

RULE GUIDANCE

Work Experience: Determining Comparable Group Care



LICENSE TYPE AND RULES

Certified Child Care Center (CC)

OAR 414-300-0005(14); 414-300-0090; 414-300-0100

WHY THESE RULES ARE IN PLACE

When determining whether a staff person meets teacher qualifications, past experience must be reviewed to determine if the individual has the necessary training and experience to be left in charge of a group of children. Often times, this experience may come from an unlicensed child care program.

In order for the experience at another program to be considered, it must meet each of the elements listed below. Certified Center (CC) rules define comparable group care as a program which has each of the following elements:

- (a) Staff are supervised by knowledgeable professionals;
- (b) Training of staff is provided or required annually;
- (c) Group size is similar to a certified child care facility;
- (d) Curriculum is developmentally appropriate.
- (e) The program is not providing uncertified drop-in care.

HOW THIS MAY LOOK IN YOUR PROGRAM

a.) Supervision

When considering if there was **supervision** of staff, consider these questions:

- Was there someone supervising and evaluating this person's work?
- Was there someone providing feedback on the person's interactions with children?
- Was someone supervising this person in order to ensure developmentally appropriate practices were being used?

NOTE: Regulated subsidy (RS) and registered family (RF) child care do not provide this type of supervision and therefore would not qualify. Both certified family (CF) providers and CF assistants do meet the listed supervision expectation.

b.) Annual Training

When considering if there was **training** required annually, consider these questions:

- Did the program hold annual training events?
- Was there a requirement for the person to take courses/trainings outside of the program?
- Does the individual have evidence of trainings?

RS and RF have training requirements, but every two years, not annually. CF programs in Oregon do have annual training requirements. Additional research may be needed if the program was in a different state.

c.) Group Size

When considering if there was a similar **group size**, consider these questions:

- Were group sizes regulated?
- Were group sizes determined by age group?
- Were group sizes close to those in your program?

Both RF and CF home providers do meet this component. RS would not since they are limited to exempt child care standards.

d.) Curriculum

When considering if there was appropriate **curriculum**, consider the questions:

- Was there a curriculum in use?
- Was there activity planning?
- Were activities modified based on the ages and abilities of the children in the program?

CF homes have specific program of activity requirements, whereas, neither RF nor RS providers have the same level of requirements.

e.) Uncertified Drop-in Care

When considering if there was **uncertified drop in care**, consider the questions:

- Did the person have the same children in their care every day?
- Was care provided on an unscheduled, irregular basis?

These programs will typically be in places where parents remain on-site while shopping, working out, attending a meeting, etc. Be sure to reference the definition for "Drop-in Care" in the Certified Center rule book. Experience in a drop-in care facility would not be comparable.

OCC LICENSING SPECIALIST MAY REVIEW

Employee personnel files will be reviewed to verify that each new employee meets the qualification and training requirements for their position. It is important that previous work experience be reviewed. Clear documentation of what information was used to determine qualifications must be maintained in the employee's file so the licensing specialist can easily see how the individual is qualified for their position.

ADDITIONAL INFORMATION

There are many programs out there that do not need to be licensed but they operate very similarly to licensed child care. These programs may be operated by a city, county, school district, or be a recorded program. If the program meets the components of comparable group care discussed above, then experience at that program might count, regardless of whether the program is licensed or not.

Out of state experience: If the person worked in a licensed facility outside of Oregon they often times will meet the qualifications immediately due to the facility being regulated by a state agency. If the program was not licensed then it is up to the individual to provide verification that experience in that program is comparable to a licensed facility.

OPTIONAL RESOURCES AVAILABLE FROM OCC

- PR-0199 Teacher Qualifications
- PR-0198 Head Teacher Qualifications
- PR-0197 Director Qualifications

These documents can be found online here: <https://oregonearlylearning.com/news-resources/resource-library/> or you may request a paper or electronic version from your licensing specialist.

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Division 300 [Certified Child Care Centers](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.

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