accredited College/University</b></p> <ul style="list-style-type: none"> <li>• Bachelors (EC/CD/EI Ed)</li> <li>• Associate of Applied Science in Early Childhood</li> <li>• Associate of Science in Early Childhood</li> </ul> <p><i>*Must provide transcript if major is not stated on diploma</i></p>	<p><b>Equivalent Degree From an Accredited College/University</b></p> <ul style="list-style-type: none"> <li>• Must have at least 15 credit hours in ECE/CD/EI Ed and provide a transcript in addition to the diploma with a grade of C or higher</li> </ul>	

**NOTE:** Degrees must be obtained from an accredited university. International degrees/transcripts should be submitted for translation to the T.E.A.C.H. Early Childhood® Indiana Senior Director at [pd@inaeyc.org](mailto:pd@inaeyc.org). While formal education hours can be for credit or noncredit, they must be earned through an agency or organization with expertise in early childhood teacher preparation.

A variety of training hours and credit hours can be used to meet the requirement. For example, for Level 3, if someone had 1 ECE course that is 3 credit hours then that is 48 hours they can add to the additional 12 hours in training and meet the requirement.

# 5

## Calculate your program's staff percentage.

When your calculation includes a percentage with a decimal point, such as 22.3, round to the next whole number, or 23. Additionally, the sole caregiver in a Family Child Care Home is the only one required to meet the Education standard.

Level 2: Take the amount of staff you have and multiply by .25 to get 25%. That is the amount of people needed to have at least one of the education options listed



**26 staff multiplied by .25 equals 6.5, or 7. Seven staff members need to meet the Education Standard for Level 2.**

Levels 3 and 4: Take the amount of staff you have and divide by 2 to get 50%. That is the amount of people needed to have at least one of the education options listed



**26 staff divided by 2 equals 13. Thirteen staff members need to meet the Education Standard for Levels 3 or 4.**

### NEED MORE HELP?

Contact the Provider Support Help Desk  
at 1-800-299-1627.