

Infant Toddler Credential INSTRUCTIONS

DESCRIPTION: The Kentucky Credential applications establishes the requirements for individuals to obtain an Infant and Toddler Credential.

ELIGIBILITY CRITERIA: An applicant must: (1) be at least 18 years of age; (2) have a high school diploma, or equivalent; (3) have completed an orientation course "Introduction to Kentucky Credentials"; (4) have completed the cabinet-designated training on Trauma Informed Care; (5) current possession of a First Aid and CPR certification; 6) completed training on Pediatric Abusive Head Trauma (Infant and Toddler only); 7) Other eligibility criteria for each credential level are listed on the Kentucky Credential Level Grid.

APPLICATION PROCESS:

1. Review Instructions sheet.
2. Review Credential Level Grid. Select credential level. Applicant must meet experience and educational requirements for credential level selected.
3. Select **Initial, Renewal or Update** on first page of the application.
4. Attach documentation to verify all experience and education indicated on the application. Include copy of degree(s), transcript(s), resume(s), etc.
 - DCC-245A Infant and Toddler Self-Assessment – if applying for IT Credential
 - Current Resume
 - Letter of Recommendation
 - Transcripts/Diploma(s)
 - Credentials/Certifications
5. If the application is not complete or necessary documentation is not included, application will not be reviewed by the Kentucky Division of Child Care Review Panel.

APPROVAL PROCESS: The completed application will be reviewed by the Kentucky Early Care and Education Credential's Review Panel on a first come, first serve basis at the panel's quarterly meeting. If approved, applicants will receive an approval letter and certificate from the Division of Child Care.

KENTUCKY EARLY CARE AND EDUCATION CREDENTIAL'S CREDENTIAL GRID: The Grid lists the credential levels and the requirements for each level. All education, experience, and training listed on the Credential Grid must be verified.

PROFESSIONAL DEVELOPMENT REGISTRY: A Professional Development Registry is currently maintained by the Division of Child Care. The Registry includes the names of all early childhood users who have been approved for a Kentucky Credential. The Registry will allow the Division of Child Care to track and issue the Credential.

Important Note: Remember to attach all documentation at the time this application is submitted to avoid a delay in processing.

Kentucky Infant Toddler Credential Level Grid

Basic Requirements	Must be 18 years of age or older
Early Childhood Education Training/Education	- Level 1: Infant and Toddler Associate 60 hours of instruction in cabinet approved infant and toddler topics within the past 2 years OR 60 hours of instruction cabinet approved infant and toddler topics as part of a secondary education program - Level 2: Infant and Toddler Professional 120 hours of instruction in cabinet approved infant and toddler topics within 2 years AND required work/volunteer experience OR - Current Infant and Toddler CDA OR - Current Family Child Care CDA AND 30 additional hours in infant and toddler topics OR - Completed requirements for Level 1 within the past 3 years - Level 3: Infant and Toddler Leader - Associate degree, Bachelor's degree, or higher in infant and toddler field with a minimum of 9 credit hours in infant and toddler topics & required work/volunteer experience OR - Bachelor's degree or higher in an unrelated field with 60 additional hours of instruction in cabinet approved infant and toddler topics in the past 2 years & required work/volunteer experience
Experience	If work/volunteer experience is required, the applicant must provide a detailed resume with 480 hours of work and/or volunteer experience providing services that promote infant and toddler development within the past 3 years
Health and Safety Requirements	- Current Pediatric First Aid/CPR Certification - Current Pediatric Abusive Head Trauma Certification
Observations/Verifications	- Letter of Recommendation from current supervisor - Completed Self-Assessment (DCC-245A) - If requested, applicants must submit proof of infant and toddler related coursework - Example: course syllabus
Additional Requirements	- All Levels required to complete "Introduction to Kentucky Credentials" course - All Levels required to complete cabinet training on trauma informed care - ECE 119: Kentucky Strengthening Families Initiative: Trauma-Informed Care and Resiliency Training - Renewals for all Levels – every 3 years with: - Completed Renewal Application 45 hours of cabinet approved training or college coursework in infant and toddler topics - A detailed resume with documentation of 480 hours of work/volunteer experience providing services to infants and toddlers over the past 3 years - Current Pediatric CPR/First Aid Certification - Current Pediatric Abusive Head Trauma Certification - Completed Self-Assessment (DCC-245A) - Letter of Recommendation from supervisor or parent/guardian if no supervisor
Languages Offered	English

**COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
DIVISION OF CHILD CARE**

**Kentucky Infant and Toddler Credential
Candidate Self-Assessment**

Commitment to Professionalism

Describe your approach to professional development in relation to your responsibilities as an Early Childhood Professional.

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List your professional goals for the next three (3) years. Please list a minimum of three (3) goals.

1.
2.
3.
4.
5.

What support(s) do you need to succeed in meeting the goals you have listed? (Optional)

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Health and Safety

When planning for the environment, list three things you will do daily to ensure the safety of children in your infant/toddler classroom.

1.	2.	3.

What three questions do you ask yourself when planning the environment for your infant/toddler classroom?

1.	2.	3.

Family/Community Partnerships

What are three things you do to promote positive, professional relationships with families?

1.	2.	3.

How do you keep yourself and your families informed about local community resources?

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Supporting Social-Emotional Development

Describe how you currently support positive and nurturing relationships within the classroom. What are you currently doing consistently and what goals do you have moving forward?

Currently implementing	Working towards

Reflect on how you plan for social emotional skill development each week. What are you doing in the infant toddler classroom to ensure you are supporting each infant or toddler as they develop vital social emotional skills?

Currently implementing	Working towards

Maintaining Effective Program Operation

In what ways are you trying to create a sense of belonging and inclusivity in the physical environment, in the daily interactions and experiences of the children and for your colleagues and families?

Currently implementing	Working towards

When thinking about maintaining an effective child care program, what are some things you can do as an infant/toddler teacher to support this goal? Name three things you are currently implementing and three things you would like to begin doing.

Currently implementing	Working towards

Observing and Recording Children's Behavior

In what ways are you assessing each child's learning growth and how are you scaffolding and building on those skills?

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What are some ways you involve families in the documentation and developmental assessment process?

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Advancing Physical and Intellectual Development

Reflect on your planning strategies. What are some things you are currently doing to ensure intentional planning for physical development for infants and toddlers? List three things you are doing now and three things you would like to work towards.

Currently implementing	Working towards

Reflect on your planning strategies. What are some things you are currently doing to ensure intentional planning for cognitive development for infants and toddlers? List three things you are doing now and three things you would like to work towards.

Currently implementing	Working towards

Principles of Child Development

We know children develop at different paces and need individualized care and support. What are some things you are currently doing to support each child individually and what are some things you would like to start doing?

Currently implementing	Working towards

How do you balance practical work, daily care routines, and creative/play experiences for the children?

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Reflection

What do you hope to gain from this review process?

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Applicant Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

Kentucky Infant Toddler Credential Application Checklist

Required Candidate Application Documents

- ☐ Completed DCC-245 Application
- ☐ 18 years of age or older
- ☐ Training record and/or transcripts
- ☐ Completed Introduction to Kentucky Credentials
- ☐ Completed ECE 119: Kentucky Strengthening Families Initiative: Trauma Informed Care and Resiliency Training (2 hours).
- ☐ Current Pediatric First Aid and CPR Certification
- ☐ Current Pediatric Abusive Head Trauma Certification
- ☐ Completed DCC-245A Self-Assessment
- ☐ Letter of recommendation
- ☐ Resume detailing work experience

Level 1 - Infant and Toddler Associate Credential

If candidate is applying for a level 1, please ensure all requirements are met.

- ☐ Completed 60 clock hours of instruction in cabinet-approved infant and toddler topics within the past (2) two years.

OR

- ☐ Completed 60 clock hours of instruction from an institution of secondary education in cabinet-approved infant and toddler topics
Must have documented proof of work/volunteer experience in a birth to three environments.

Level 2 - Infant and Toddler Professional Credential

If candidate is applying for a level 2, please ensure all requirements are met.

- ☐ Completed 120 hours of instruction in cabinet-approved infant and toddler topics within the past two (2) years **AND** detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers in the past 3 years.

OR

- ☐ Current Infant and Toddler CDA.

OR

- ☐ Current Family Child Care CDA and have completed thirty (30) hours of instruction in cabinet-approved infant and toddler topics in the past three (3) years.

OR

- ☐ Current Family Child Care CDA **AND** have obtained the Level 1 Kentucky Infant and Toddler Associate Credential within the past three (3) years.

Level 3 - Infant and Toddler Leader Credential

If candidate is applying for a level 3, please ensure all requirements are met.

- ☐ Associate or bachelor's degree or higher in early care and education with a minimum of nine (9) credit hours in cabinet-approved infant and toddler topics **AND** a detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers within the past three (3) years.

OR

- ☐ A bachelor's degree or higher in a field not related to early care and education with sixty (60) additional hours of instruction in a cabinet-approved infant and toddler topics completed within the past two (2) years **AND** a detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers within the past three (3) years.

Application for Renewal Requirements

- ☐ Completed DCC-245 on ECE-TRIS/COLT.
- ☐ Documentation of forty-five (45) hours of cabinet-approved training or college coursework in infant and toddler topics within the past three (3) years.
Detailed resume including 480 hours of work or volunteer experience in providing services directly to infants and toddlers within the past three (3) years.
- ☐ Current Pediatric First Aid and CPR Certification
- ☐ Current Pediatric Abusive Head Trauma Certification
- Completed DCC-245A Self-Assessment
- Letter of Recommendation