Frequently Asked Questions

1. What training do I need to work with children in the state of Florida?

Detailed information about child care training within the State of Florida may be accessed at http://www.myflorida.com/childcare/training This site will provide you with the following information:

- Training information and requirements for child care facilities and family child care programs
- Early literacy training requirements
- Training exemptions
- Educational waivers for those with advanced degrees
- Credentialing information for staff and director credentials
- Online child care training courses
- VPK resources
- Child care training and credentialing forms and applications
- Child care training and credentialing fact sheets and brochures

2. I have a Bachelor’s degree but not in the field of education. How do I get a staff credential?

Individuals with an advanced degree must complete at least six college credit hours in early childhood education/child development and document at least 480 hours of experience in a child care setting serving children ages birth through eight. For detailed information about these requirements, log onto https://training01-dcf.myflorida.com/dcf/cct/staffcred.html Application forms may be accessed at https://training01-dcf.myflorida.com/cclpolicy/FormsandApplications/FSPS211.pdf

Students may complete two of the following courses at HCC to meet the six college credit hour requirement: EEC 1300, 1308, 1311, 1401, 1521, 1721, 2271, 2270

Detailed information regarding child care training within the State of Florida (including educational exemptions/waivers for those with advanced degrees) may be accessed at http://www.myflorida.com/childcare/training or by calling 1-888-352-2842

3. Are there any specific early childcare classes I need to take for renewing my staff credential?

Students may renew their staff credential by completing one of the following courses: EEC 1300, 1308, 1311, 1401, 1521, 1721, 2271, 2270. Additional requirements are noted on renewal application forms.

Application forms may be accessed at http://www.dcf.state.fl.us/childcare/forms.shtm

It is very important to review training information updates on http://www.myflorida.com/childcare/training as requirements periodically change.

4. How do I become a director of a child care program?

Child Care Program Directors must be credentialed as part of the minimum licensing standard. Detailed information about the Director Credential may be accessed at www.myflorida.com/childcare/training

You may download an application at https://training01-dcf.myflorida.gov/dcf/cct/dircred.html

Hillsborough Community College offers coursework for Director Credential requirements (CHD-1800). Students must complete the requirements for a staff credential prior to registering for CHD-1800. CHD-1800 is a three credit course. The course is typically offered over six mandatory class sessions held on Saturdays.

Important Changes in State Regulations: A private pre-kindergarten program delivering VPK must have a director who has a VPK Director Endorsement. Exempt: Successful completion of the Director Credential prior to December 31, 2006, satisfies this requirement, although individuals are strongly encouraged to acquire the VPK Endorsement.
For more information about the VPK Endorsement and VPK requirements, contact the Early Learning Coalition of Hillsborough County at 813-229-2884 or [http://www.elhc.org/](http://www.elhc.org/)

Renewal: A Director Credential issued prior to January 1, 2004 will have an initial renewal date of January 1, 2009 and every 5 years thereafter. A Director Credential issued after January 1, 2004 will have an initial renewal date after 5 years and every 5 years thereafter. Individuals may complete CHD-1800 to renew their credential if they have not taken this course previously at the college.

Endorsement: To receive a VPK Director Endorsement Credential, applicants must complete the following:

- The Florida Director Credential Certificate program listed above (Core Requirements)
- The DOE-approved training on the VPK Education standards adopted by the State Board of Education. Training is offered at the Children’s Board of Hillsborough County (Call 813.204.1727 for training schedule)
- The DOE-approved course(s) on emergent literacy on-line through [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training)
- The DOE-approved course(s) addressing the VPK specific competencies on-line through [www.myflorida.com/childcare/training](http://www.myflorida.com/childcare/training)

5. Does HCC offer any early childhood courses online?

DEP2102 (Child Development) is offered as a fully online course. Many early childhood courses are offered as hybrid courses. Hybrid courses require a combination of in class and online sessions.

6. I live closer to the Dale Mabry campus, are there any early childhood classes offered there?

The early childhood program is based at the Ybor campus. Although there are no early childhood courses currently being offered at the Dale Mabry campus, you may complete general education requirements at any campus. There are 2 early childhood teaching lab schools at the college. One is based at the Dale Mabry campus. You may complete your practicum hours at the Dale Mabry teaching lab school.

As of FA/09, a limited number of early childhood courses are being offered at the South Shore campus in Ruskin.

7. I want to open a childcare center. How do I get started?

If you are interested in opening a childcare facility, contact the Hillsborough County Child Care licensing department at (813) 272-6487 or log onto [www.hillsboroughcounty.org/childcarelicensing/](http://www.hillsboroughcounty.org/childcarelicensing/) for detailed information regarding the licensing process. If you are interested in opening a family childcare home in Hillsborough County, log onto [www.hillsboroughcounty.org/childcarelicensing/childcarehome/](http://www.hillsboroughcounty.org/childcarelicensing/childcarehome/)

8. I don’t want to pursue an AS degree right now, I just want to get my staff credential. What do I need to do?

Hillsborough Community College provides training for the non-credit Early Childhood Professional Certificate (ECPC), a DCF and DOE approved pre-school staff credential*. Eligibility/Training requirements include:

1. Foundational course work (45 hours):
   - HEV0114 State and Local Rules and Regulations (6 hours)
   - HEV0164 Health, Safety, & Nutrition (8 hours)
   - HEV0108 Identifying & Reporting Child Abuse & Neglect (4 hours)
   - HEV0111 Child Growth & Development (6 hours)
   - HEV0172 Behavioral Observation & Screening (6 hours)
   - HEV0151 Preschool Appropriate Practices (10 hours)

After completion of the required courses, Florida Administrative Code 65C-22.003(2)(a) requires “successful completion of the 40 hour training (above) as evidenced by passage of competency examinations with a score of seventy (70) or better.”

- 5-clock hours of DCF approved literacy training (completed online)
Note: To be eligible as a VPK (Voluntary Pre-kindergarten) instructor, students must take the DOE VPK Literacy course.

2. Child care curriculum course work
   - HEV0152 (10 hours) Early Childhood Professional
   - HEV0163 (10 hours) Leadership
   - HEV0181 (10 hours) Observing and Recording Behaviors
   - HEV0137 (15 hours) Learning Environments I
   - HEV0130 (10 hours) Child Growth and Development
   - HEV0132 (15 hours) Developmentally Appropriate Activities
   - HEV0141 (10 hours) Guidance
   - HEV0142 (10 hours) Learning Environments II

3. 480 hours of direct work with children 5 years of age or younger and Completion of a Professional Resource File/Portfolio (HEV 0183)

4. Documentation of High School diploma or GED; Documentation of age (must be 18 years or above)

*The ECPC is not a national staff credential (‘National CDA’). The ECPC is often referred to as a ‘CDA-E’ but does not provide national credentialing. The national credential is issued by the Council for Professional Recognition in Washington, DC. The Council may be contacted at 800-424-4310 or at http://www.cdacouncil.org

Please contact the early childhood department at 253-7956 for further information about the ECPC.

9. Where can I get more information about VPK?

For information about VPK in Hillsborough County, please log onto http://www.elchc.org/ (Early Learning Coalition of Hillsborough County) or call 813-740-4713.

The Department of Education’s Early Learning website may be accessed at http://www.fldoe.org/earlylearning/

A VPK Teacher Toolkit may be accessed at http://www.flvpkonline.org/teachertoolkit/

10. I want to work with young children. How do I get into your program?

If you are interested in pursuing the Associate in Science degree, please meet with an academic advisor in the student services department at the Ybor campus (library building). Students are seen on a walk in basis. Contact numbers for the advising office may be obtained by logging onto http://www.hccfl.edu/Future-Students.aspx Students may also enroll and register online at http://www.hccfl.edu/Future-Students.aspx Log onto http://www.hccfl.edu/ssem/student-services/advising-guides.aspx to review the early childhood advising guide.

The A.S. in Early Childhood Management is a 63 credit program

Please contact the early childhood department at 253-7956 for further information.

11. I’m already working in Childcare. I have my CDA and other certificates. Can I use them toward an AS degree in your program?

Students who already have a staff credential (National CDA or State-Approved Equivalency) upon entering the A.S. program will be awarded 9 credits (EEC1300, EEC1311, EEC1941). Please contact the early childhood department at 253-7956 for further information. Students must submit a copy of their staff credential in order for credits to be applied to their transcript.

12. What do CDA, VPK, and CDAE stand for?

There are many acronyms used in our field. Please click onto http://www.hccfl.edu/media/152491/ecacronyms.pdf for a list of the most commonly used acronyms in early childhood education.
13. Is financial assistance available at HCC?

Students are encouraged to visit the financial aid department in student services for information about financial assistance.

Financial aid is any scholarship, grant, loan, or employment (or a combination thereof) designed to help students meet their college expenses. The amount and types of financial aid given is based on state, federal and college guidelines. Students must be degree seeking, meet enrollment requirements and make satisfactory academic progress to be eligible for financial aid.

Students seeking financial assistance must apply each academic year. To apply for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Florida Student Assistance Grant and certain college scholarships, the following forms must be completed:

  Forms are available in the financial aid department in student services. Each financial aid applicant must complete this form and submit it to the address indicated on the form.

- **Student Aid Report (SAR):** An official SAR is sent to all students who submit the Free Application for Federal Student Aid. This SAR contains information about a student’s Pell Grant eligibility as determined by the U.S. Department of Education. All pages of the SAR must be signed and submitted to the College’s Financial Aid office.

- **Income Tax Return (1040A/1040EZ/1040):** If so stated on the SAR, students must submit copies of their and their parents’ income tax returns for the most recent year and complete institutional verification forms.

Additional Sources of Financial Assistance

**T.E.A.C.H. Program:** The Teacher Education And Compensation Helps scholarship program provides scholarships for early childhood professionals pursuing an A.S. degree in Early Childhood, a CDA, a CDA equivalency, and/or an Administrative Credential. You may contact the T.E.A.C.H. office by calling 877.FL.TEACH or at [http://www.thechildrensforum.com](http://www.thechildrensforum.com)

The T.E.A.C.H. program works with 53 colleges, universities and vocational technical schools throughout the state as well as 34 community-based training institutions. Under management of the Children’s Forum, the Florida T.E.A.C.H. Early Childhood Scholarship Program serves as an umbrella for a variety of educational scholarship opportunities for people working in early care and education programs including family child care homes. Since 1998, more than 10,000 scholarships have been awarded.

**Scholarships**

HCC offers scholarships in a number of areas. Students are encouraged to visit the counseling department in student services for further information.

FastWeb, a leading scholarship search service, helps students find financial support. Search [http://www.fastweb.com/](http://www.fastweb.com/)

14. What can I do or teach with an AS degree in Early Childhood management?

The Associate in Science program prepares students for a variety of careers in the early childhood field and gives students the competencies and practical experience needed for a staff credential. The coursework focuses on the development, care, guidance, and education of young children. Many of our graduates work as early childhood teachers in preschools, center-based and family-based programs. Many are directors of child care programs. We strongly recommend that students contact prospective employers to ask about educational requirements as these may differ from employer to employer.

15. Will I need to have a BA to work in childcare in the future?

Research clearly shows that a key step in raising the quality of early childhood programs is improving preparation and support for early childhood teachers. Faculty at colleges, universities and other institutions play a crucial role in the development and continuing
Teacher qualification standards for NAEYC accredited programs will follow the following time lines:

<table>
<thead>
<tr>
<th>1 class, 1 teacher</th>
<th>2 classes, 2 teachers</th>
<th>3 classes, 3 teachers</th>
<th>4+ classes, teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 2010</td>
<td></td>
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<tr>
<td>Teacher must have a minimum of an associate’s degree or equivalent</td>
<td>Both teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers have a minimum of a CDA or equivalent</td>
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<tr>
<td></td>
<td>At least 1 of the 2 teachers must be enrolled in a baccalaureate program or equivalent. Annual reports must show continuous progress.</td>
<td>At least 1 of the teachers must be enrolled in a baccalaureate program or equivalent. Annual reports must show continuous progress.</td>
<td>At least 50% of teachers have a minimum of an associate’s degree or equivalent</td>
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<td></td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>At least 25% of teachers have a minimum of a baccalaureate degree or equivalent</td>
<td>At least 25% of teachers have a minimum of a baccalaureate degree or equivalent</td>
</tr>
<tr>
<td></td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of a CDA or equivalent</td>
</tr>
<tr>
<td>By 2015</td>
<td></td>
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</tr>
<tr>
<td>Teacher must have a minimum of an associate’s degree or equivalent</td>
<td>Both teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
</tr>
<tr>
<td>Teacher must be working toward a baccalaureate degree or equivalent. Annual reports must show continuous progress.</td>
<td>At least 1 teacher must have a minimum of a baccalaureate degree or equivalent.</td>
<td>At least 1 of the 3 teachers must have a minimum of a baccalaureate degree or equivalent.</td>
<td>At least 50% of teachers must have a minimum of a baccalaureate degree or equivalent.</td>
</tr>
<tr>
<td></td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of an associate’s degree or equivalent</td>
<td>All teachers must have a minimum of a CDA or equivalent</td>
</tr>
</tbody>
</table>

Individuals should refer to the Accreditation Standards manual available through [http://www.naeyc.org](http://www.naeyc.org) The manual includes all time lines, including the requirements needed by 2020.

*Equivalence to CDA:* A minimum of 12 college credits in early childhood education, child development, elementary education, or early childhood special education that encompasses the following: child development and learning birth through kindergarten;
family and community relationships; observing, documenting, and assessing young children; teaching and learning; professional practices and development.

*Associate’s degrees* should be in child development-early childhood education. Equivalence is defined as 60 college credits, with 30 college credits in child development-early childhood education, child development, elementary education, or early childhood special education that encompasses the following: child development and learning birth through kindergarten; family and community relationships; observing, documenting, and assessing young children; teaching and learning; professional practices and development, including field-based experiences.

*Baccalaureate degrees* should be in early childhood education, child development, elementary education, or early childhood special education that encompasses the following: child development and learning birth through kindergarten; family and community relationships; observing, documenting, and assessing young children; teaching and learning; professional practices and development. Equivalence is defined as a baccalaureate degree in any discipline with a minimum of 36 college credits in early childhood education, child development, elementary education, or early childhood special education that encompasses the following: child development and learning birth through kindergarten; family and community relationships; observing, documenting, and assessing young children; teaching and learning; professional practices and development, including relevant field-based experience.