

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:  
Professional Development Opportunities

Policy Clarification

10/08

Revised 10/14/08

**Situation:** There are several types of professional development opportunities which are considered informational and not permitted for Early Care and Education clock hours. The misunderstanding is in determining what types of professional development opportunities allow the awarding of ECE training clock hours. For example:

- The National Association for the Education of Young Children (NAEYC) offers numerous professional development materials for purchase. The materials qualify as quality information for Early Care and Education professionals and can be part of a Professional Development Plan. However, these types of articles do not have clock hours associated with them.
- A new staff person is hired and given a new employee overview on the policies and procedures of the child care program. The overview, even if conducted by a Kentucky Early Care and Education Credentialed Trainer, is not considered an Early Care and Education Training where clock hours are awarded.

**Clarification:** Professional development opportunities are available for Early Care and Education professionals that meet ECE clock hour training\* requirements for Licensed, Certified and Registered providers, renewal of the Commonwealth Child Care and Kentucky Early Care and Education Trainer's Credentials, and STARS QRS.

Examples of professional development opportunities that **do** meet clock hour training requirements:

- Early Care and Education training sessions, workshops, seminars, and institutes offered by Kentucky Early Care and Education Credential Trainers, or trainings pre-registered and approved by the Cabinet for Health and Family Services, Division of Child Care.
- Distance education opportunities including conference calls, webinars, and video independent studies conducted by Kentucky Early Care and Education Credential Trainers, or pre-registered and approved by the Cabinet for Health and Family Services, Division of Child Care.
- Early Care and Education coursework completed through an accredited institution of higher education meeting training approval requirements.
- Training hours obtained through Kentucky Department of Education local In-Service Early Care and Education trainings may be used to meet training requirements for licensing, certification and registered providers, CCCC renewal and STARS QRS. These hours cannot be used for renewal of the Kentucky Early Care and Education Trainer's Credential.
- For additional information and lists of approved trainings visit: [http://chfs.ky.gov/dccbs/dcc/trng\\_app.htm](http://chfs.ky.gov/dccbs/dcc/trng_app.htm)

Examples of professional development that **do not** meet Early Care and Education clock hour training requirements: *(The following trainings may or may not be conducted by a Kentucky Early Care and Education Credentialed Trainer)*

- Staff meetings, technical assistance program visits, study groups, observation of other teachers, or joining professional organizations
- New staff orientation, program policies and procedures, overview of job responsibilities, TIPP training: Fundamentals of Effective Training, or informational trainings similar to the STARS Overview and informational materials such as professional journals, newsletters, brochures or pamphlets
- First Aid and CPR Training
- Department of Health required food handling training

\* The Division of Child Care is responsible for only 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).