

NECPA Director Qualifications Checklist

Per NECPA Standard 1.1 of the 2017 Standards, the Director or Administrator of a program must have the following qualifications:

CATEGORY	Qualifications
AGE	At least 21 years old
FA/CPR	Valid certificate in basic and infant/child first aid and CPR.
EDUCATION AND EXPERIENCE	<p>BA/BS in <u>child-related field</u> and one year of experience in child care with <u>supervisory</u> experience</p> <p><u>OR</u></p> <p>AA/AS in child-related field and two years of experience as a teacher</p> <p><u>OR</u></p> <p>A national competency-based credential such as the CCP® or CDA (<i>or the state equivalent*</i>) and three years of experience as a teacher</p>
ADMINISTRATOR TRAINING	<p>National Administrator Credential (NAC)</p> <p><u>OR</u></p> <p>A course in early childhood administration</p> <p><u>OR</u></p> <p>At least one year of experience as the <u>administrator</u> of an early childhood program</p> <p><u>AND</u></p> <p>Documented leadership training**, if not a holder of The NAC®</p>
CONTINUING EDUCATION	<p>At least <u>30 clock hours</u> of job- related continuing education in the <u>first year of employment</u>.</p> <p><u>AND</u></p> <p>At least <u>24 clock hours</u> of job- related continuing education based on individual competency needs <u>each year thereafter</u>.</p>

***Please Note:** The National Accreditation Council recognizes 12 credits in early childhood education and development as equivalent or comparable to most state credentials; therefore, any Directors/Teachers who meet this alternative qualification will satisfy this portion of the education requirement.

****Please Note:** Leadership training may be provided in-house or through an outside agency and must include topics such as delegation, communication, teamwork/team building, coaching, conflict management, and motivation. Evidence of this standard is a certificate and/or agenda that includes/outlines the training topics.

NECPA Lead Teacher Qualifications Checklist

Per NECPA Standard 1.2 of the 2017 Standards and based on the NECPA Timeline for Educational Qualifications valid until January 2023, each Lead Teacher at the program must have the following qualifications:

CATEGORY	Qualifications
AGE	At least 21 years old
FA/CPR	Valid certificate in basic and infant/child first aid and CPR.
EDUCATION AND EXPERIENCE	<p>AA/AS in child-related field and one year of experience as a teacher</p> <p style="text-align: center;"><u>OR</u></p> <p>A national competency-based credential such as the CCP® or CDA (<i>or the state equivalent*</i>) and two years of experience as a teacher</p>
ADMINISTRATOR TRAINING	<p>Documented leadership training**</p> <p style="text-align: center;"><u>OR</u></p> <p>Not Applicable</p>
CONTINUING EDUCATION	<p>At least <u>30 clock hours</u> of job- related continuing education in the <u>first year of employment</u>.</p> <p style="text-align: center;"><u>AND</u></p> <p>At least <u>24 clock hours</u> of job- related continuing education based on individual competency needs <u>each year thereafter</u>.</p>

***Please Note:** The National Accreditation Council recognizes 12 credits in early childhood education and development as equivalent or comparable to most state credentials; therefore, any Directors/Teachers who meet this alternative qualification will satisfy this portion of the education requirement

****Please Note:** Leadership training may be provided in-house or through an outside agency and must include topics such as delegation, communication, teamwork/team building, coaching, conflict management, and motivation. Evidence of this standard is a certificate and/or agenda that includes/outlines the training topics

NECPA Assistant Teacher Qualifications Checklist

Per NECPA Standard 1.3 of the 2017 Standards, Assistant Teachers must have the following qualifications:

CATEGORY	Qualifications
AGE	At least 18 years old
FA/CPR	Valid certificate in basic and infant/child first aid and CPR.
EDUCATION AND EXPERIENCE	<p style="text-align: center;">High School Diploma / GED</p> <hr/> <p>NOTE: AT LEAST 33%* of Assistant Teachers at the program must meet ONE of the following criteria sets for education and experience:</p> <p>Have six credits in early childhood education or early childhood development and six months of experience as a teacher</p> <p><u>OR</u></p> <p>Have three credits in early childhood education or early childhood development and one year of experience as a teacher</p> <p><u>OR</u></p> <p>A national competency-based credential such as the CCP or CDA (or the state equivalent**) and one year of experience as a teacher.</p>
ADMINISTRATOR TRAINING	NOT REQUIRED
CONTINUING EDUCATION	<p style="text-align: center;">At least <u>30 clock hours</u> of job- related continuing education in the <u>first year of employment</u>.</p> <p style="text-align: center;"><u>AND</u></p> <p style="text-align: center;">At least <u>24 clock hours</u> of job- related continuing education based on individual competency needs <u>each year thereafter</u>.</p>

****Please Note:*** If implementation to meet the 33% education requirement for Assistant Teachers is in progress, a Statement of Intent or Plan of Action is valid as evidence to meet NECPA Standard 1.3.

*****Please Note:*** The National Accreditation Council recognizes 12 credits in early childhood education and development as equivalent or comparable to most state credentials; therefore, any Directors/Teachers who meet this alternative qualification will satisfy this portion of the education requirement.