

Head Teacher Qualifications

Staff Qualifications

This form can be completed whenever a person is hired to work for or changes position 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 5/25/17 by calling previous supervisor.)
4. Once qualifications are confirmed, save the form in the employee file.
5. The licensing specialist will review the form during your next visit.

Person completing the form:

Employee Name:

Position:

Position Start Date:

CBR Number:

HEAD TEACHER (414-300-0090)

Check the qualification option that applies

Option	Infant and Toddler	Preschool	School-Age
Age	At least 18 years of age	At least 18 years of age	At least 18 years of age
Option 1	Bachelor's Degree (BS/BA) from college or university with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development 	Bachelor's Degree (BS/BA) from college or university with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development • Elementary education • Special education 	Bachelor's Degree (BS/BA) from college or university with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development • Elementary education • Special education • Physical education • Recreation
Option 2	Associate's Degree (AS/AA) from a college with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development 	Associate's Degree (AS/AA) from a college with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development 	Associate's Degree (AS/AA) from a college with a major in: <ul style="list-style-type: none"> • Early childhood education • Child development • Special education • Physical education • Recreation
Option 3	A one year state or nationally recognized credential related to infant and toddler care	A one year state or nationally recognized credential related to preschool-age care	A one year state or nationally recognized credential related to school-age care
Option 4	Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in: <ul style="list-style-type: none"> • Early childhood education 	Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in: <ul style="list-style-type: none"> • Early childhood education 	Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in: <ul style="list-style-type: none"> • Early childhood education

Option	Infant and Toddler	Preschool	School-Age
	<ul style="list-style-type: none"> Child development <p>AND at least one year of qualifying teaching experience* in a Certified Child Care Center or comparable group care program, in the care of infant and/or toddlers</p>	<ul style="list-style-type: none"> Child development Elementary education Special education <p>AND at least one year of qualifying teaching experience* in a Certified Child Care Center or comparable group care program, in the care of preschool-age children</p>	<ul style="list-style-type: none"> Child development Elementary education Special education Physical education Recreation <p>AND at least one year of qualifying teaching experience* in a Certified Child Care Center or comparable group care program, in the care of school-age children</p>
Option 5	At least two years of qualifying teaching experience*, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of infant and/or toddlers	At least two years of qualifying teaching experience*, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of preschool-age children	At least two years of qualifying teaching experience*, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of school-age children
Option 6	Documentation of attaining at least Step 8.5 in the Oregon Registry	Documentation of attaining at least Step 8.5 in the Oregon Registry	Documentation of attaining at least Step 8.5 in the Oregon Registry
Training	<p>0090(6) Head teachers must have completed OCC approved health and safety training (before having unsupervised access to children).</p> <p>0120(9) Have completed a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.</p>	<p>0090(6) Head teachers must have completed OCC approved health and safety training (before having unsupervised access to children).</p> <p>0120(9) Have completed a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.</p>	<p>0090(6) Head teachers must have completed OCC approved health and safety training (before having unsupervised access to children).</p> <p>0120(9) Have completed a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.</p>
Infants	0090(7) If the center is certified to care for infants, the head teacher must have completed OCC approved safe sleep training .	0090(7) If the center is certified to care for infants, the head teacher must have completed OCC approved safe sleep training .	0090(7) If the center is certified to care for infants, the head teacher must have completed OCC approved safe sleep training .

*OAR 414-300-0050(38) Qualifying teaching experience means: (a) For infant/toddler and preschool age groups, 1500 hours, gained with a group of the same age children in at least three-hour blocks, within a 36-month period. (b) For school-age groups, 600 hours, gained with a group of the same age children in at least three-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.

Source:

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 300 [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 Office of Child Care at 1-800-556-6616.