



Program Leader Qualifications

This form can be completed when a person is hired to work as a Program Leader 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 LEADER QUALIFICATION REQUIREMENTS (414-310-0300)

At least 18 years of age AND

CBR Enrollment: 0230(7) The CBR confirmation letter **addressed to the program** for this individual is on file with the school-age center.

OR

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.

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.

Experience and Training Qualification Requirements

(Choose one option below)

Option #1:

60 hours of experience working in the program AND 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:

- Five clock hours in understanding and guiding behavior (UGB); and
- Five clock hours in learning environments and curriculum (LEC); and
- Five clock hours in human growth and development (HGD); **and**
- Five clock hours in program management (PM).



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OR

Option #2:

At least 240 hours of qualifying experience working with school-age children in the last five years in a Certified Child Care Center or comparable group care program.

OR

Option #3: At least an AA Degree in:

- | | |
|----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Early childhood education | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Child development | <input type="checkbox"/> Human development |
| <input type="checkbox"/> Elementary education | <input type="checkbox"/> Child and family studies, or |
| <input type="checkbox"/> Special education | <input type="checkbox"/> Home economics |
| <input type="checkbox"/> Physical education | |

OR

Option #4: At least a Step 8 in the Oregon Registry

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.