

NEBRASKA'S

Child Care Director & Teacher Pre-Service Training Guide



NEBRASKA

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DEPT. OF HEALTH AND HUMAN SERVICES

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Introduction to the Pre-Service Training Guide

In Nebraska, anyone who provides care to four or more children from different families must be licensed as a child care provider through the Nebraska Department of Health and Human Services (DHHS).

DHHS Licensing, along with the Nebraska Department of Education (NDE) Office of Early Childhood, have developed the Pre-Service Training Plan for child care directors and teachers who do not meet the DHHS licensing qualifications.

Your Pre-Service Training Plan can be built using a combination of education, training and/or independent study to be completed within 12 months for directors and 6 months for teachers. You will need an account in the Nebraska Early Childhood Professional Record System (NECPRS). Visit [NECPRS.ne.gov](https://necprs.ne.gov) to create your account — it's quick, easy and can be done on any device.

This guide will provide you with easy access to:

- Director & teacher qualifications
- Instructions & tips for completing a Pre-Service Training Plan in NECPRS
- Contact info for people you may need to reach out to along the way — *such as Early Learning Connection Coordinators, Early Childhood Training Center staff and more!*



Nebraska's Child Care Director Qualifications

New directors must check off at least one of the DHHS qualifications listed below:

- ☐ Bachelor's degree from an accredited college or university in early childhood education, education or child/youth development.
- ☐ Bachelor's degree from an accredited college or university with at least 6 credit hours in early childhood education, education (teacher prep courses) or child/youth development.
- ☐ Associate's degree from an accredited college or university in early childhood education, education or child/youth development.
- ☐ Child Development Associate Credential.
- ☐ 3,000 hours in organized group activities for young children — verified by a reference from a former employer or supervisor. Experience as a nanny or in-home child care provider can be verified by a letter of reference from a parent that includes start/end dates, hours and child care responsibilities.

Directors who do not meet at least one of the DHHS qualifications above will need to create a Pre-Service Training Plan in the Nebraska Early Childhood Professional Record System (NECPRS) at [NECPRS.ne.gov](https://necprs.ne.gov).

Tutorials

[PDF instructions](#) and a [video tutorial](#) are available to assist you with the completion of your Pre-Service Training plan in NECPRS.

Pre-Service Training Plan Process

The Pre-Service Training Plan Process is:

1. Log into or create an account in [NECPRS.ne.gov](https://necprs.ne.gov)
2. Build & submit your plan by adding education, training and/or [Independent Study](#)
3. Allow up to 30 days for plan approval
4. Once plan is approved, complete within 12 months

Pre-Service Training Plan Requirements

The table below outlines the Pre-Service Training Plan requirements for directors (marked with a ✓).



Newly Hired Role	Education –AND/OR– Training	Time Period to Complete
Child Care Center Director	6 Semester credit hours of college coursework	36 hours
Child Care Center Non-Certificated Teacher	3 Semester credit hours of college coursework	45 hours
School-Age Center Non-Certificated Teacher	3 Semester credit hours of college coursework	45 hours
Preschool Non-Certificated Teacher	3 Semester credit hours of college coursework	45 hours

Note: 1.5 Quarter credit hours = 1 Semester credit hour.

Education/Training Hour Equivalency Chart

Institution Type	Weeks in Semester/Quarter	Hours/Weeks Spent in Class	Credit/Unit Hours	Equivalent Training Hours
Community College	Quarter -10	3 hours 40 min = 4 hours	4.5	40
	Quarter -10	2 hours 40 min = 3 hours	3	30
	Semester -16	2 hours 30 min = 3 hours	3	45
	Semester -16	1 hour 40 min = 2 hours	2	30
Four Year Institution	Semester -16	5 hour 50 min = 6 hours	6	90
	Semester -16	3 hour 50 min = 4 hours	4	60
	Semester -16	2 hour 30 min = 3 hours	3	45
	Semester -16	1 hour 50 min = 2 hours	2	30
	Semester -16	50 minutes = 1 hour	1	15

College courses must be obtained from an accredited college/university, in the following coursework areas:

- Administration/Business
- Early Childhood Education
- Education (teacher preparation courses)
- Child/Youth Development
- Psychology

All training must be approved or accepted by the NDE Office of Early Childhood.

Find approved training:

- [Nebraska's Early Childhood Training Calendar](#)
- [Automatically Accepted Early Childhood Education Training List](#)
- Complete an [Independent Study application in NECPRS](#)

Independent Study Guide

Independent Study is available to all early childhood professionals looking to obtain state approved in-service hours for self-paced learning. Individuals who read a book, view a DVD/webinar, or complete a self-study (not listed on Automatically Accepted list) can complete an Independent Study application in NECPRS for approval. The chart below outlines the clock hours that can be earned for Independent Study activities.

Calculated Clock Hours	Pages Read	Minutes Viewed
0-2	0-100	0-120
2.1-3	101-150	121-180
3.1-4	151-200	181-240
4.1-5	201-250	241-300
5.1-6	251-300	301-360
6.1-7	301-350	361-420
7.1-8	351-400	421-480
8.1-9	401-450	481-540
9.1-10	451-500	541-600
10.1-11	501-550	601-650
10.1-11	Above 550	Above 660

Sample Plans

Pre-Service Training Plans can be made up of education, training and/or Independent Study. The sample plans below illustrate how a plan can be built using education, training and Independent Study to earn the **36 clock hours** or **6 semester credit hours** required for directors. Plans can be built using any or all of the areas below. NECPRS will add up the hours as you build your plan.

Sample 1 – Using only Education

Education		
	Course	Semester Credit Hours
	ECDE 101 Early Childhood – UNO – This course gives the foundation of early childhood.	6

Total = 6 Credit Hours

Total Plan = 6 credit hours
to be completed within a 6 month period.

Sample 2 – Using a combination of Training & Independent Study

Training		
	Training Name	Clock Hours
	Safe With You Series	4
	Early Learning Guidelines: Science	6
	Early Learning Guidelines: Creative Arts	6
	Early Learning Guidelines: Approaches to Learning	6
	Early Learning Guidelines: Math	6
	Helping Toddlers Learn & Grow	2

Total = 30 Clock Hours

Independent Study		
	Material	Clock Hours
	Book: Helping Toddlers Page count: 300	6

Total = 6 Clock Hours

Total Plan = 36 clock hours
to be completed within a 6 month period.

Important Information for Directors Opening a New Center

If you are opening a new center, training must be completed as follows:

1. Documentation of the completion of all training must be available on the premises for the Licensing Specialist to review.
2. Pre-Service Training done by the DHHS — before a provisional license will be issued, the applicant must complete the following:
 - 2-hour orientation training provided by the DHHS
 - Pediatric CPR and First Aid (Directors are not able to use this on their NDE OEC Pre-Service Plan)

Then you may complete a Pre-Service Plan (if not qualified) or start training clock hours.

New Director Training Checklist

New directors must complete the DHHS license required trainings listed below on a [timeline](#).

Management Training Series (45 Clock Hours)

- ☐ The Business of Child Care
- ☐ Child Development and Learning
- ☐ Policies and Procedures
- ☐ Supporting Children Center Wide
- ☐ Effective Workforce
- ☐ The Inside of the Building
- ☐ Relationships in Child Care
- ☐ Transitions

Early Learning Guidelines (42 Clock Hours)

- ☐ Social & Emotional Development
- ☐ Approaches to Learning
- ☐ Health & Physical Development
- ☐ Language & Literacy Development
- ☐ Mathematics
- ☐ Science
- ☐ Creative Arts

Safe With You (4 Clock Hours)

- ☐ Safe Sleep for Infants
- ☐ Never Shake a Baby
- ☐ Power to Protect

Nebraska's Child Care Teacher Qualifications

New teachers must check off at least one of the DHHS qualifications listed below:

- ☐ Bachelor's degree from an accredited college or university in early childhood education, education or child/youth development.
- ☐ Valid Nebraska teaching certificate or volunteer work at a licensed child care center on the premises of an accredited or approved school.
- ☐ Associate's degree from an accredited college or university in early childhood education, education or child/youth development.
- ☐ Child Development Associate Credential.
- ☐ 1,500 hours of experience in organized group activities for young children verified by a reference from a former employer or supervisor.

Teachers who do not meet at least one of the DHHS qualifications above will need to create a Pre-Service Training Plan in the Nebraska Early Childhood Professional Record System (NECPRS) at [NECPRS.ne.gov](https://necprs.ne.gov).

Tutorials


[PDF instructions](#) and a [video tutorial](#) are available to assist you with the completion of your Pre-Service Training plan in NECPRS.

Pre-Service Training Plan Process

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2. Build & submit your plan by adding education, training and/or [Independent Study](#)
3. Allow up to 30 days for plan approval
4. Once plan is approved, complete within 6 months

Pre-Service Training Plan Requirements

The table below outlines the Pre-Service Training Plan requirements for teachers (marked with a .

Newly Hired Role	Education –AND/OR–	Training	Time Period to Complete
Child Care Center Director	6 Semester credit hours of college coursework	36 hours	12 months
Child Care Center Non-Certificated Teacher	3 Semester credit hours of college coursework	45 hours	6 months
School-Age Center Non-Certificated Teacher	3 Semester credit hours of college coursework	45 hours	6 months
Preschool Non-Certificated Teacher	3 Semester credit hours of college coursework	45 hours	6 months

Note: 1.5 Quarter credit hours = 1 Semester credit hour.

Education/Training Hour Equivalency Chart

Institution Type	Weeks in Semester/Quarter	Hours/Weeks Spent in Class	Credit/Unit Hours	Equivalent Training Hours
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10.1-11	Above 550	Above 660

Sample Plans

Pre-Service Training Plans can be made up of education, training and/or Independent Study. The sample plans below illustrate how a plan can be built using education, training and Independent Study to earn the **45 clock hours** or **3 semester credit hours** required for directors. Plans can be built using any or all of the areas below. NECPRS will add up the hours as you build your plan.

Sample 1 – Using Only Education

Education		
	Course	Semester Credit Hours
	ECDE 101 Early Childhood – UNO – This course gives the foundation of early childhood.	3

Total = 3 Credit Hours

Total Plan = 3 credit hours
to be completed within a 12 month period.

Sample 2 – Using a combination of Training & Independent Study

Training		
	Training Name	Clock Hours
	Safe With You Series	4
	Early Learning Guidelines: Social & Emotional Development	6
	Early Learning Guidelines: Creative Arts	6
	Early Learning Guidelines: Science	6
	Early Learning Guidelines: Approaches to Learning	6
	Early Learning Guidelines: Math	6
	Prepare to Care	3
	Helping Toddlers Learn & Grow	2

Total = 39 Clock Hours

Independent Study		
	Material	Clock Hours
	Book: Helping Toddlers Page count: 300	6

Total = 6 Clock Hours

Total Plan = 45 clock hours
to be completed within a 12 month period.

New Teacher Training Checklist

The checklists below show the DHHS license required training for teachers. Teachers are required to complete at least one Early Learning Guideline domain training (6 hours) annually until the series is complete. Teachers are required to complete the Safe With You series every 5 years.

Early Learning Guidelines (42 Clock Hours)

- ☐ Social & Emotional Development
- ☐ Approaches to Learning
- ☐ Health & Physical Development
- ☐ Language & Literacy Development
- ☐ Mathematics
- ☐ Science
- ☐ Creative Arts

Safe With You (4 Clock Hours)

- ☐ Safe Sleep for Infants
- ☐ Never Shake a Baby
- ☐ Power to Protect

People You Should Know

Make note of the contact info for your DHHS Licensing Specialist:

Name _____

Agency Address _____

Contact Number(s) _____

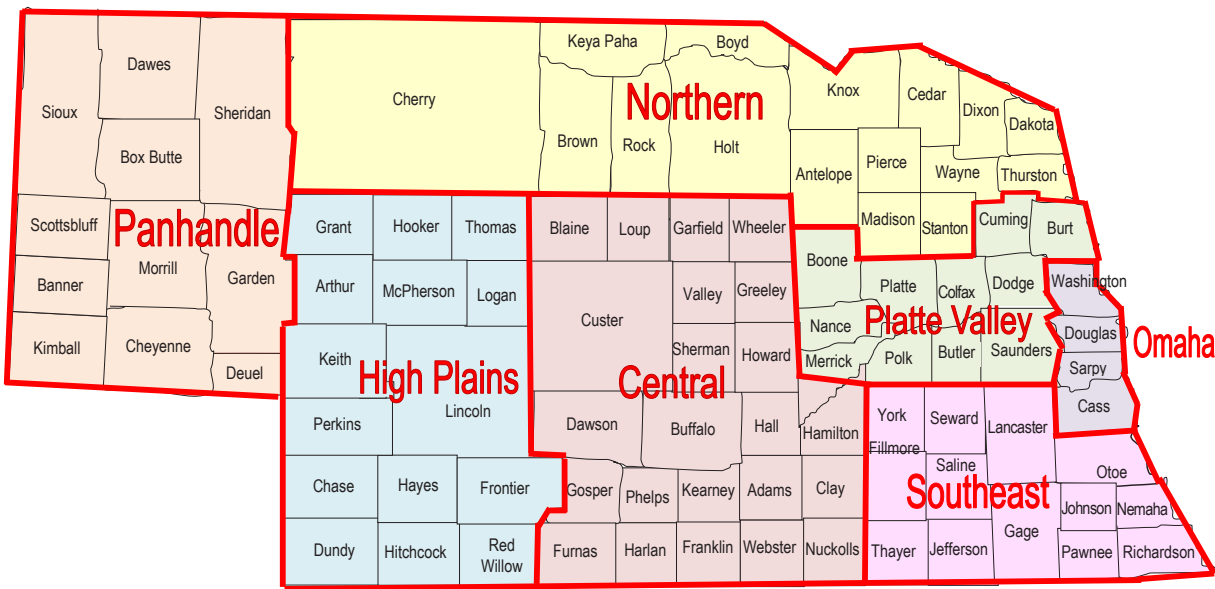
Email _____



Early Learning Connection Coordinators

Your local Early Learning Connection Coordinator can assist you with finding professional development. Use the map below to find your region and the contact info for your local coordinator.

Learn more at www.education.ne.gov/oec/early-learning-connection



Panhandle: ESU 13 (Scottsbluff)
 Nora Robinson
 308-254-4677
nrobinson@esu13.org

Northern: ESU 1 (Wakefield)
 Erika Fink
 402-287-2061
efink@esu1.org

Platte Valley: ESU 7 (Columbus)
 Angel Mayberry
 402-564-5753
amayberry@esu7.org

Omaha: ESU 3 (Omaha)
 Jennifer Haggart
 402-597-4991
jhaggart@esu3.org

High Plains: ESU 16 (Ogallala)
 Cheryl Roche
 308-284-8481
croche@esusixteen.org

Central: ESU 10 (Kearney)
 Alexandra Dillon
 308-698-1986
adillon@esu10.org

Southeast: ESU 6 (Milford)
 Cara Small
 402-761-3341
csmall@esu6.org



Nebraska Department of Education
Office of Early Childhood Education
www.education.ne.gov/oec

Contact for Questions About:

- Early Childhood Professional Development
- Early Childhood Media Center
- The Nebraska Early Childhood Professional Record System (NECPRS)
- Step Up to Quality
- Early Childhood Career Development
- ESU & District-Operated PreK (Rule 11)

Quick Contacts:

Early Childhood Training Center (ECTC)

402-557-6880
1-800-892-4453
nde.ectc@nebraska.gov

Jene' Chapman | *Pre-Service Training Plans & In-Service Hours Specialist*

402-378-3795
jene.chapman@nebraska.gov

Angela Thelen | *Nebraska Early Learning Library Associate*

402-557-6885
angela.b.thelen@nebraska.gov

Step Up to Quality | education.ne.gov/StepUpToQuality

844-807-5712
nde.stepuptoquality@nebraska.gov



Nebraska Department of Health & Human Services

dhhs.ne.gov/licensure/Pages/Child-Care-Licensing.aspx
402-471-6564
DHHS.ChildCareLicensing@nebraska.gov

Contact for Questions About:

- Child Care Licensing
- Background Checks & Fingerprinting
- Statutes Relating to Child Care Licensure

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Nebraska Department of Education
Office of Early Childhood
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