



Program Coordinator Qualifications

This form can be completed when a person is hired to work as a Program Coordinator for a Certified School-Age Child Care Center.

DIRECTIONS:

1. Use this document to verify the individual is qualified for the position.
2. Attach the employee's resume.
3. Write notes on the resume confirming that the information is correct. (i.e. Confirmed on 5/25/23 by calling previous supervisor.)
4. Once qualifications are confirmed, save this document in the employee file.
5. The licensing specialist will review this form during your next visit.

Person Completing the form:	Employee Name:	CBR Number:
Position:	Position Start Date:	CBR Exp. Date:

PROGRAM COORDINATOR QUALIFICATION REQUIREMENTS (414-310-0290)

<input type="checkbox"/> At least 21 years of age AND
<input type="checkbox"/> At least one year of experience supervising adults AND
<input type="checkbox"/> CBR Enrollment: 0230(7) The CBR confirmation letter addressed to the program for this individual is on file with the school-age center. <p>OR</p> <input type="checkbox"/> If the center does not yet have a CBR confirmation letter for staff, a school-age center must have written documentation that the school-age center has verified with OCC that the staff is linked to the center . Documentation must include the date _____, time _____, and name of the OCC staff member _____ the school-age center spoke with. <p>Important note about CBR enrollment: Rule 310-0280(2): A school-age center must have written confirmation from OCC that staff 18 years of age or older are enrolled or conditionally enrolled in the CBR before the staff may be on the childcare premises or present with children off-site during childcare hours.</p>
<h3>Experience and Training Qualification</h3> <p>General Requirements</p> <input type="checkbox"/> Have verifiable knowledge of child development for school age children, as evidenced by a combination of professional references, education, experience or training; <p>OR</p> <input type="checkbox"/> Completion of the training listed in Table 1 below, within 90 days of hire . <p>TABLE 1:</p> <input type="checkbox"/> 60 hours of experience working in the program AND <input type="checkbox"/> Completion of 20 clock hours of training, completed within the last five years, focused on school-age childcare that meets the following core knowledge criteria: <ul style="list-style-type: none"> <input type="checkbox"/> Five clock hours in understanding and guiding behavior (UGB); <input type="checkbox"/> Five clock hours in learning environments and curriculum (LEC); <input type="checkbox"/> Five clock hours in human growth and development (HGD); AND <input type="checkbox"/> Five clock hours in program management (PM).



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Required Training in Program Management (PM)*

A school-age center program coordinator must provide verification to Oregon Registry Online (ORO) that they have obtained **10 hours of training** in the core knowledge category of Program Management.

- The training hours in PM have been reviewed and show as verified in ORO.
*Attach Licensor provided Staff Qualification & Training Log (SQTL) or copies of training certificates.

OR

- The program coordinator must obtain 10 hours of training in the core knowledge category of Program Management **within the first year of hire**. The training can be fulfilled by college coursework or community-based training verified by ORO.
 - Date that 10 hours were verified as accepted by ORO: _____
 - *Attach Licensor provided Staff Qualification & Training Log (SQTL) or copies of training certificates.

Initial Training Requirements

ALL training must be submitted to ORO for verification

- Orientation:** 0330(1) An orientation within the first 10 days of hire and before staff have unsupervised access to children.

Within 10 days of hire:

- 0330(1) An orientation within the first 10 days of hire and before staff have unsupervised access to children. **AND**

Within 30 days of hire:

- 0330(2) Introduction to Child Care Health and Safety (ICCHS) **AND**
- Recognizing and Reporting Child Abuse and Neglect (RRCAN) within 30 days of hire and prior to having unsupervised access to children. **AND**
- 0330(3) Oregon Food Handler's certification within 30 days of hire for cooks, kitchen staff and any staff who serve meals from a communal source or put away leftovers. **AND**

Within 90 days of hire:

- 0330(4) Current certification in first aid and pediatric CPR within the first 90 days of employment. Online CPR training is only acceptable if it includes hands-on instruction. **AND**
- 0330(5) Foundations for Learning (OCC approved Child Development Training) within 90 days of employment.