



Early Care and Education Staff Requirements

Licensed Child Care Center

Position	Initial Requirements	Annual Renewal Requirements
Preschool Director (serving children 6 weeks through 5 years of age, or any combination thereof)	<ul style="list-style-type: none"> • At least 21 years of age • Present at the program at least ½ of the operating hours, except when engaged in center-related activities or on leave • High school diploma, certificate of high school equivalence, or successful completion of 2 credit courses at an accredited college or university • 9 clock hours approved communication training or one college course for credit • 45 clock hours or 3 semester hours approved administrative training (not required for directors of centers approved to provide school-age-only care) • 3 clock hours of approved training on the Americans with Disabilities Act • 90 clock hours or 6 semester hours of approved preservice training or the Child Development Associate (CDA) • Within 6 months of hire, complete a regulation training provided by the Office of Child Care • 45 clock hours or 3 semester hours of approved infant toddler care training (only for centers licensed to care to for infants and toddlers) • Approved training on supporting breastfeeding in child care (only for centers licensed to care for infants and toddlers) <p>Additional Qualifications Based on Preschool Center Capacity FOR A PRESCHOOL CENTER OF 20 OR FEWER CHILDREN</p> <ul style="list-style-type: none"> • 1 year of experience working with preschool children in a licensed child care facility (including a child care center, nursery school, church-operated school, or similar setting) or as a registered family child care provider 	12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan

<p>Preschool Director (continued)</p>	<p>FOR A PRESCHOOL CENTER OF 21-40 CHILDREN</p> <ul style="list-style-type: none"> • 30 semester hours of college coursework (minimum 20 semester hours specifically in early childhood education) OR 60 semester hours from an accredited college or university • 2 years of experience working with preschool children in a licensed child care facility (including a child care center, nursery school, church-operated school, or similar setting) or as a registered family child care provider <p>FOR A CENTER OF 41 AND MORE CHILDREN</p> <ul style="list-style-type: none"> • An Associate’s degree with a minimum of 15 semester hours in ECE OR a Bachelor’s degree in any field • 2 years of experience working with preschool children in a licensed child care facility (including a child care center, nursery school, church-operated school, or similar setting) or as a registered family child care provider <p>Alternate Qualifications for Preschool Center (any size)</p> <ul style="list-style-type: none"> • 1 year of experience working with preschool children in a licensed child care facility (including a child care center, nursery school, church-operated school, or similar setting) or as a registered family child care provider • Approval by MSDE as a teacher for ECE, including nursery school through third grade, and 6 semester hours in ECE OR Certification by MSDE or any of state for ECE, including nursery school through 3rd grade 	
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<p>School Age Director (serving children 5 through 12 years of age or any combination thereof)</p>	<ul style="list-style-type: none"> • At least 21 years of age • Present at the program at least ½ of the operating hours, except when engaged in center-related activities or on leave • High school diploma, certificate of high school equivalence, or successful completion of 2 credit courses at an accredited college or university • 9 clock hours approved communication training or one college course for credit • 3 clock hours of approved training on the Americans with Disabilities Act • 90 clock hours or 6 semester hours of approved preservice training or a CDA • Within 6 months of hire, complete a regulation training provided by the Office of Child Care <p>FOR A CENTER OF 60 OR FEWER CHILDREN</p> <ul style="list-style-type: none"> • 400 hours of experience caring for school age children in a licensed child care facility (including a child care center, church-operated school, or similar setting) OR 1 year of experience caring for school age children as a registered family child care provider <p>FOR A CENTER OF 61 OR MORE CHILDREN</p> <ul style="list-style-type: none"> • 800 hours of experience caring for school age children in a licensed child care facility (including a child care center, church-operated school, or similar setting) OR 2 years of experience caring for school age children as a registered family child care provider <p>Alternate Qualifications An individual is qualified as school age center director if that individual is certified for kindergarten, nursery school through third grade, or grades 1 through 8 by MSDE or by the state board of any other state</p>	<p>12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan</p>
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<p>Teachers in Preschool Centers, Including Infant Toddler Teachers</p>	<ul style="list-style-type: none"> • At least 19 years of age <p>Option 1</p> <ul style="list-style-type: none"> • High School diploma, certificate of high school equivalence, or successful completion of 2 credit courses at an accredited college or university • 90 clock hours or 6 semester hours of approved preservice training or a CDA • 9 clock hours approved communication training or one college course for credit • 3 clock hours of approved training on the Americans with Disabilities Act • 1 year of experience working with preschool children in a licensed child care facility (including a child care center, nursery school, church-operated school, or similar setting) or as a registered family child care provider OR 1 year of college OR a combination of experience and college totaling 1 year <p>Option 2</p> <ul style="list-style-type: none"> • Associate’s degree or higher with approved courses in ECE <p>Option 3</p> <ul style="list-style-type: none"> • Approval by MSDE as a teacher for ECE, including nursery school through third grade OR Certification by MSDE or any of state for ECE, including nursery school through 3rd grade <p>INFANT TODDLER TEACHERS</p> <ul style="list-style-type: none"> • 45 clock hours or 3 semester hours of approved infant toddler care training • Approved training on supporting breastfeeding in child care 	<p>12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan</p>
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<p>Teachers in School Age Centers</p>	<ul style="list-style-type: none"> • At least 19 years of age • High School diploma, certificate of high school equivalence, or successful completion of 2 credit courses at an accredited college or university <p>Option 1</p> <ul style="list-style-type: none"> • 90 clock hours or 6 semester hours of approved preservice training • 9 clock hours approved communication training or one college course for credit • 3 clock hours of approved training on the Americans with Disabilities Act <ul style="list-style-type: none"> • 400 hours of experience caring for school age children in a licensed child care facility (including a child care center, church-operated school, or similar setting) or 400 hours of experience caring for school age children as a registered family child care provider OR 1 year of college OR a combination of experience and college totaling 1 year <p>Option 2</p> <ul style="list-style-type: none"> • Bachelor’s degree in ECE, elementary education, special education, or child development OR a bachelor’s degree in any subject and 1,800 hours of experience working with school-age children in an approved setting <p>Option 3</p> <ul style="list-style-type: none"> • Approval as a teacher by MSDE for kindergarten or grades 1 through 8 OR certified by MSDE for kindergarten or grades 1 through 8 	<p>12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan</p>
<p>Assistant Teacher in a School Age Center</p>	<ul style="list-style-type: none"> • 18 years of age or older • High school diploma, certificate of high school equivalence, or successful completion of 2 credit courses at an accredited college or university • 9 clock hours approved communication training or one college course for credit • 800 hours of recent paid or volunteer experience supervising groups of school-age children in recreational, educational, social, or guidance contexts OR 600 hours of approved experience and 15 clock hours of approved college coursework OR 400 hours of approved experience and 3 semester hours or 45 clock hours of approved college coursework or the equivalent <p>Note: 1 full year of undergraduate education at an accredited college or university may be substituted for up to 400 hours of experience</p>	<p>6 clock hours approved training per year (minimum 3 hours Core of Knowledge training, maximum 3 hours continued/elective training) documented on the Professional Development Plan</p>

<p>Aide (Preschool Center or School-Age Center)</p>	<ul style="list-style-type: none"> • 16 years of age or older • Within 6 months of hire, complete either: <ul style="list-style-type: none"> ○ 90 clock hours or college course equivalent of preservice training ○ Approved aide orientation training 	<p>6 clock hours approved training per year (minimum 3 hours Core of Knowledge training, maximum 3 hours continued/elective training) documented on the Professional Development Plan</p>
<p>Publicly-Funded Prekindergarten Teacher in Licensed Child Care (same as Public School Prekindergarten Teacher)</p>	<ul style="list-style-type: none"> • Complete 27 semester hours of professional education course work taken at an institution of higher education, including a course in each of the following at the appropriate age or grade level: child development, human learning, teaching methodology, inclusion of special needs student populations, assessment of students, processes and acquisition of reading skills, best practices in reading instruction • Complete a teaching experience (either): <ul style="list-style-type: none"> ○ Supervised experience in a public or accredited nonpublic school setting at the prekindergarten or kindergarten and primary age/grade level ○ 1 year of successful full-time teaching experience in a public or accredited nonpublic school setting at the prekindergarten, kindergarten, or primary age/grade level <p>Complete one of the following options for formal education</p> <p>Option 1</p> <ul style="list-style-type: none"> • Completion of an approved teacher preparation program which leads to certificate in ECE, grades prekindergarten through 3 <p>Option 2</p> <ul style="list-style-type: none"> • Bachelor’s degree or higher from an institution of higher learning with a major in interdisciplinary studies or a major in an academic field taught in ECE • A minimum of 12 semester hours of coursework in both math and science • A minimum of 9 semester hours of coursework in both English and social studies <p>Option 3</p> <ul style="list-style-type: none"> • Bachelor’s degree or higher from an institution of higher learning with not less than 48 semester hours of content coursework • A minimum of 12 semester hours of coursework in both math and science • A minimum of 9 semester hours of coursework in both English and social studies 	<p>Typically the equivalent of 6 college credits within the Teacher Certification</p>

Registered Family Child Care Providers

Position	Initial Requirements	Annual Renewal
Family Child Care Provider	<ul style="list-style-type: none"> • 18 years of age or older • Current certification in Basic First Aid and CPR (for ages being cared for in the home) • Approved training in Sudden Infant Death Syndrome (SIDS) completed within the previous 5 years (if caring for children 6 weeks through 24 months) • Approved training on emergency and disaster preparedness, resulting in completion and approval of an emergency plan • 3 clock hours of approved training on the Americans with Disabilities Act • Approved training on supporting breastfeeding in child care (if caring for infants and toddlers) • Approved training on Medication Administration <p>Complete one of the following:</p> <ul style="list-style-type: none"> • Approved training (24 hours total) completed within the previous 2 years (of initial application) consisting of 4 hours in each Core of Knowledge area: Child Development, Community, Curriculum, Health/Safety/Nutrition, Professionalism, Special Needs • 90 clock hours or college course equivalent which satisfies preservice training for a center classroom teacher or center director • Department of Defense training modules for child care providers • Obtain the Child Development Associate (CDA) • An Associate’s degree with a minimum of 15 semester hours in ECE or elementary education • A Bachelor’s degree in ECE, elementary education, or other discipline approved by MSDE • Other course work approved by MSDE <p>TO CARE FOR MORE THAN 2 CHILDREN UNDER 24 MONTHS</p> <ul style="list-style-type: none"> • 45 clock hours or 3 semester hours of approved infant toddler care training 	<p>Maintain current First Aid and CPR certifications</p> <p>During the first year of registration (12 months from the date of registration issued), 18 clock hours of approved training specified by MSDE, documented on the Professional Development Plan</p> <p>By the end of each subsequent 12 month period, complete 12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan</p>

<p>Director (in a Large Family Child Care)</p>	<ul style="list-style-type: none"> • 21 years of age or older • High school diploma, certificate of high school equivalence, or successful completion of 6 credits at an accredited college or university • 9 clock hours approved communication training or one college course for credit • 3 clock hours of approved training on the Americans with Disabilities Act • 45 clock hours or 3 semester hours approved administrative training • 90 clock hours or 6 semester hours of approved preservice training or a CDA • 45 clock hours or 3 semester hours of approved infant toddler care training • 1 year of experience working directly with children in a registered child care home, licensed child care center, nursery school, church-operated school, or similar setting <p>Alternative Options</p> <ul style="list-style-type: none"> • Approval by MSDE as a teacher for ECE, including nursery school through third grade, and 6 semester hours in ECE OR certification by MSDE or by any other state for ECE, including nursery school through third grade • 45 clock hours or 3 semester hours of approved infant toddler care training 	<p>12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan</p>
<p>Teachers (in a Large Family Child Care Home)</p>	<ul style="list-style-type: none"> • 19 years of age or older • High school diploma, certificate of high school equivalence, or successful completion of 6 credits at an accredited college or university • 9 clock hours approved communication training or one college course for credit <p>Complete one of the following:</p> <ul style="list-style-type: none"> • 90 clock hours or college course equivalent of approved preservice training • CDA • Accreditation by the National Association of Family Child Care as a family child care provider <p>Complete one of the following:</p> <ul style="list-style-type: none"> • 1 year of experience working under supervision with children in a licensed child care facility (including a child care center, nursery school, church-operated school, or similar setting) • 1 year as a registered family child care provider • 1 year of college or a combination of college and experience totaling 1 year <p>Alternative Options</p> <ul style="list-style-type: none"> • Hold an Associate’s degree or higher with approved courses in ECE • Approval by MSDE as a teacher for ECE for nursery school through third grade 	<p>12 clock hours approved training per year (minimum 6 hours Core of Knowledge training, maximum 6 hours continued/elective training) documented on the Professional Development Plan</p>

<p>Teachers (in a Large Family Child Care Home) (continued)</p>	<ul style="list-style-type: none"> • Certification by MSDE or by any other state for ECE in nursery school through third grade <p>INFANT TODDLER TEACHERS</p> <ul style="list-style-type: none"> • 3 semester hours (or 6 semester hours depending on combination of education and experience in previous requirements) of approved infant toddler care training 	
<p>Family Child Care Aide</p>	<ul style="list-style-type: none"> • 16 years of age or older • Within 6 months of hire, complete either: <ul style="list-style-type: none"> ○ 90 clock hours or college course equivalent of preservice training ○ Approved aide orientation training 	<p>6 clock hours approved training per year (minimum 3 hours Core of Knowledge training, maximum 3 hours continued/elective training) documented on the Professional Development Plan</p>

Distilling requirements for staff is challenging because of the variations inherent in COMAR regulations [e.g. grandfathering, and hybrid requirements for some positions (i.e. requirements for Child Care Centers for Infants, Toddlers, Preschoolers)].

Glossary

- ☛ Core of Knowledge is a type of clock hour approved by MSDE and is the type of clock hours that count for participation in the Maryland Child Care Credential Program. In order for a workshop to be designated as Core of Knowledge clock hours the trainer must have specific credentials, the training must be specifically approved as Core of Knowledge, and the workshop/training must have an assessment successfully completed by the participant.
- ☛ Hours or Clock Hours typically refer to actual classroom hours (e.g. 3 hour workshop) that are required for renewal of license and participation in the Maryland Child Care Credential Program. Those hours must be approved by MSDE for the training to count toward renewal or the Maryland Child Care Credential Program.
- ☛ Preservice training is training typically that must be successfully completed before someone can officially be designated for a position (e.g. Child Care Teacher). Current MSDE practice is to approve someone for a position when they have identified training they will complete within a specific period of time (e.g. Child Care Teacher without 90 clock hours completed but with Professional Development Plan identifying (approved) training to be taken and anticipated time completed).
- ☛ Semester hours typically refer to professional development completed at an institution of higher learning that may not be awarded college credit. In some institutions of higher learning non-credit training is offered. One semester hour typically is made up of 15 clock hours of classroom time.

Early Head Start/Head Start

Position	Initial Requirements
Director	<ul style="list-style-type: none"> • Bachelor's degree • Experience in supervision of staff, fiscal management, and administration
HS Education Coordinator/ EHS Child Development	<ul style="list-style-type: none"> • Bachelor's or advanced degree in Early Childhood Education (ECE) OR Bachelor's or advanced degree and equivalent courses in ECE with early education teaching experience
EHS Teacher	<ul style="list-style-type: none"> • Infant/Toddler Child Development Associate (CDA) credential or comparable credential • Training or equivalent coursework in early childhood development with a focus on infant and toddler development
HS Teacher	<ul style="list-style-type: none"> • At least 50% of all teachers must have Bachelor's degree in ECE or equivalent ECE coursework in a related degree
HS Teacher Assistant	<ul style="list-style-type: none"> • Preschool CDA credential or state-awarded certificate that meets or exceeds the requirements of the CDA credential • Enrolled in a program that will lead to an Associate's or Bachelor's degree OR enrolled in a CDA credential program to be completed within two years from date of hire