

Meeting Education Requirements For Paths To QUALITY™

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.

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

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

Certificates	CDA <ul style="list-style-type: none">Awarded by the Council for Professional RecognitionMust be current	CDA Equivalent <ul style="list-style-type: none">Completed 12 ECE/CD/EI Ed credit hoursCertified Child Care Professional (CCP)Preschool Associates Credential (PAC)Child and Youth Care Worker Certification (CYC): Previously Indiana Youth DevelopmentMontessori CertificateGraduate Administrator certificate from Ball State UniversityAIM4Excellence Administrator certificate (McCormick Center and USI)Administrator Certificate from Ivy TechCertificate in Early Childhood Classroom Support Professional	*Non-Credit-Based Training Hours Leading Toward a CDA <ul style="list-style-type: none">Completed Training Hours during the last three years:<ul style="list-style-type: none">Level 2: 45 hoursLevel 3: 60 hoursLevel 4: Accreditation Requirements Must document training on Non-Credit Based CDA Training Form which includes: <ul style="list-style-type: none">DateName of trainingName of organizationHoursCDA competency such as Infant/Toddler, Preschool, FCC
Transcripts	Completed College Credit Hours in ECE/CD/EI Ed From an Accredited College/University <i>Completed Credit Hours with a grade of C or higher:</i> <ul style="list-style-type: none">Level 2: 3 credit hoursLevel 3: 6 credit hoursLevel 4: Accreditation Requirements	Current Enrollment in a Credit-Based ECE/CD/EI Ed Program <i>Completed Training Hours during the last three years:</i> <ul style="list-style-type: none">Level 2: 45 hoursLevel 3: 60 hoursLevel 4: Accreditation Requirements	
Diplomas	Degree in ECE/CD/EI Ed from an Accredited College/University <ul style="list-style-type: none">Bachelors (EC/CD/EI Ed)Associate of Applied Science in Early ChildhoodAssociate of Science in Early Childhood <i><u>*Must provide transcript if major is not stated on diploma</u></i>		Equivalent Degree From an Accredited College/University <ul style="list-style-type: none">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

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. 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.

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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

$$7 \times .25 = \text{Certificate}$$

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

$$7 \div 2 = \text{Certificate}$$

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.