



Child Development Facility: _____ Date: _____

Center Staff and Volunteers Information - Pursuant to 5-A DCMR, Chapter 1, Child Development Facilities: Licensing and Compliance Unit

Division of Early Learning

	Administrative Information for Staff and Volunteers:	Center Staff and Volunteer Name		
		Staff	Staff	Staff
C E N T E R D I R E C T O R A N D D E S I G N E E	Name of Staff -			
	Date of Birth -			
	Job Title -			
	Date of Hire -			
	Years of Experience -			
	Qualification: 164.1 (a) - BS/BA or higher with at least 15 credit hours or recognized equivalent in ECE, EE, or ESE.			
	164.1 (b) - AA degree in ECE/ECD, three years supervised occupational experience with children in a licensed District of Columbia CDC or equivalent in another jurisdiction, provided he/she earns a BS/BA or more advanced degree as described in 164.1 (a) by December, 2022.			
	164.1 (c) - Forty-eight (48) credit hours from an accredited institution with at least 15 semester credit hours in ECE or ECD, have at least four years of supervised occupational experience, and be employed as a qualified Center Director in a licensed Child Development Center in the District of Columbia on the effective date of these regulations. Center director must achieve compliance with 164.1 (a) or (b) by December, 2022.			
	164.1(d) - Montessori School Director earn a Montessori certificate issued by specified accredited programs and have three years of supervised occupational experience.			
	164.1 (a) - BS/BA or higher with at least 15 credit hours or recognized equivalent in ECE, EE, or ESE.			
164.1 (b) - AA degree in ECE/ECD, three years supervised occupational experience with children in a licensed District of Columbia CDC or equivalent in another jurisdiction, provided he/she earns a BS/BA or more advanced degree as described in 164.1 (a) by December, 2022.				
164.1 (c) - Forty-eight (48) credit hours from an accredited institution with at least 15 semester credit hours in ECE or ECD, have at least four years of supervised occupational experience, and be employed as a qualified Center Director in a licensed Child Development Center in the District of Columbia on the effective date of these regulations. Center director must achieve compliance with 164.1 (a) or (b) by December, 2022.				
164.1 (d) - Montessori School Director earn a Montessori certificate issued by specified accredited programs and have three years of supervised occupational experience.				



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

	Administrative Information for Staff and Volunteers:	Center Staff and Volunteer Name		
		Staff	Staff	Staff
	Name of Staff -			
T E A C H E R	165.1 (a) - Associate's degree or higher from an accredited college or university in ECE/ECD.			
	165.1 (b) - Associate's degree or higher from an accredited college or university w/ 24 credit hours in ECE/ECD and one year supervised occupational experience in a licensed CDC or equivalent by December 2023.			
	165.1 (c) - 48 credit hours from an accredited college or university, 15 credit hours in ECE/ECD or child and family studies, two years of supervised occupational experience working with children in a licensed CDC or equivalent. Provided that he/she earns an associate as described in (a) or (b) by December, 2023.			
	165.1 (d) - High school diploma or equivalent and current Child Development Associate (CDA) credential with Assigned Age Classification provided that an associate degree in compliance with (a) or (b) is earned by December, 2023.			
	CDA Assigned Age Classification			
	<i>CDA Expiration Date:</i>			
	165.1 (e) - Montessori teacher- Associates degree from an accredited institution and a Montessori certificate issued by the National Center for Montessori Education, American Montessori Society, or the Association Montessori International, or a program accredited by the Montessori Accreditation Commission for Teacher Education.			
A S S I S T A N T	166.1 (a) - Associate's degree or higher from an accredited college or university.			
	166.1 (b) - Earned a high school diploma or equivalent, have current CDA credential, specifying age classification.			
	166.1 (c) - Earned a high school diploma or equivalent, and certification of training and competence in the field of ECE or ECD provided that a CDA credential is earned by December, 2019.			
	166.1 (d) - High school diploma or equivalent and have one year of supervised occupational experience working with children in a licensed facility, provided that a CDA credentials is earned by December, 2019.			
	CDA Assigned Age Classification			
	<i>CDA Expiration Date:</i>			
T E A C H E R	165.1 (e) - Montessori assistant teacher - Earned a minimum of 20 hours of Montessori specific training, completed an orientation specific to the school, and works under the supervision of a Montessori credentialed lead teacher.			
	165.1 (e) - Montessori teacher - Associates degree from an accredited institution and a Montessori certificate issued by the National Center for Montessori Education, American Montessori Society, or the Association Montessori International, or a program accredited by the Montessori Accreditation Commission for Teacher Education.			



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	Administrative Information for Staff and Volunteers:	Center Staff and Volunteer Name		
		Staff	Staff	Staff
	Name of Staff -			
	Photo ID			
G E N E R A L I N F O	I.D. Food Protection Mgr. Certificate – Expiration Date			
	Date of Health Exam (mo/day/year)			
	Date of TB Test Results (mo/day/year)			
	Employee Health Info. Form (X)			
	Employee Hiring Form (X)			
	First Aid & CPR Certification - Expiration Date			
	Suitability – Expiration Date			
	Child Protection Registry Date			
	Drug and alcohol testing results – Date (New Hires)			
	Sudden Infant Death Syndrome (SIDS) Training			
	Mandatory Health and Safety Trainings			
	Additional Professional Development Hours			
Resume				