

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATIONS MANUAL

Issuance of Early Care and Education Training Clock Hours for College/Non-College Coursework before Completion

Policy Clarification

09/09

Situation:

Early Care and Education coursework completed through an accredited institution that meets training approval requirements also currently meets clock hour training requirements. In addition, a Commonwealth Child Care Credential and the Child Development Associate Credential received through non-college coursework meets clock hour training requirements. However, the current policy does not allow for clock hours to be given for knowledge gained during the process. Rather, it allows for clock hours to be given upon completion. This creates a barrier for providers taking coursework toward a credential or degree and the clock hours necessary to meet requirements for Licensed and Certified Providers and the STARS Quality Rating System.

Clarification:

Early Care and Education clock hours* can be awarded for partial completion of Non-College Commonwealth Child Care Credential or Child Development Associate coursework with a written statement or certificate from the instructor that includes:

- Student Name
- Trainer Name and Signature
- Training Organization, if applicable
- Credential Number, Level, and Expiration Date
- Title of Training
- Date(s) of Training
- Number of Training Hours Attained to Date
- Core Content Subject Area
- CDA Subject Areas

Early Care and Education clock hours* can be awarded for partial completion of Early Care and Education coursework taken through an accredited institution of higher education with a written statement from the instructor on official letterhead that includes:

- Student Name
- Institution Name
- Instructor Name and Signature
- Instructor Address and Telephone Number
- Course Title and Description
- Specific Dates Attended
- Number of Clock Hours Attained to Date

- The Division of Child Care is only responsible for approving Early Care and Education clock hour training. Continuing Education Units (CEU's) and Early Care and Education coursework are approved through an accredited institution of higher education. A 3-hour Early Care and Education college level course will transfer to 45 ECE clock hours and 1 CEU is equal to 10 ECE clock hours. (Refer to Policy Clarification 11/07 Formula for Transferring Continuing Education Unit (CEU) to Early Care and Education Clock Hours).