



**GUIDE TO RESOURCES FOR  
MEETING THE 2007 HEAD START  
ACT  
STAFF QUALIFICATIONS AND  
DEVELOPMENT REQUIREMENTS  
IN VIRGINIA**



The Virginia State Based Head Start T/TA Office  
A member of the National Head Start Training and Technical Assistance Network



## **GUIDE TO RESOURCES FOR MEETING THE 2007 HEAD START ACT STAFF QUALIFICATIONS AND DEVELOPMENT REQUIREMENTS IN VIRGINIA**

The 2007 Head Start Act outlined specific staff qualifications that will be required over the course of the next three years for Head Start and Early Head Start staff. This guide to resources, prepared by the Virginia State Based Head Start T/TA Office, is intended to help programs access the resources they need to meet these requirements.

The following overview is provided in chronological order based on the date of the requirement.

### **REQUIREMENT DEADLINE:**

**OCTOBER 30, 2010:**

### **EARLY HEAD START PROGRAMS**

#### **Sec. 645A (h) Center-Based Staff- The Secretary shall--**

*(1) Ensure that, not later than September 30, 2010, all teachers providing direct services to children and families participating in Early Head Start programs located in Early Head Start centers, have a minimum of a child development associate credential, and have been trained (or have equivalent coursework) in early childhood development*

### **CREDENTIALS THAT WILL MEET THIS REQUIREMENT:**

- 1. Virginia Infant/Toddler Credential:** *This new credential has been accepted by the Office of Head Start to meet this standard.* The credential requires
  - 18 hours of community college classes in the core Early Childhood Development curriculum (including two infant/toddler classes).
  - 480 hours experience working in a classroom working with infants and toddlers (can be retroactive within the past 5 years)
  - Current employment in good standing in an early childhood classroom with children birth to three.
  - Completed application to the Virginia HS Collaboration Office, fee of \$10.00.
  - See appendix for application and requirements (*soon to be posted on the Virginia Head Start Association web site*)
  
- 2. Infant/Toddler Child Development Associate Credential:**
  - 120 hours of training (at least 10 hours in each of the 8 subject areas) by approved trainers (including community colleges, Head Start, DSS, and others listed in the CDA manual)
  - 480 hours of experience within the past five years
  - Current employment in an infant/toddler classroom
  - Additional requirements outlined by the Council for Professional Recognition for the Infant/Toddler CDA Manual.
  - Completed application to the Council for Professional Recognition with associated fee as outlined in the CDA manual or on the CDA web site [www.cdacouncil.org](http://www.cdacouncil.org) .

## **RESOURCES:**

- **Virginia Community College System** [www.vccs.edu](http://www.vccs.edu) (credit-bearing classes aligned with CDA competencies)

## **VIRGINIA COMMUNITY COLLEGES**

①	H <a href="http://www.brcc.edu">Blue Ridge Community College</a> H H <a href="http://www.brcc.edu">http://www.brcc.edu</a>	⑬	H <a href="http://www.ph.vccs.edu">Patrick Henry Community College</a> H H <a href="http://www.ph.vccs.edu">http://www.ph.vccs.edu</a>
②	H <a href="http://www.cvcc.vccs.edu">Central Virginia Community College</a> H H <a href="http://www.cvcc.vccs.edu">http://www.cvcc.vccs.edu</a>	⑭	H <a href="http://www.pdc.edu">Paul D. Camp Community College</a> H H <a href="http://www.pdc.edu">http://www.pdc.edu</a>
③	H <a href="http://www.dslcc.edu">Dabney S. Lancaster Community College</a> H H <a href="http://www.dslcc.edu">http://www.dslcc.edu</a>	⑮	H <a href="http://www.pvcc.edu">Piedmont Virginia Community College</a> H H <a href="http://www.pvcc.edu">http://www.pvcc.edu</a>
④	H <a href="http://www.dcc.vccs.edu">Danville Community College</a> H H <a href="http://www.dcc.vccs.edu">http://www.dcc.vccs.edu</a>	⑯	H <a href="http://www.rcc.vccs.edu">Rappahannock Community College</a> H H <a href="http://www.rcc.vccs.edu">http://www.rcc.vccs.edu</a>
⑤	H <a href="http://www.es.vccs.edu">Eastern Shore Community College</a> H H <a href="http://www.es.vccs.edu">http://www.es.vccs.edu</a>	⑰	H <a href="http://www.southside.edu">Southside Virginia Community College</a> H H <a href="http://www.southside.edu">http://www.southside.edu</a>
⑥	H <a href="http://www.germannna.edu">Germannna Community College</a> H H <a href="http://www.germannna.edu">http://www.germannna.edu</a>	⑱	H <a href="http://www.sw.edu">Southwest Virginia Community College</a> H H <a href="http://www.sw.edu">http://www.sw.edu</a>
⑦	H <a href="http://www.jsr.vccs.edu">J. Sargeant Reynolds Community College</a> H H <a href="http://www.jsr.vccs.edu">http://www.jsr.vccs.edu</a>	⑲	H <a href="http://www.tncc.edu">Thomas Nelson Community College</a> H H <a href="http://www.tncc.edu">http://www.tncc.edu</a>
⑧	H <a href="http://www.itcc.edu">John Tyler Community College</a> H H <a href="http://www.itcc.edu">http://www.itcc.edu</a>	⑳	H <a href="http://www.tcc.edu">Tidewater Community College</a> H H <a href="http://www.tcc.edu">http://www.tcc.edu</a>
⑨	H <a href="http://www.lfcc.edu">Lord Fairfax Community College</a> H H <a href="http://www.lfcc.edu">http://www.lfcc.edu</a>	㉑	H <a href="http://www.vhcc.edu">Virginia Highlands Community College</a> H H <a href="http://www.vhcc.edu">http://www.vhcc.edu</a>
⑩	H <a href="http://www.mecc.edu">Mountain Empire Community College</a> H H <a href="http://www.mecc.edu">http://www.mecc.edu</a>	㉒	H <a href="http://www.virginiawestern.edu">Virginia Western Community College</a> H H <a href="http://www.virginiawestern.edu">http://www.virginiawestern.edu</a>
⑪	H <a href="http://www.nr.vccs.edu">New River Community College</a> H H <a href="http://www.nr.vccs.edu">http://www.nr.vccs.edu</a>	㉓	H <a href="http://www.wcc.vccs.edu">Wytheville Community College</a> H H <a href="http://www.wcc.vccs.edu">http://www.wcc.vccs.edu</a>
⑫	H <a href="http://www.nvcc.edu">Northern Virginia Community College</a> H H <a href="http://www.nvcc.edu">http://www.nvcc.edu</a>		

- **Local Resource and Referral Agencies** ([www.vachildcare.org](http://www.vachildcare.org)) (see the training calendar for available non-credit classes)
- **Virginia Department of Social Services** (listed at [http://www.dss.virginia.gov/files/division/cc/provider\\_training\\_development/catalog/05Classes\\_FIN.pdf](http://www.dss.virginia.gov/files/division/cc/provider_training_development/catalog/05Classes_FIN.pdf)) (see the training catalogue and TIPS calendar for available non-credit classes aligned with CDA Competencies, Milestones of Child Development, and Competencies for Early Childhood Professionals documents developed by the Virginia Alignment Project, and available on line at the [www.smartbeginnings.org](http://www.smartbeginnings.org) .

## RELATED POLICY CLARIFICATIONS, IM'S AND PI'S FROM THE OFFICE OF HEAD START

- **OHS – PC – G – 019**: Current Head Start regulations require Early Head Start teachers to have a CDA credential for Infants and Toddler Caregivers within one year of hire as a teacher of infants and toddlers. By September 30, 2010, all Early Head Start teachers must have, at a minimum, a CDA credential and have been trained (or have equivalent coursework) in early childhood development. Early Head Start teachers are not required to have an Associates or Bachelors degree. (*May 8, 2008*)
- **OHS – PC – J – 033**: If EHS teachers have a Bachelors degree in early child education or a related field, this would satisfy the requirement for a “minimum of a CDA.” (*April 29, 2008*)
- **Clarification from Angie Godfrey, OHS Infant Toddler Specialist provided to HS Region III Program Specialist at the EHS Orientation Meeting 1/15/2010:**

“Directors are charged with hiring a qualified person with qualified COMPETANCIES to be working with Infants and Toddlers.” A person with a degree does not necessarily need to have a CDA. But it is up to each program to document and verify that the individual hired has the “qualified competencies”. Each program needs to look at a person’s degree and what that degree entails. There should be a copy of the individual’s transcript with the courses taken along with a description of the courses. Courses that encompass “birth to five” should be highlighted.

The most important thing is to document all of the above information within the personnel file of the individual.

**October 1, 2011**

### **648A (a)(3)(B) EACH HEAD START CLASSROOM MUST BE ASSIGNED A TEACHER THAT HAS:**

- (i) An associate degree in early childhood education;*
- (ii) An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children; or*
- (iii) A baccalaureate degree and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teach For America's professional staff.*

### **DEGREES THAT WILL MEET THIS REQUIREMENT:**

1. **AAS Degrees**: There are 11 community colleges (listed below) in Virginia that offer AAS degrees in Early Childhood Development. The Virginia Community College System has adopted a common statewide curriculum for Early Childhood AAS degrees that includes a total of 67 credits, 43 of which are in the major field of Early Childhood Development.

Although these degrees are not offered at every community college, a qualified instructor may teach any of the courses from the Early Childhood Core Curriculum at any community college. Students desiring to get a degree in ECD can register at a campus that offers the degree, but

take the courses either through distance learning or with a qualified instructor on their home campus or on site at their agency.

Community Colleges Offering AAS Degree in ECD	
Danville Community College	Southwest Virginia Community College
Eastern Shore Community College	Thomas Nelson Community College
J Sargeant Reynolds Community College	Tidewater Community College
John Tyler Community College	Virginia Western Community College
Northern Virginia Community College	Wytheville Community College
Paul D Camp Community College	

2. **BA Degree with Teach for America enrollment.** Teach for America’s mission is “to build the movement to eliminate educational inequity by enlisting our nation’s most promising future leaders in the effort.” “We recruit outstanding recent college graduates from all backgrounds and career interests to commit to teach for two years in urban and rural public schools. We provide the training and ongoing support necessary to ensure their success as teachers in low-income communities.” The closest placement region of Teach for America program is the DC District. Find out more about Teach for America at [www.teachforamerica.org](http://www.teachforamerica.org)

**SEPTEMBER 30, 2012**

**Sec. 645A (h)(2) EARLY HEAD START (CENTER BASED STAFF)**

(2) All such **TEACHERS** must meet above requirements (see October 30, 2010 above) and have been trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development.

**Resources:**

- o **Virginia Community College System** [www.vccs.edu](http://www.vccs.edu) (see above table for list of colleges offering AAS degrees in Early Childhood Development)
- o **Virginia Department of Social Services Catalogue** at [http://www.dss.virginia.gov/family/cc/professionals\\_resources.html](http://www.dss.virginia.gov/family/cc/professionals_resources.html)
- o **Find additional infant and toddler courses listed on the TIPS calendar** at [http://www.dss.virginia.gov/family/cc\\_providertrain/tips.cgi](http://www.dss.virginia.gov/family/cc_providertrain/tips.cgi)
- o **Infant and Toddler Connection of Virginia** <http://www.infantva.org/pr-TrainingResources.htm> Infant and toddler provider certification training modules

## RELATED POLICY CLARIFICATIONS, IM'S AND PI'S

- See clarification above related to “equivalent course work” above in October 30, 2010 section
- **IM 08-12 Statutory Degree and Credentialing Requirements for Head Start Teaching Staff**: Discusses EHS requirements for credential plus ECE training with a focus on infants and toddlers.

**SEPTEMBER 30, 2013**

### **SEC. 648A (a)(2)(A) DEGREE REQUIREMENTS-**

**(A) HEAD START TEACHERS-** The Secretary shall ensure that not later than September 30, 2013, at least 50 percent of Head Start teachers nationwide in center-based programs have—  
(i) a baccalaureate or advanced degree in early childhood education; or  
(ii) a baccalaureate or advanced degree **and coursework equivalent to a major relating to early childhood education**, with experience teaching preschool-age children.

**BA and BS Degrees:** Undergraduate degrees for early childhood education or undergraduate programs that lead to initial licensure that includes PK coursework and field experience no longer exist in Virginia. For most 4-year institutions, an ECE degree can only be obtained through a master's degree. In the absence of an undergraduate degree in ECE in Virginia, many colleges are offering BIS (Bachelor of Individual Study) or Interdisciplinary degrees that include early childhood coursework. Students may also choose a related degree such as Human Development, Child and Family Development or Psychology. With any of these degrees, to meet the requirement stated above, programs must review transcripts and course descriptions to document “coursework equivalent to a major in ECE”.

### **RESOURCES:**

#### **How to determine “coursework equivalent to a major in ECE”**

- **Articulation Agreements:** Listed below are colleges that have articulation agreements with Virginia Community Colleges for BIS or interdisciplinary degrees. If a student has completed the AAS degree in ECD at a community college and continued on to one of these universities for the BIS degree, the program could produce transcripts to show that the student has completed a substantial number of ECE classes within that degree. As stated in IM\_08-12 (cited below), it is important for programs to maintain a copy of transcripts and clearly document all of the ECE courses completed.

ARTICULATION AGREEMENTS WITH VIRGINIA COMMUNITY COLLEGES AND UNIVERSITIES			
Community College	University	Degree	Notes
Paul D. Camp CC, Tidewater CC Thomas Nelson CC.	Norfolk State University	BS in Early Childhood Development Child Care Option (non-licensure)	Bridge program through the New College Institute, a state-funded educational entity that provides access to bachelor's degree completion programs, master's degrees, teacher endorsement programs, teacher recertification courses, and more through partnerships with colleges and universities
Northern Virginia Community College	George Mason University	Bachelor of Individual Studies (BIS) in Early Childhood Development	Non licensure
J. Sargeant Reynolds CC John Tyler CC	Virginia Commonwealth University	Bachelors of Interdisciplinary Studies in Early Childhood Studies	Non licensure <a href="http://myfuture.vccs.edu/Portals/0/ContentAreas/Transfer/JSRCC_VCU.pdf">http://myfuture.vccs.edu/Portals/0/ContentAreas/Transfer/JSRCC_VCU.pdf</a>
To be determined	Virginia State University	BIS in Early Childhood	Non licensure

- **Related Degrees:** Each institution has a specific number of credits required for graduation. IM 08-12 (cited below) lists possible courses that could count toward the definition of “coursework equivalent to a major in early childhood education,” but does not specify the number of credits required.

In Virginia, based on guidelines published by the Virginia Community College System (VCCS) and the State Council of Higher Education in Virginia (SCHEV), a major is considered to be 25% of the total number of credits required for a degree.

- **Pre-K licensure Standards:** The IM 08-12 also states that “Head Start agencies in states that license or certify state Pre-K teachers may also choose to accept the type(s) and number(s) of courses recognized by the local school district or state education agency as qualifying teachers to teach pre-school aged children in that school district or state as “coursework equivalent to a major relating to early childhood education” as long as they also have experience teaching pre-school aged children.”

The Virginia Department of Education has stated in its Routes to Licensure in Virginia document ([http://www.doe.virginia.gov/teaching/licensure/multiple\\_licensure\\_routes.pdf](http://www.doe.virginia.gov/teaching/licensure/multiple_licensure_routes.pdf)) that it requires 18 hours of professional studies coursework from an accredited institution to obtain an early/primary education, pre-k-3 license. The following table lists the required

courses to meet this requirement. Based on the statement in the IM, quoted above, individuals who have completed this coursework and have had experience teaching pre-school aged children would meet this qualification.

<b>EARLY/PRIMARY EDUCATION PREK-3, ELEMENTARY EDUCATION PREK-6, AND MIDDLE EDUCATION – 18 SEMESTER HOURS:</b>	
<b>Course</b>	<b>Credit Hours</b>
Human Growth and Development -	3 semester hours
Curriculum and Instructional Procedures	3 semester hours for the appropriate instructional level (early/primary education, elementary education or middle education)
Classroom and Behavior Management	3 semester hours
Reading - o Early/primary and elementary education	6 semester hours of language acquisition and reading
Foundations of Education	3 semester hours

**POLICY CLARIFICATIONS, INFORMATION MEMORANDA AND PROGRAM INSTRUCTIONS**

**IM 08-12 Statutory Degree and Credentialing Requirements for Head Start Teaching Staff**

OHS – PC – J – 025:

- o **Defines degree requirements.**
- o **Discusses “coursework equivalent to a major in ECE”(November 6, 2007): “What counts as “coursework equivalent to a major relating to early childhood education”?**

“Coursework equivalent to a major relating to early childhood education includes but is not limited to courses that focus on child development, early childhood education and curriculum, early childhood teaching and assessment, psychology, family development, health and physical development, mathematics, science, and children’s literature. Such courses may be offered in various departments, such as Education, Home Economics, Music, Art, Library Sciences, Physical Education and Recreation, Psychology, Family Studies, and others. It is up to each prospective employee to provide the Head Start program with information on the college credit courses taken and to demonstrate that the courses address early childhood education or child development with a focus on children ages 3 to 5. Programs must examine the college transcripts and review course descriptions or syllabi to determine the relevance of the courses to the Head Start program.

- o **Discusses the need for experience working with preschool children**

**Does a person with an associate, baccalaureate, or advanced degree in a field other than early childhood education need experience teaching preschool-age children in addition to the courses equivalent to a major relating to early childhood education?**

Yes. An individual who has a degree in another field must have experience in an early childhood setting with children ages 3 to 5 in addition to courses equivalent to a major relating to early childhood education to meet the qualifications mandate for Head Start

teachers. The Act does not prescribe either the kind or duration of qualifying experience; each grantee should establish its own criteria. “

- **OHS – PC – G – 018**: Home visitor educational qualifications will be determined by regulations in the future. Until such time as they are issued, the qualifications for home visitors require them to have knowledge and experience in child development and early childhood education; the principles of child health, safety, and nutrition; adult learning principles; and family dynamics. (May 8, 2008)

## **SEC. 648A (A)(2)(B) DEGREE REQUIREMENTS-ADDITIONAL STAFF**

**(i) HEAD START EDUCATION COORDINATORS**, including those that serve as curriculum specialists, nationwide in center-based programs--

(I) have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and

(II) have-

(aa) a baccalaureate or advanced degree in early childhood education; or

(bb) a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;

### **RESOURCES:**

A list of colleges and Universities in VA and the courses they offer is available on the SCHEV website at [www.schev.edu](http://www.schev.edu)

## **POLICY CLARIFICATIONS, INFORMATION MEMORANDA AND PROGRAM INSTRUCTIONS**

### **IM 08-12 Statutory Degree and Credentialing Requirements for Head Start Teaching Staff**

OHS – PC – J – 025:

See above description of “coursework equivalent to a major relating to ECE”

## **Sec. 648A (a)(2)(B) DEGREE REQUIREMENTS-ADDITIONAL STAFF**

**(ii) HEAD START TEACHING ASSISTANTS** nationwide in center-based programs must have--

**(I) at least a child development associate credential;**

**(II) enrolled in a program leading to an associate or baccalaureate degree; or**

**(III) enrolled in a child development associate credential program to be completed within 2 years.**

### **CREDENTIALS THAT WILL MEET THIS REQUIREMENT:**

**1. Virginia Early Childhood Credential:** *This new credential has been accepted by the Office of Head Start to meet this standard.* The credential requires

- 18 hours of community college classes in the core Early Childhood Development curriculum
- 480 hours experience working in an early childhood classroom working with preschool children (can be retroactive within the past 5 years)
- Completed application to the Virginia HS Collaboration Office, fee of \$10.00.
- See attachments, for application and requirements, soon to be posted on the VAHSA Web Site ([www.headstartva.org](http://www.headstartva.org)).

## **2. Child Development Associate Credential:**

- 120 hours of training (at least 10 hours in each of the 8 subject areas) by approved trainers (including community colleges, Head Start, DSS, and others listed in the CDA manual)
- 480 hours of experience within the past five years
- Current employment in a preschool classroom
- Additional requirements outlined by the Council for Professional Recognition for the CDA Manual.
- Completed application to the Council for Professional Recognition with associated fee as outlined in the CDA manual or on the CDA web site [www.cdacouncil.org](http://www.cdacouncil.org) .

## **2. Virginia Department of Labor and Industry Child Care Apprenticeship Credential**

*VDOLI Apprenticeships that align with the US Department of Labor Child Care Apprenticeship Model* (RAPIDS Code **0840**) (O\*Net-SOC code **39-9011.00**)

The Virginia Department of Labor and Industry provides a journey card to individuals who complete the apprenticeship. The requirements for the two-year apprenticeship include:

- 144 hours of related instruction for each year of the apprenticeship (applicants are encouraged to obtain this instruction through community college early childhood departments, but this is not required)
- Supervision by an on-site supervisor who maintains records and works with the apprentice
- On the job experience totaling 2,000 hours
- Salary increase requirement upon successful completion of the apprenticeship

For more information, go to the DOLI website

[http://www.doli.virginia.gov/apprenticeship/sponsors\\_occupations.html](http://www.doli.virginia.gov/apprenticeship/sponsors_occupations.html) or the Virginia Community College System Workforce Development site:

<http://www.vccs.edu/WorkforceServices/CareerPathways/ApprenticeshipRelatedInstructionARI/tabid/153/Default.aspx>

O\*NET on line web site:

<http://online.onetcenter.org>