

Teacher Qualifications



This form can be completed whenever a person is hired to work for or changes positions in the Certified Child Care Center.

DIRECTIONS

1. Check the qualifications that apply to the employee.
2. Attach employee's resume.
3. Write notes on the resume confirming that the information is correct. (i.e. Confirmed on 5/25/23 by calling previous supervisor.)
4. Once qualifications are confirmed, save the written verification with this form in the employee file.
5. The licensing specialist will review the form during your next visit.

Person completing the form:

Employee Name:

Position: **TEACHER** (414-305-0340)

CBR Number:

Check the qualification option that applies:

Position Start Date:

Category	Infant and Toddler	Preschool	School-Age
Age	<input type="checkbox"/> At least 18 years of age	<input type="checkbox"/> At least 18 years of age	<input type="checkbox"/> At least 18 years of age
Have attained 1 of the following qualification options below (A, B, C, D, or E):			
Option A	<input type="checkbox"/> At least 750 hours of qualifying teaching experience* in a Certified Child Care Center, or comparable group care program** in the appropriate age level.	<input type="checkbox"/> At least 750 hours of qualifying teaching experience* in a Certified Child Care Center, or comparable group care program** in the appropriate age level.	<input type="checkbox"/> 60 hours of experience working in the classroom; AND <input type="checkbox"/> Completion of 20 clock hours of training, completed within the last five years, focused on school-age child care that meets the following core knowledge criteria: <input type="checkbox"/> Five clock hours in understanding and guiding behavior (UGB) <input type="checkbox"/> Five clock hours in learning environments and curriculum (LEC) <input type="checkbox"/> Five clock hours in human growth and development (HGD) <input type="checkbox"/> Five clock hours in program management (PM)
Option B	<input type="checkbox"/> One year or 1,500 hours of qualifying teaching experience in Registered Family or Certified Family child care.	<input type="checkbox"/> One year or 1,500 hours of qualifying teaching experience in Registered Family or Certified Family child care.	<input type="checkbox"/> At least 240 hours of qualifying experience working with school-age children in the last five years in a Certified Child Care Center, Certified Family, Registered Family or comparable group care program.

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Option C	<input type="checkbox"/> Documentation of attaining at least step 6 in the Oregon Registry; OR <input type="checkbox"/> 9 quarter credits in two CKCs (3 must be in HGD or UGB)	<input type="checkbox"/> Documentation of attaining at least step 6 in the Oregon Registry; OR <input type="checkbox"/> 9 quarter credits in two CKCs (3 must be in HGD or UGB)	<input type="checkbox"/> At least an Associate's Degree in: <ul style="list-style-type: none"> • Early childhood education • Child development • Elementary education • Special education • Physical education • Recreation • Human development • Child and family studies, or • Home economics
Option D	<input type="checkbox"/> A minimum of an Associate's Degree from a college or university with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development • Special education • Human development, or • Child and family studies 	<input type="checkbox"/> A minimum of an Associate's Degree from a college or university with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development • Special education • Human development, or • Child and family studies 	<input type="checkbox"/> At least a Step 6 in the Oregon Registry
Option E	<input type="checkbox"/> A state or nationally recognized credential , e.g. Child Development Associate (CDA), related to infant and toddler care.	<input type="checkbox"/> A state or nationally recognized credential , e.g. Child Development Associate (CDA), related to preschool- age care.	

Qualifying Teaching Experience means:

For infant/toddler and preschool age groups, gained with a group of the same age children in at least 3-hour blocks, within a 36-month period; Qualifying teaching experience must be documented. Time spent in a college practicum or practice teaching is considered qualifying teaching experience. The following does not constitute qualifying teaching experience: leader of a scout troop; Sunday school teacher; and coaching.

Comparable group care program means a program which has the following elements:

- (a) Individuals are supervised by knowledgeable professionals;
- (b) Training of individuals is provided or required annually;
- (c) Group size is similar to a certified child care facility;
- (d) Curriculum is age appropriate; and
- (e) The program is not providing uncertified drop-in care;

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Initial Training Requirements

ALL training must be verified by ORO

Within 10 days of hire:

- An orientation within the first 10 days of hire and prior to having unsupervised access to children. **AND**

Within 30 days of hire:

- Introduction to Child Care Health and Safety (ICCHS) within 30 days of hire and prior to having unsupervised access to children. **AND**
- Recognizing and Reporting Child Abuse and Neglect (RRCAN) within 30 days of hire and prior to having unsupervised access to children. **AND**
- If the center is licensed to care for infants: CCLD approved **safe sleep training**, within 30 days of hire and prior to having unsupervised access to infants **AND**
- Oregon Food Handler's certification within 30 days of hire for cooks, kitchen staff and any staff who serve meals from a communal source, put away leftovers or prepare bottles. **AND**

Within 90 days of hire:

- Current certification in first aid and pediatric CPR within the first 90 days of employment. Online CPR training is only acceptable if it includes hands-on instruction. **AND**
- Foundations for Learning (CCLD approved Child Development Training) within 90 days of employment.

Source:

Oregon Administrative Rules, Oregon Department of Early Learning and Care, Child Care Licensing Division Chapter 414, Divisions 305 [Certified Child Care Centers](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Child Care Licensing Division at 1-800-556-6616.