

Title 22 Teacher/Director Preparation Requirements

101215 ADMINISTRATOR QUALIFICATIONS AND DUTIES 101215

- (a) The administrator must be at least 18 years of age. The licensee, if an individual or any member of the governing board of the licensed corporation, may be the administrator provided that he/she meets the qualifications specified in this section and in applicable regulations elsewhere in this chapter.
- (b) The administrator shall have the following qualifications:
 - (1) Knowledge of the requirements for providing the type of care and supervision children need, and the ability to communicate with such children.
 - (2) Knowledge of and ability to comply with applicable laws and regulations.
 - (3) Ability to maintain or supervise the maintenance of financial and other records.
 - (4) Ability to establish the center's policy, program and budget.
 - (5) Ability to recruit, employ, train, direct and evaluate qualified staff, and to terminate employment of staff.
- (c) Each licensee shall make provision for continuing operation and carrying out of the administrator's responsibilities during any absence of the administrator.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73 and 1596.81, Health and Safety Code.

101215.1 CHILD CARE CENTER DIRECTOR QUALIFICATIONS AND DUTIES 101215.1

- (a) In addition to Section 101215, the following shall apply:
- (b) All child care centers shall have a director.
 - (1) Only one director shall be required in a combination center.
- (c) The child care center director shall be responsible for the operation of the center, for compliance with regulations, and for communications with the Department; and has the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety.
 - (1) There shall be a clear written statement of the administrative responsibility and authority delegated to the child care center director.
 - (A) A copy of this written statement shall be given to the child care center director and shall be made available to the Department upon request.
- (d) The child care center director, or the substitute director as specified in (f) below, shall be on the premises during the hours the center is in operation.
 - (1) The child care center director shall not accept outside employment that interferes with the duties specified in this chapter.
- (e) A child care center that offers an evening and/or nighttime program shall employ a director for each such program, as well as for the day program.
- (f) When the child care center director is absent from the center, arrangements shall be made for a fully qualified teacher as specified in Section 101216.1(c) to act as substitute. This substitute child care center director shall be aware of center operations, including total enrollment; shall be trained in program operation; and shall be designated as an authorized person to correct operational deficiencies that constitute immediate threats to children's health and safety.

- (1) If the child care center director is absent for more than 30 consecutive calendar days, the substitute director shall meet the qualifications of a director.
- (g) A licensee who is responsible for two or more centers may serve as the child care center director of one of the centers provided that he/she meets the qualifications specified in (h) below, or may serve as the executive director of all of the centers provided that a qualified child care center director is employed for each individual center.
- (h) Child care center directors shall have completed one of the following prior to employment:
 - (1) High school graduation or GED; completion, with passing grades, of 15 semester or equivalent quarter units as specified in (h)(1)(A) and (h)(1)(B) below at an accredited or approved college or university; and at least four years of teaching experience in a licensed child care center or comparable group child care program.
 - (A) Three of the 15 units required in (h)(1) above shall be in administration or staff relations.
 - (B) Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.
 - (2) An associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care center or comparable group child care program.
 - (A) Three semester or equivalent quarter units shall be in administration or staff relations.
 - (3) A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center or comparable group child care program.
 - (A) Three semester or equivalent quarter units shall be in administration or staff relations.
 - (4) A Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.
- (i) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.
- (j) Accredited schools, colleges or universities, including correspondence courses offered by the same, means those accredited by any one of the following recognized accrediting agencies:
 - (1) Accrediting Commission, Distance Education and Training Council.
 - (2) Western Association of Schools and Colleges.
 - (3) Accrediting Bureau of Health Education Schools.
 - (4) Association of Independent Colleges and Schools.
 - (5) National Association of Trade and Technical Schools.

- (k) Units earned through correspondence courses from approved or accredited schools, colleges or universities shall be accepted for meeting educational requirements as specified in (h) above.
- (l) Each year of experience required in (h)(1), (h)(2) or (h)(3) above shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 100 days in a calendar year, as a teacher under the supervision of a person who would qualify as a director under this chapter.
- (m) A child care center director shall complete 15 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866.

101216.1 TEACHER QUALIFICATIONS AND DUTIES 101216.1

- (a) In addition to Section 101216, the following shall apply:
- (b) Prior to employment, a teacher shall meet the requirements of (b)(1) or (b)(2) below:
 - (1) A teacher shall have completed, with passing grades, at least six postsecondary semester or equivalent quarter units of the education requirement specified in (c)(1) below; or shall have obtained a Child Development Assistant Permit issued by the California Commission on Teacher Credentialing.
 - (A) After employment, a teacher hired under (b) above shall complete, with passing grades, at least two units each semester or quarter until the education requirement specified in (c)(1) below is met.
 - (2) A teacher shall meet the requirements of Health and Safety Code Section 1597.055.

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Health and Safety Code Section 1597.055 states in pertinent part:

- (a) Notwithstanding any other educational requirements, a person may be hired as a teacher in a day care center if he or she satisfies all of the following conditions:
 - (1) Is 18 years of age or older.
 - (2) Possesses a regional occupation program certificate of training in child care occupations issued by a regional occupational program which is accredited by the Western Association of Schools and Colleges.
 - (3) Has completed at least 95 hours of classroom instruction in child care and development and child care occupations and at least 150 hours in supervised field experience in a licensed day care center or comparable group child care program.
- (b) Subsequent to being hired pursuant to subdivision (a), a teacher shall make satisfactory progress towards meeting the educational requirement for a fully qualified teacher, as specified in departmental regulations. For purposes of this section, "satisfactory progress" shall mean completion, with passing grades, of a minimum of two units each semester or the equivalent number of units each quarter until the educational requirement is satisfied. Six of the required semester or equivalent number of quarter units of early childhood education from an accredited university or college shall be completed during the next two consecutive regular semesters or equivalent quarters.
- (c) A teacher hired pursuant to this section shall not be exempt from satisfying any other non-education requirements imposed by law on teachers in day care centers and shall have on-site supervision by a fully qualified teacher until six of the units specified in subdivision (b) are completed.

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- (c) To be a fully qualified teacher, a teacher shall have one of the following:
- (1) Twelve postsecondary semester or equivalent quarter units in early childhood education or child development completed, with passing grades, at an accredited or approved college or university; and at least six months of work experience in a licensed child care center or comparable group child care program.
 - (A) The units specified in (c)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.
 - (B) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
 - (2) A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.
 - (A) A CDA credential shall show the appropriate preschool or infant/ toddler age-level endorsement to qualify an individual for employment in a preschool or infant care center.
 - (B) A CDA credential is valid for three years from the date of award. A renewal may be granted every five years thereafter upon approval by the CDA National Credentialing Program.
 - (C) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.
 1. Individuals who possess a CDA credential may have also completed the required six months of work experience specified in (c)(2)(C) above. This work experience shall be verified to confirm that the experience requirement has been met.
 - (3) One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:
 - (A) Child Development Associate Teacher Permit; or
 - (B) Child Development Teacher Permit; or
 - (C) Child Development Master Teacher Permit.
 - (d) Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.
 - (e) Accredited schools, colleges or universities, including correspondence courses offered by the same, means those accredited by any one of the following recognized accrediting agencies:
 - (1) Accrediting Commission, Distance Education and Training Council.

- (2) Western Association of Schools and Colleges.
- (3) Accrediting Bureau of Health Education Schools.
- (4) Association of Independent Colleges and Schools.
- (5) National Association of Trade and Technical Schools.
- (f) Units earned through correspondence courses from approved or accredited schools, colleges or universities shall be accepted for meeting educational requirements as specified in (c) above.
- (g) A photocopy of the teacher's Child Development Permit as specified in (c)(3) above, or a photocopy of the teacher's transcript(s) documenting successful completion of required course work, shall be maintained at the center.
- (h) These education requirements shall not apply to teachers employed as teachers prior to May 1, 1970. A teacher who was employed prior to May 1, 1970, shall remain qualified provided that he/she has had no break in employment as a teacher in a child care center exceeding three consecutive years.
- (i) A teacher shall complete 15 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866 and as specified in Section 101215.1(m)(1).
- (j) Each teacher shall visually observe aides under his/her supervision whenever the aide is working with children, except as provided for in Sections 101216.2(e)(1) and 101230(c)(1).

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.866, 1596.87, 1597.05, 1597.055 and 1597.057, Health and Safety Code.

101216.2 TEACHER AIDE QUALIFICATIONS AND DUTIES 101216.2

- (a) In addition to Section 101216, the following shall apply:
- (b) Notwithstanding Section 101216(d), centers may use aides who are less than 18 years old provided they are either:
 - (1) High school graduates.
 - (2) Currently participating in an occupational program conducted by an accredited high school or college.
- (c) Verification that an aide who is less than 18 years old meets the qualifications required in (b)(1) or (b)(2) above shall be obtained and kept at the center.
- (d) An aide assisting a fully qualified teacher (as specified in Section 101216.1(c)) in the supervision of up to 18 preschool-age children pursuant to Section 101216.3 shall meet the following requirements:
 - (1) Completion of six postsecondary semester or equivalent quarter units in early childhood education or child development, or
 - (2) Completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and
 - (3) Continuation in the educational program each semester or quarter until six units have been completed.
- (e) An aide shall work only under the direct supervision of a teacher.

(1) An aide who is 18 years of age or older, and who meets the requirements of this section and Section 101216, may escort and/or assist children in going to the bathroom, and may supervise napping children as specified in Section 101230(c)(1), without being under the direct supervision of a teacher.

NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81, 1596.87, 1597.05 and 1597.059, Health and Safety Code.