



U.S. Department of Health & Human Services

ADMINISTRATION FOR CHILDREN & FAMILIES Office of Child Care



Minimum Preservice Qualifications and Annual Ongoing Training Hours for Center Teaching Roles in 2011

Research has shown that trained caregivers are more likely to promote the physical and mental health, safety, and cognitive development of the children in their care.¹ The following includes information about State licensing requirements for early care and education (ECE) preservice qualifications and annual ongoing training requirements for child care center teachers and master teachers.

For the purposes of this document, a **licensed** program is required to have permission from the State to operate and must meet specified child care center standards. Several States have county or city licensing regulations, which may supersede State requirements; this table does not include such regulations.

This information was compiled from the regulations posted on the National Resource Center for Health and Safety in Child Care and Early Education (NRC) Web site between January 1, 2009 and December 31, 2011 at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/>. This study of licensing requirements was conducted as a joint effort between the Office of Child Care’s National Center on Child Care Quality Improvement (NCCCQI) and the National Association for Regulatory Administration (NARA).

States ¹	Teachers in Child Care Centers		Master Teachers ² in Child Care Centers	
	Minimum ECE Preservice Qualifications	Ongoing Clock Hours	Minimum ECE Preservice Qualifications	Ongoing Clock Hours
Alabama	12 clock hours of training through participation in workshops, meetings, videotapes, or one-to-one consultation within 30 days of employment	12	Role not regulated (NR)	NR
Alaska*	None	20	Child Development Associate (CDA) credential	45 every 2 years

¹ Richard Fiene. (2002). *Thirteen Indicators of Quality Child Care: Research Update*. University Park, PA: Pennsylvania State University. <http://www.researchconnections.org/childcare/resources/818/pdf>

States ¹	Teachers in Child Care Centers		Master Teachers ² in Child Care Centers	
	Minimum ECE Preservice Qualifications	Ongoing Clock Hours	Minimum ECE Preservice Qualifications	Ongoing Clock Hours
Arizona	None	18	NR	NR
Arkansas	None	15	NR	NR
California*	Regional Occupation Program certificate of training in child care, 95 clock hours in child care and development, and 150 hours of experience	0	CDA credential and 6 months experience	0
Colorado	Vocational or occupational education program in child growth and development, and 12 months of experience	15	NR	NR
Connecticut*	None	1% of hours worked	CDA credential and 1,080 hours of experience	1% of hours worked
Delaware	Completion of a vocational child care program and 12 months of experience	18	NR	NR
District of Columbia	90-hour child care certification course and 3 years of experience	18	NR	NR
Florida*	40-hour introductory child care training within 15 months of employment	10	Early childhood credential	10
Georgia	None	10	NR	NR
Hawaii	CDA credential or certificate in ECE and 1 year of experience	0	NR	NR
Idaho	Not licensed (NL)	NL	NL	NL
Illinois	60 semester hours, with 6 semester hours related directly to child care and/or child development	15	NR	NR
Indiana	None	12	CDA credential	12

States ¹	Teachers in Child Care Centers		Master Teachers ² in Child Care Centers	
	Minimum ECE Preservice Qualifications	Ongoing Clock Hours	Minimum ECE Preservice Qualifications	Ongoing Clock Hours
Iowa*	None	6	NR	NR
Kansas*	None	10	NR	NR
Kentucky*	None	12	NR	NR
Louisiana*	None	3	NR	NR
Maine	None	30	NR	NR
Maryland	90 clock hours or their equivalent; 9 clock hours in communicating with staff, parents, and the public; and at least 1 year of experience	12	NR	NR
Massachusetts	Completion of a 2-year vocational child care course	20	CDA credential, 3 credits in child development, and 27 months of experience	20
Michigan	None	12	90 clock hours in a child-related field and 3,840 hours of experience	12
Minnesota	CDA credential and 1,560 hours experience	2% of hours worked	NR	NR
Mississippi	None	15	NR	NR
Missouri	None	12	NR	NR
Montana	None	8	NR	NR
Nebraska	None	12	NR	NR
Nevada	None	15	NR	NR
New Hampshire	Completion of a 2-year vocational child care course and 1,000 hours of experience	12	Minimum of 18 credits in early childhood education, including at least 3 credits in child growth and development and 1,000 hours of experience	12

States ¹	Teachers in Child Care Centers		Master Teachers ² in Child Care Centers	
	Minimum ECE Preservice Qualifications	Ongoing Clock Hours	Minimum ECE Preservice Qualifications	Ongoing Clock Hours
New Jersey	CDA or Certified Child Care Professional (CCP) credential and 1 year of experience	8	Bachelor's degree in any field with 6 credits in ECE and 4 years of experience	12
New Mexico	45-hour entry level course, an approved 3-credit ECE course, or an approved equivalent within 6 months of employment	24	NR	NR
New York*	None	30 every 2 years	CDA credential and 2 years of experience	30 every 2 years
North Carolina*	None	20	None	20
North Dakota	None	13	NR	NR
Ohio*	None	15	NR	NR
Oklahoma*	None	12	Oklahoma Competency Certificate in ECE	12
Oregon	None	15	None	15
Pennsylvania*	None	6	Associate's degree with 30 credits in ECE, child development, special education, elementary education, or the human services field and 3 years of experience	6
Rhode Island*	None	20	Bachelor's degree in any field with 24 credits in ECE and 6 credits of student teaching	20
South Carolina*	None	15	NR	NR
South Dakota	None	20	NR	NR
Tennessee*	None	12	NR	NR
Texas*	None	15	NR	NR
Utah	None	20	NR	NR
Vermont*	CDA credential	12	Bachelor's degree and ECE license from the Vermont Department of Education	12

States ¹	Teachers in Child Care Centers		Master Teachers ² in Child Care Centers	
	Minimum ECE Preservice Qualifications	Ongoing Clock Hours	Minimum ECE Preservice Qualifications	Ongoing Clock Hours
Virginia	24 clock hours of training related to the care of children within 1 month after hire or promotion	16	NR	NR
Washington*	None	10	NR	NR
West Virginia	None	15	None	15
Wisconsin*	2 noncredit, department-approved courses in ECE and 80 days experience	25	NR	NR
Wyoming	None	30 every 2 years	NR	NR
Number of States	17	48	14	16

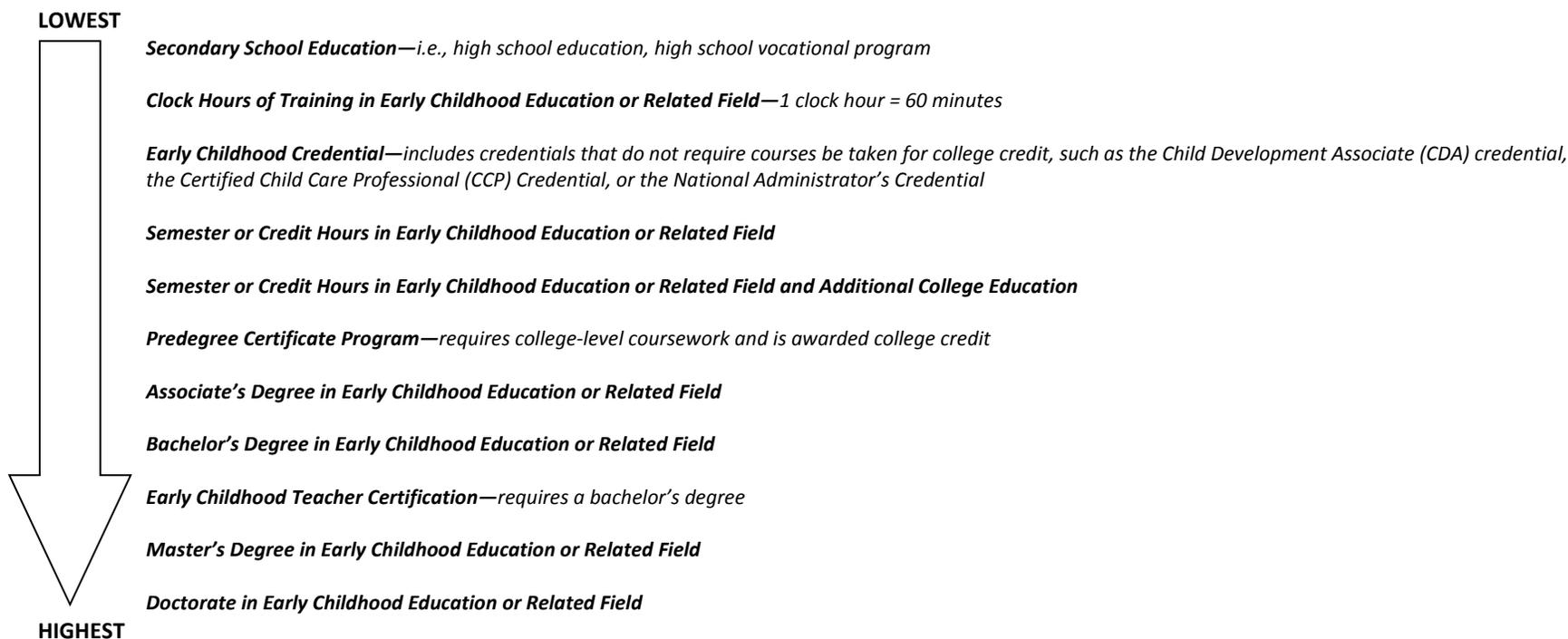
Notes:

¹**States** includes the District of Columbia for a total of 51 entities.

²**Master Teacher:** Seventeen States (Alaska, California, Connecticut, Florida, Indiana, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, Oregon, Pennsylvania, Rhode Island, Vermont, and West Virginia) require at least one teacher in a program or classroom to be qualified at a higher level. This position is often called a lead teacher, head teacher, chief caregiver, fully qualified teacher, child care associate, or supervisor by the States. This role has been generically labeled “master teacher” to reflect that this person is required to have more training, experience, and/or skills than other teachers.

For the purpose of this document, both a *teacher* and a *master teacher* may be solely responsible for a group of children.

Many States have multiple alternatives to qualify for roles. This table reports the alternative that requires the least amount of ECE training. If a State has requirements for experience, high school completion, age, or training not specified in ECE (such as first aid/CPR) that can substitute for ECE training, it is reported as “None.” Below is the “hierarchy of qualifications,” which shows the order in which qualification alternatives are placed to determine the **minimum amount of ECE preservice** training. This methodology was developed by the Center for Career Development in Early Care and Education at Wheelock College.



State Notes: The information for these notes was compiled from the States’ child care licensing regulations. Each note contains a link to access the regulations on the NRC Web site.

***Alaska:** One master teacher (“child care associate”) is required for every 30 children in attendance. A child care associate with a bachelor’s degree in child development or equivalent is required to participate in 45 clock hours of training in child development, every 3 years. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/alaska-regulations/>.

***California:** Requirements reported are for staff in preschool programs; separate qualifications are required for infant and school-age staff. Teachers hired with the qualifications listed in this table must obtain a minimum of two units each semester until the educational requirement of 12 total semester quarter-units is achieved—one of the qualification alternatives for a master teacher (“fully qualified teacher”). Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/california-regulations/>.

***Connecticut:** A designated master teacher (“head teacher”) must be onsite for at least 60 percent of operation hours; the head teacher may also be the director. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/connecticut-regulations/>.

***Florida:** A master teacher is required for every 20 children in attendance. All child care personnel must complete a single course of training in early literacy and language development of children birth through age 5 within 12 months of date of employment in the child care industry. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/florida-regulations/>.

***Iowa:** Ten clock hours of ongoing training are required in the first year of employment; 6 clock hours are required each year thereafter. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/iowa-regulations/>.

***Kansas:** Staff preservice qualifications are required per unit (group) and are determined by group size/age of children. The qualifications reported in the table are required of at least one staff member in a unit enrolling 13–24 children. Units with fewer than 13 children require one staff person to have at least 6-months experience; units with more than 24 school-age children require one staff person to have at least a CDA credential and 1 year of experience. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/kansas-regulations/>.

***Kentucky:** Six clock hours of child development training are required in the first year of employment; 12 clock hours are required each year thereafter. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/kentucky-regulations/>.

***Louisiana:** Louisiana regulates two types of centers: Class A and Class B. Class B center information is reported in the table; Class A center regulations require more ongoing training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/louisiana-regulations/>.

***New York:** The master teacher preservice requirements reported in this table are for head of the group for preschool children. There are separate requirements for head of the group for infants and toddlers, and school-age head of the group. For ongoing training, 15 clock hours must be completed within 6 months after hire, counting toward the total of 30 clock hours required every 2 years thereafter. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/new-york-regulations/>.

***North Carolina:** Master teachers (“lead teachers”) must enroll in the North Carolina Early Childhood Credential coursework within 6 months of hire and must receive the credential within 18 months. The required amount of ongoing training hours for teachers and master teachers varies depending on qualifications: staff with a bachelor’s or advanced degree must complete 5 clock hours; staff with an associate’s degree or a NC Early Childhood Administration Credential must participate in 8 clock hours; staff with a pre-degree certificate or diploma, or the NC Early Childhood Credential or equivalent must complete 10 clock hours; and staff with 10 years of experience must complete 15 clock hours. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/north-carolina-regulations/>.

***Ohio:** Fifteen clock hours of ongoing training are required annually for 3 years, until 45 hours are accrued. Staff with a higher education degree, or an early childhood credential, are not required to participate in ongoing training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/ohio-regulations/>.

***Oklahoma:** Within 3 months of hire, staff must participate in an Oklahoma Training Approval System’s Tier II entry-level training course that provides at least 20 clock hours of training. Staff who have previously received this training are not required to repeat it unless there is a 2-year break in service. At least one master teacher is required for every 60 children for which a center is licensed. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/oklahoma-regulations/>.

***Pennsylvania:** In centers that serve 45 or fewer children, at least one master teacher (“group supervisor”) must be onsite a minimum of 30 hours a week. In centers that serve more than 45 children, a group supervisor is required for every group or partial group of 45 children. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/pennsylvania-regulations/>.

***Rhode Island:** Rhode Island stipulates four roles that may be solely responsible for a group of children, each with progressively higher qualifications and/or responsibilities: 1) teacher assistant; 2) associate teacher; 3) teacher; and 4) head teacher. The table reports the requirements for the teacher assistant under the *Teacher* columns, and the teacher under the *Master*

Teacher columns. While a head teacher *may* be responsible for a group of children, his/her primary role is administrative—the head teacher is responsible for the development and implementation of the educational/developmental curriculum and program, the organization of children’s groups, and staff performance and development. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/rhode-island-regulations/>.

***South Carolina:** Teachers must obtain 6 clock hours of training in the first 6 months, 10 clock hours of ongoing training are required in the first year of employment, and 15 clock hours are required each year thereafter. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/south-carolina-regulations/>.

***Tennessee:** Two clock hours of department-approved orientation training must be taken within the first 30 days of employment. During the first year of employment, a teacher must take at least 18 clock hours of training or one college course in administration, child development, early childhood education, health/safety, or other related field; 6 clock hours of this training must be completed within 6 months of hire. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/tennessee-regulations/>.

***Texas:** Caregivers with less than 6 months prior experience in a regulated child care center must attain 8 hours of preservice training in child development or have documentation of equivalent child care training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/texas-regulations/>.

***Vermont:** Vermont’s regulations specify three types of center teachers who may be solely responsible for a group of children: (1) master teachers; (2) teachers; and (3) teaching associates. The requirements reported in the table are for teaching associates and master teachers. To be qualified as a *teacher*, a bachelor’s degree in ECE or a related field and 1 year of experience is required. The 12 clock hours of ongoing training are applied toward meeting an Individual Professional Development Plan as defined by the Department of Social and Rehabilitation Services, the Local Standards Board, or the Professional Standards Board of the Department of Education. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/vermont-regulations/>.

***Washington:** Within 6 months of hire, teachers must register with the Washington State Training Registry System, and complete a minimum of 20 clock hours of approved training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/washington-regulations/>.

***Wisconsin:** Approved noncredit courses involve at least 36 clock hours of training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/wisconsin-regulations/>.

The Office of Child Care’s National Center on Child Care Quality Improvement does not endorse any non-Federal organization, publication, or resource.