

July 22, 2014

To: Child Care Center Licensees/Directors
School-Age-Only Licensees/Directors
Preschool Licensees/Directors

From: Pat Urzedowski, Administrator, Office of Children's Services Licensing

Subject: LB 967 (Approval of Training)

This memo provides **additional clarification** on the training that must be approved by the Nebraska Department of Education in consultation with the Department of Health and Human Services specifically for directors and teachers who work in Child Care Centers, School-Age-Only Centers, and Preschools.

Effective August 1, 2014, when a newly hired "director" or "teacher" does not meet the qualifications for the position and needs to submit a plan to obtain credit hours or clock hours of "Department-approved training", the training must be approved consistent with LB 967. This means, the plan must be submitted to the Early Childhood Training Center (ECTC) for approval.

The plan must include: name of staff, position of staff, name/address of CCC, SAOC, or Preschool, detailed list of college level courses, approved training, and Independent Study sufficient to meet the credit hours or clock hours for the position. Plan should be e-mailed to Michelle Freed at the ECTC at michelle.freed@nebraska.gov or by mail at: ECTC: 6949 South 110th Street, La Vista NE 68128. Please contact Michelle at 1-800-CHILD or 402-557-6882 or by e-mail if you have questions about this requirement.

Here are the applicable regulations for Child Care Centers, School-Age-Only Centers, and Preschools:

CHILD CARE CENTERS

Director Qualifications: A written, Department-approved plan to acquire at least six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development, in a period not to exceed 12 months. Business courses may be included in the plan, not to exceed one-half of the credit or clock hour requirements. 391 NAC 3-006.04A (5b)

Non-Certificated Teachers: Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review. 391 NAC 3-006.05B(4b)

SCHOOL-AGE-ONLY CENTERS:

Non-Certificated Teachers: Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review. 391 NAC 4-006.05B(4)(2)

PRESCHOOLS

Non-Certificated Teachers: Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review. 391 NAC 5-006.05B(4)(2)