

DELAWARE RULE GUIDANCE AND TECHNICAL ASSISTANCE BULLETIN FCCH 2013-1

DELAWARE RULE 134 & 135. These Rules cover requirements for annual training hours.

Intent:

Several decades of research have clearly demonstrated the short- and long-term positive effects that high-quality early childhood programs have on children's development. High-quality programs depend on teacher effectiveness (Hamre & Pianta, 2005; Loeb, Fuller, Kagan, & Carrol, 2004). To be effective, early childhood teachers must develop specialized knowledge, skills, and practices. The key to sustaining teacher effectiveness and promoting continuous growth is high-quality professional development (Borko, 2004; Darling-Hammond & Bransford, 2005). Research clearly shows the quality of training provided to classroom staff and administrators has a direct correlation to implementation of best practices in the classroom.

The field of early care and education has been endeavoring to raise the bar for the child care profession by establishing standards for child care administrators and staff through the application of developmentally appropriate practices. Professionalism in early care and education includes a commitment to quality related to research-based practice, ongoing child assessment, program evaluation, parent involvement and life-long adult learning. A significant aspect of professionalism in early care and education is the commitment to being a life-long learner who is always hungry for new information to improve practice. The commitment to life-long learning ensures professionals will not be trapped in old knowledge and beliefs and always ready to apply new research-based learning to support child learning. Annual training is the key to continuous improvement in practice and development of competencies.

Participating in high-quality training is the best choice through which to achieve improvement in practice and development of competencies. Through the Delaware Professional Development System, a mechanism has been created that sets standards for trainers and course offerings. This is managed by the Delaware Institute for Excellence in Early Childhood (DIEEC). DIEEC reviews applications of individuals who desire to become trainers and as well as their syllabus of proposed quality-assured professional development opportunities courses. It is through this process that trainers and professional development opportunities become quality assured. OCCL encourages practitioners to select quality assured training.

Documentation:

At the time of the annual Compliance Review, Licensees must have documentation demonstrating that they have completed the required number of annual training hours within the licensing period. Copies of transcripts or individual certificates shall be maintained by the Licensee.

Clarification:

Beginning in January 2013 the **Delaware Institute for Excellence in Early Childhood (DIEEC)** will **no longer be issuing certificates of completion for their training sessions.** Once a child care

professional completes a DIEEC quality-assured professional development opportunity, that information will show on your training record on the DIEEC Registry. If desired, you can then download and print a copy of your transcript. OCCL will require documentation of training hours.

Please note: Verification of the completion of a quality-assured training must be submitted to DIEEC by the person conducting the training. The turn-around time for a training to show on a person's transcript depends on when DIEEC receives attendance from the instructor and they are able to confirm successful completion of the training in the participant's registry. DIEEC has advised OCCL that they expect to do this within three weeks of receiving the information, but often it takes longer for instructors to turn in attendance to DIEEC.

The Office of Child Care Licensing is not responsible for changes to the procedure for documenting quality-assured professional development through DIEEC. Any questions about this new procedure should be directed to:

Allison Constable, Associate Director for Professional Development
Delaware Institute for Excellence in Early Childhood
Phone (302) 831-1210
Fax (302) 831-4223

Suggested Actions:

- Review all certificates, transcripts to see how many hours of annual training you have completed to date. If you still need to complete additional hours before the expiration of your license, review the annual training calendar* at DIEEC and register for quality-assured courses that will both complete the number of hours you are currently lacking and advance your competencies and skills.
- Each year beginning with the starting date of your license, devise a plan of what trainings will be taken throughout the year. Planning over a year demonstrates purposeful professional development and avoids a "rush" to finish annual hours as your licensing year ends that may result in taking hours that do not advance your professional development.

*A yearly training calendar is now available at the DIEEC website:

<http://dieec.udel.edu/registry/training/view/calendar>

Responsibilities:

- File the transcript and/or certificates in a safe place to have available for review by your Child Care Licensing Specialist.