

Staff Qualification Requirements

Early Childhood Administrator

153. A licensee shall ensure that the Early Childhood Administrator of the Center is at least twenty-one (21) years of age and meets one (1) of the following qualifications:
- A. At least an Associate Degree from an accredited college or university in or in a field related to child development, early childhood education, psychology, social work, special education, elementary education, nursing, human services or business administration including at least fifteen (15) college/university credits in course content covering at least three (3) of the following topic areas – child development, developmental curriculum planning, positive behavior management, health & safety, nutrition, family/community, and professionalism; and twenty-four (24) months of experience working with children preschool age or younger in a group setting;
 - B. At least a Bachelor degree from an accredited college or university including at least fifteen (15) college/university credits in course content covering at least three (3) of the following topic areas - child development, developmental curriculum planning, positive behavior management, health & safety, nutrition, family/community, and professionalism; and twenty-four (24) months of experience working with children preschool age or younger in a group setting or;
154. An Early Childhood Administrator, who before the effective date of these rules was known as the Program Director at a particular Center and qualified for that position with a Bachelor or Associate degree and twelve (12) college/university credits in child development or early childhood education, shall be able to apply those particular college/university credits to the credit requirement of Rule #153 provided that person remains at that original Center or transfers only to a Center licensed before the effective date of these rules and is directly affiliated with the original Center.
155. A licensee shall ensure that the Early Childhood Administrator who manages the Center's administrative duties such as human resources/personnel and fiscal has at least three (3) college/university credits or forty-five (45) clock hours of training in administration which may be included in the total number of college/university credits required for the position unless such duties are not the responsibility of the Early Childhood Administrator.
- A. A written plan approved by the Office of Child Care Licensing shall be required if such duties are not the responsibility of the Early Childhood Administrator. The written plan shall identify the person/entity performing these duties, and the qualifying factors regarding the person/entity. Any changes involving the person/entity performing these duties shall require a new plan approved by the Office of Child Care Licensing
156. An Early Childhood Administrator, who before the effective date of these rules was known as the Program Director at a particular Center shall be able to serve as the Early Childhood Administrator provided that person remains at that original Center or transfers only to a Center licensed before the effective date of these rules, directly affiliated with the original Center, and meets all of the following qualifications:
- A. Has three (3) college/university credits, or forty-five (45) clock hours of training in administration related to operating a Center unless such duties are not the responsibility of the Early Childhood Administrator as state in Rule #155;
 - B. Meets at least one (1) of the qualifications of an Early Childhood Teacher as stated in Rule #160;
 - i. For Rule #160D, the nine (9) college/university credits may be in early childhood education or child development; and
 - C. Has an Early Childhood Curriculum Coordinator on staff that meets the qualifications of that position with at least an Associate degree as stated in Rule #157B.

Early Childhood Curriculum Coordinator

157. A licensee shall ensure that an Early Childhood Curriculum Coordinator is at least twenty (20) years of age and meets one (1) of the following qualifications:
- A. At least a high school degree or its equivalent and successful completion of fifteen (15) college/university credits in child development or early childhood education of which six (6) college/university credits shall be in early childhood curriculum development and planning and thirty-six (36) months of experience working with children preschool age or younger in group setting;
 - B. At least an Associate degree from an accredited college or university in or in a field related to child development, psychology, social work, special education, nursing or human services, including at least fifteen (15) college/university credits of child development, or early childhood education and twenty-four (24) months of experience working with children preschool age or younger in a group setting;
 - C. At least an Associate degree from an accredited college or university in early childhood education and twelve (12) months of experience working with children preschool age or younger in a group setting; or
 - D. At least a Bachelor degree from an accredited college or university including at least fifteen (15) college/university credits of child development or early childhood education and twelve (12) months of experience working with children preschool age or younger in a group setting.

Early Childhood Administrator or Early Childhood Curriculum Coordinator – Specialized Training

158. A licensee shall ensure that either the Early Childhood Administrator or Early Childhood Curriculum Coordinator has successfully completed three (3) college/university credits, which may be included in the total number of college/university credits required for the position, or forty-five (45) clock hours of training in infant and/ or toddler development and curriculum if the Center serves infants and/or toddlers.
159. A licensee shall ensure that either the Early Childhood Administrator or Early Childhood Curriculum Coordinator has successfully completed fifteen (15) clock hours of training in school-age care if the Center serves school-age children. The clock hours may be translated from the college/university credits and included in the total number of college/university credits required for the position.

Early Childhood Teacher

160. A licensee shall ensure that an Early Childhood Teacher is at least eighteen (18) years of age and meets one (1) of the following qualifications:
- A. At least a high school degree or its equivalent and successful completion of both “Training for Early Care and Education 1 & 2” and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - B. At least a high school degree or its equivalent and a valid Child Development Associate Credential that is current and has not expired and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - C. At least a high school degree or its equivalent and successful completion of the Delaware Department of Labor’s Early Childhood Apprenticeship Program and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - D. At least a high school degree or its equivalent and successful completion of nine (9) college/university credits - three (3) in early childhood education, three (3) in child development and three (3) in positive behavior management and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - i. Forty-five (45) clock hours in positive behavior management may substitute for the three (3) college/university credits.
 - E. At least a high school degree with successful completion of a vocational/technical high school three (3) year program in early childhood education approved by Delaware’s Department of Education and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - F. At least a high school degree or its equivalent and successful completion of the course work toward a Montessori Infant and Toddler Full/Associate Credential or a Montessori Early Childhood Full/Associate Credential from a MACTE approved training program and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - G. At least a high school degree or its equivalent and successful completion of a one (1) year early childhood diploma program from a two (2) year college and twelve (12) months of experience working with children preschool age or younger in a group setting;
 - H. At least an Associate degree from an accredited college or university with six (6) college/university credits in child development, or early childhood education and three (3) months of supervised student teaching or twelve (12) months of experience working with children preschool age or younger in a group setting; or
 - I. At least a Bachelor degree from an accredited college or university including at least six (6) college/university credits of child development or early childhood education and three (3) months of supervised student teaching or twelve (12) months of experience working with children preschool age or younger in a group setting.

Early Childhood Assistant Teacher

161. A licensee shall ensure that an Early Childhood Assistant Teacher is at least eighteen (18) years of age and meets one (1) of the following qualifications:
- A. At least a high school degree or its equivalent and successful completion of “Training for Early Care and Education 1” and six (6) months of experience working with children preschool age or younger in a group setting;
 - B. At least a high school degree with successful completion of the traditional high school’s career pathway program in early childhood as recognized by the Office of Child Care Licensing and six (6) months of experience working with children preschool age or younger in a group setting; or
 - C. At least a high school degree or its equivalent and successful completion of six (6) college/university credits - three (3) in early childhood education and three (3) in child development and six (6) months of experience working with children preschool age or younger in a group setting.
162. A staff member who, before the effective date of these rules, was in the position formerly known as a Caregiver at a particular Center shall have one (1) of the following opportunities to qualify for the position of Early Childhood Assistant Teacher. These opportunities shall be time-limited to two (2) calendar years from the effective date of these rules as stated in Rule #149B.
- A. Demonstrate through the development of a portfolio that prior training and experience is equivalent to the information taught in “Training for Early Care and Education 1”. Successful completion of this option shall be receiving a grade of seventy-five percent (75%) or better and is recognized as equivalent to completing “Training for Early Care and Education 1” and is applicable toward advancing to higher positions in any Center.
 - B. Pass a test recognized by the Office of Child Care Licensing as equivalent to the information taught in “Training for Early Care and Education 1”. Successful completion of this option shall be receiving a grade of seventy-five percent (75%) or better and is recognized as equivalent to completing “Training for Early Care and Education 1” and is applicable toward advancing to higher positions in any Center.

Early Childhood Caregiver

163. A licensee shall ensure that an Early Childhood Caregiver is at least eighteen (18) years of age, and before the effective date of these rules, was in the position formerly known as a Caregiver at a particular Center. Successful completion of the training required for this position is time-limited to two (2) calendar years from the effective date of these rules as stated in Rule #149B. The position of Early Childhood Caregiver is acceptable provided that person remains at that original Center or transfers only to a Center licensed before the effective date of these rules and is directly affiliated with the original Center. The Early Childhood Caregiver shall meet the following qualification:
- A. Demonstrates successful completion of a total of sixty (60) clock hours of training based on the early care and education core topic areas and divided into each of the following: Child Development (fifteen (15) clock hours), Developmental Curriculum Planning (twelve (12) clock hours), Positive Behavior Management (twelve (12) clock hours), Health (three (3) clock hours), Safety (three (3) clock hours), Nutrition (three (3) clock hours), Family/Community (six (6) clock hours), and Professionalism (six (6) clock hours). Such clock hours taken prior to the effective date of these rules or during the time-limited period shall count toward this position.

Early Childhood Intern

164. A licensee shall ensure that an Early Childhood Intern is at least sixteen (16) years of age and meets one (1) of the following qualifications:
- A. At least successful completion of either *Delaware First's* "Introduction to Child Care" or "Child Development" completed within twelve (12) months of employment;
- B. At least successful completion of three (3) college/university credits in either child development or early childhood education.
- i. Fifteen (15) year olds may be hired only if they are attending a vocational/technical high school three (3) year program in early childhood education or a traditional high school's career pathway program in early childhood. Documentation proving enrollment in such programs shall be on file at the Center.
165. A licensee shall ensure that an Early Childhood Intern under the age of eighteen (18) does not provide direct child care to children who are close in age. Such an Early Childhood Intern shall be at least four (4) years older than any child in his or her direct care.

Substitute and Volunteer Staff

172. A licensee shall have substitute staff that are at least sixteen (16) years of age, including documentation of their qualifications to fill a particular position during the absences of permanent staff. A substitute that is temporarily filling in for a position in which he or she is not fully qualified shall be allowed to count toward child/staff ratios if supervised by at least an Early Childhood Teacher, School-Age Site Coordinator, or School-Age Site Assistant who is designated as responsible for the School-Age Center and under the direct observation of at least an Early Childhood Assistant Teacher, Early Childhood Caregiver or School-Age Site Assistant at all times.
- A. When it is known beforehand that a position will be temporarily available for two (2) or more months continuously, the person or persons substituting in that position shall be fully qualified for the position throughout the whole time period.
173. A licensee shall ensure that volunteers are at least sixteen (16) years of age and counted for the purposes of staff/child ratios only when it is documented that they are fully qualified for the particular position in which they are volunteering and present at the Center for seven (7) or more hours a week.
174. A licensee shall ensure that volunteers present less than seven (7) hours a week not counted toward staff/child ratios and be under the supervision of at least an Early Childhood Teacher, School-Age Site Coordinator, or School-Age Site Assistant who is designated as responsible for the School-Age Center and under the direct observation of at least an Early Childhood Assistant Teacher, Early Childhood Caregiver, or School-Age Site Assistant at all times and not be alone with the children at any time.
175. A licensee shall ensure that a substitute or volunteer may be fifteen (15) years old only if they are attending a vocational/technical high school three (3) year program in early childhood education or a traditional high school's career pathway program in early childhood. Documentation proving enrollment and attendance in such programs shall be on file at the Center.