



# Policy and Procedures Regarding Training Approval for Child Care Licensing and Registration



## New Mexico Children, Youth & Families Department

This brochure has been developed to provide concise information regarding the training requirements for child-care licensing and registration with the State of New Mexico. Trainer approval procedures and trainer requirements established by the Children, Youth and Families Department are included as well.



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# WHY DO I NEED SPECIALIZED TRAINING AND EDUCATION TO WORK WITH CHILDREN?

## Because....

- the early years are the most important for learning
- young children learn in unique ways
- quality programs for young children require staff who
  - understand developmentally appropriate practices
  - facilitate all aspects of child development and learning
  - establish partnerships with parents and community
  - model language and support literacy skills
  - design their program and curriculum based on children’s needs
  - provide a healthy, safe, challenging learning environment
  - seek on-going training and professional development

## WHAT WILL I STUDY TO BECOME A PROFESSIONAL IN EARLY CARE, EDUCATION AND FAMILY SUPPORT?

Seven areas of competency with multiple indicators have been identified as essential for individuals working with young children and their families.





# WHAT DO EARLY CARE AND EDUCATION PROFESSIONALS DO?

## Demonstrate competence in:

### **I. Child Growth, Development, and Learning.**

Use knowledge of child development to plan meaningful experiences and activities that promote physical, motor, social, emotional, language, and cognitive development.

### **II. Health, Safety, and Nutrition.**

Establish and maintain an environment that ensures children's safety and healthy development, good nutrition, safe surroundings and practices, and the building of self-confidence and competence.

### **III. Family and Community Collaboration.**

Develop positive and productive relationships with families and community members.

### **IV. Developmentally Appropriate Content.**

Implement a program that is age appropriate, individually appropriate, linguistically appropriate, and culturally appropriate.

### **V. Learning Environment and Curriculum Implementation.**

Provide meaningful, child involving, stimulating, active learning activities for children that advance all areas of development.

### **VI. Assessment of Children and Evaluation of Programs.**

Engage in on-going program assessment to maintain high quality and observe children's behavior to plan and individualize teaching and learning practices.

### **VII. Professionalism.**

Demonstrate understanding of the early childhood profession and implement best practices through continued learning and study.

This is a summary of the competency areas.

To obtain New Mexico's

[Common Core Content](#)

competencies, go to

[www.NewMexicoKids.org](http://www.NewMexicoKids.org)





## WHAT TRAINING IS REQUIRED?

**Licensed Centers:** All staff members working twenty hours or more per week, including the director will have twenty-four (24) hours of training each year. Training must address 1st aid, CPR, infection control and at least three competency areas within one year and all seven competency areas within two years. Substitutes, volunteers, and caregivers routinely employed in a center but working twenty hours or fewer a week will complete half the required training hours. Effective July 1, 2005 new staff members working directly with children regardless of the number of hours per week will complete the 45-Hour Entry Level Course or approved 3 credit early care and education course or an equivalent approved by the Children, Youth and Families Department prior to or within six months of employment. This includes work/study students and volunteers who are included in the child/staff ratio. Substitutes are exempt from this requirement. The 45-Hour Entry Level Course or any equivalent course that has been taken to meet this requirement can count as meeting the 24 hour training requirement for that year.

Additionally, infant and toddler caregivers must have at least four (4) hours of training in infant and toddler care within six (6) months of starting work. The four (4) hours will count toward the 24-hour requirement.

A licensee will keep a complete file regarding training requirements for each staff member, including substitutes and volunteers working more than eight hours of any week and having direct contact with the children. Training records must contain documentation of current first-aid and cardiopulmonary resuscitation training, documentation of all appropriate training by date, time, hours and area of competency, and a written professional development plan for each staff member, based on the seven areas of competency that is consistent with the New Mexico career lattice based on the individual's goals.

**Licensed out of school time care programs:** All caregivers will have at least twenty four (24) hours of training each year. Training must address at least three competency areas within one year and all seven competency areas within two years.

**Licensed Group Homes, Licensed Family Child Care Homes:** Home-based caregivers working in a home must receive at least twelve (12) documented hours of training each year, including six hours in child growth and development and three hours in health, safety, nutrition, and infection control. The three remaining training hours must be within the seven competency areas. Infant and toddler caregivers must have at least two hours of training in infant and toddler care within six months of starting work. Effective July 1, 2005 primary caregivers will be required to complete the 45-Hour Entry Level Course or approved 3 credit early care and education course or equivalent approved by the Children, Youth and Families Department prior to operating or within six months of operation. The 45-Hour Entry Level Course or any equivalent course that has been taken to meet this requirement will count as meeting the 12 hour training requirement for that year.

**Registered Family Child Care Homes:** Primary and secondary caregivers are required to attend six hours of training annually. Primary caregivers caring for infants shall receive two hours of infant specific training within six months of registration. Primary caregivers are required to attend first aid training during their first year of registration. Remaining hours of training shall be within the seven competency areas. Second caregivers are required to meet all training requirements if they are authorized to provide care in the absence of the primary caregiver.



## WHAT COUNTS IN FULFILLMENT OF TRAINING REQUIREMENTS?

In licensed centers, staff members working directly with children will have at least twenty-four (24) hours of training each year. Caregivers working in a licensed family child care home will have at least twelve (12) hours of training each year. Registered home providers are required to have at least six (6) hours of training each year. The following is a list of training that will fulfill the annual training requirements.

- Participation in face-to-face training regarding the seven competency areas primarily through attendance at a conference, workshop, seminar or course.
- On-Line training with a face-to-face discussion component facilitated by a trainer who has been approved for the specific competency area. A maximum of 4 hours for registered family child care providers, 6 hours for licensed family child care homes, and 12 hours for center-based staff per year are allowed through on-line training. On-line training that is repeated will not count toward child care training hours. Approval of

on-line training does not indicate training will be acceptable for college credit and/or transfer to any institution of higher education. Approval of the on-line training does not imply endorsement of the training class or training organization by the Children, Youth and Families Department.

- Viewing an appropriate video or series of videos with a face-to-face discussion component facilitated by a trainer who has been approved for the specific competency area.

**NOTE:** Reading an article in a magazine or professional journal, preparing a class, doing homework for a college course, conducting a workshop, or teaching a course will **NOT** count toward meeting required training hours.

Training must be delivered by people who have relevant education and experience in the competency area(s) in which they train. Employees or relatives of employees who provide training must have prior approval by the department (see page 10 & page 11).

## DOES THE STATE SPONSOR ANY TRAINING?

The Children, Youth and Families Department sponsors the following training opportunities:

- **The 45-Hour Entry Level Course.** This course is designed as a broad-based introduction to the early care, education and family support profession. It is intended to provide awareness of the seven competency areas that are the foundation for New Mexico’s professional development system (career lattice). The course is open to anyone working directly with young children; particularly staff working in licensed centers and primary caregivers in licensed family child care homes. There are fees for this course. Go to [www.NewMexicoKids.org](http://www.NewMexicoKids.org) for information on where and when the 45-Hour Entry Level Course is offered. Click on Caregivers and Educators.
- **The 18-Hour Course.** This course is designed for registered family child care providers. This new training opportunity bridges a gap in our early childhood professional development system for family child care providers. There are fees for this course.

- **The Regional Early Care and Education Conferences.** These conferences are designed for anyone working in licensed centers and homes as well as for registered family child care providers. Fees may be charged if a provider is not participating with the child care food program that is sponsoring the conference.
- **Workshops offered by the Early Childhood Training and Technical Assistance (T&TA) Programs.** They offer training to professionals who work in early care and education. Please refer to their current training calendar for information on available training opportunities.

The Child and Adult Care Food Program Sponsors offer some training. Check with your local food program sponsor.

To obtain information regarding all state-sponsored training, go to [www.NewMexicoKids.org](http://www.NewMexicoKids.org). At this website you will find information about when training is offered, where the training will take place and how to contact the regional Early Childhood Training and Technical Assistance Programs.



## WHAT IS EQUIVALENT TO THE 45-HOUR ENTRY LEVEL COURSE?

Effective July 1, 2005, new staff members working directly with children regardless of the number of hours per week will complete the 45-Hour Entry Level Course or approved three credit course in early care and education or an equivalent approved by the Department prior to or within six months of employment. Existing staff will meet this requirement by December 31, 2005. The Department has approved the following alternatives to the 45-Hour Entry Level Course:

- If an individual has obtained a Child Development Associate credential or Child Care Professional certificate within the past 15 years, they meet and exceed the requirement.
- If an individual has a current Montessori or Waldorf Teacher Certificate from a recognized Montessori or Waldorf Teacher Education Program, they meet and exceed this requirement.
- Early childhood coursework taken online or through correspondence or distance learning fulfills this requirement IF taken from an accredited institution of higher education.
- Three transcribed semester credits in early childhood education, family studies, early childhood special education or child development taken at an accredited institution of higher education within the past fifteen years that clearly addresses one or more of the seven competency areas is considered to be equivalent to the 45-Hour Entry Level Course. These courses can be taken online, through distance learning or through correspondence, but must be transcribed and be from an accredited institution.

**NOTE:** If the above-mentioned early childhood coursework is more than 15 years old and the individual has been continuously working in child care and has met the annual training requirements for the last five years, the coursework will count as the equivalent to the 45-Hour Entry Level Course.

- Courses that have been audited in early childhood education, family studies, early childhood special education or child development will meet the requirement if the course/s are transcribed by an accredited institution of higher education.
- Transcribed early childhood education courses obtained through the Prior Learning Assessment (PLA) process.

**NOTE:** Other college courses, such as elementary education whose title doesn't clearly reflect the competency area, must be submitted to the Office of Child Development for approval. Criteria used will be whether or not the course significantly addresses one or more of the seven competency areas at the "awareness" level. The course syllabi and course description must be submitted along with a transcript indicating successful completion of the course.

**Important:** If you aspire to enter a certificate or degree program in early childhood education, we strongly encourage you to **NOT** take the 45-Hour Entry Level Course. Rather, you should contact your local institution of higher education and begin your early childhood education course of study. Information regarding New Mexico's Universal Catalogue of Courses may be obtained at [www.NewMexicoKids.org](http://www.NewMexicoKids.org).



# CAN COLLEGE COURSES COUNT AS THE EQUIVALENT TO THE 45-HOUR ENTRY LEVEL COURSE?

The following 3 credit hour courses are offered at 2-year and 4-year Institutions of Higher Education in New Mexico. These courses are approved as the equivalent of the 45-Hour Entry Level Course.

**Associate Degree Level**

- Child Growth/Development and Learning
- Family and Community Collaboration
- Curriculum Development and Implementation I\*
- Curriculum Development and Implementation II\*
- Introduction to Reading & Literacy Development
- Assessment of Children and Evaluation of Programs

\* a 2 Credit Hour Practicum is required

**Bachelor Degree Level**

- Guiding Young Children
- Research in Child Growth/Development and Learning
- Integrated Early Childhood Curriculum\*
- Methods and Materials for Primary Grades\*
- Teaching Reading and Writing \*\*
- Assessment of Child and Evaluation of Programs

\* a 2 Credit Hour Practicum is required  
\*\* a 1 Credit Hour Lab is required





## WHAT ARE THE REGIONAL EARLY CARE AND EDUCATION CONFERENCES?

The Regional Early Care and Education Conferences are offered in various locations throughout the state. The half-day conference offers workshops on a variety of competency areas related to the care of young children. Contact your local Child and Adult Care Food Program Sponsor or regional Early Childhood Training and Technical Assistance Program (T&TA) to obtain dates and times for the conference in your area. For more information on these conferences, please call 1-800-EAT-COOL, or go to [www.NewMexicoKids.org](http://www.NewMexicoKids.org).





# I WANT TO GO TO COLLEGE AND LEARN MORE ABOUT EARLY CHILDHOOD EDUCATION. ARE SCHOLARSHIPS AVAILABLE?

It is important that you seek advisement from early childhood higher education faculty before taking college coursework to ensure that it will count toward a vocational certificate, degree program, teacher certification, or teacher licensure.

Staff working in a licensed center and any family child care provider that is licensed or registered by the Children, Youth and Families Department may be eligible for a scholarship through T.E.A.C.H. Early Childhood NEW MEXICO. For more information, visit the following website [www.NewMexicoKids.org](http://www.NewMexicoKids.org) or call 505-243-5437.

Other scholarship and/or financial assistance awards may be available through your local institution of higher education.

College/University	Contact Person	Phone
Albuquerque TVI	Elisabeth Kyle	(505) 224-3636 x 0880
Clovis Community College	Jan Lloyd	(505) 769-4932
College of the Southwest	Corrine DiBlasi	(505) 392-6561
Crownpoint Institute of Technology	Della Begay Rosemary Blanchard	(505) 786-4304 (505) 786-4113
Eastern New Mexico University	Francine Stuckey	(505) 562-2482
Eastern New Mexico University-Roswell	Suzanne Berry	(505) 624-7301
Eastern New Mexico University-Ruidoso	Michael Elrod	(505) 257-2120
Luna Community College	Mary Ward	(505) 454-5389
New Mexico Highlands University	Carolyn Newman	(505) 454-3383
New Mexico Highlands University-NMCC	Carol Christianson	(505) 428-1445
New Mexico Highlands University in Partnership with San Juan College	Jeannie Kee Parsons	(505) 566-3552
New Mexico Highlands University-SFCC	Carol Christianson	(505) 428-1445
New Mexico Highlands University-Taos	Yvonne Roybal Carolyn Newman	(505) 454-3271 (505) 454-3383
New Mexico Junior College-Hobbs	Lynda Newman Mary Shelton	(505) 392-5306 x 348 (505) 392-5305 x 360
New Mexico State University (Masters & Doctorate offered)	Betsy Cahill Nancy Baptiste Tamara Gantzler-Woods	(505) 646-5702 (505) 646-2632 (505) 646-1651
New Mexico State University Dona Ana Branch	Garlene Peterson	(505) 527-7630
New Mexico State University-Grants	Jeanette Haynes Writer	(505) 287-6693
Northern New Mexico Community College	Daniel McLughlin	(505) 747-2194
San Juan College	Judy Hudson	(505) 566-3246
Santa Fe Community College	Diane Kullman	(505) 428-1219
Southwest Indian Polytechnic Institute	Dorothy Wester	(505) 346-2334
University of New Mexico	David Atencio Virginia Shipman Cathy Gutierrez-Gomez	(505) 277-3757 (505) 277-0463 (505) 277-9606
UNM-Gallup	Mary Johnson Gloria Clark	(505) 863-7745 (505) 863-7526
UNM-Taos	Gary Atias	(505) 737-6235
UNM-Valencia	Linda Lawrence Cheryl Boone	(505) 925-8610 (505) 925-8873
Western New Mexico University	Christine Webster Terry Anderson	(505) 538-6195 (505) 538-6344



# I WANT TO PROVIDE TRAINING. WHAT ARE THE TRAINER REQUIREMENTS?

For Child Care Licensing Training Hours: The Child Care Licensing Regulations state that, “Training must be delivered by people who have relevant education and experience in the competency area or (areas) in which they train. Employees and relatives of employees who provide training must have prior approval by the department.” CYFD has established a trainer registry for the approval of those wanting to train providers working with young children in meeting the child care licensing regulations. The following is criteria for trainer approval established by the Children, Youth and Families Department.

### Criteria for Trainer Approval

The purpose of the Trainer Registry is to:

- Ensure that early care professionals receive instruction by qualified individuals based on the seven competency areas (refer to page 2 & page 3).
- Establish policies and procedures for the current regulations.

### Categories of Trainers

**Community Trainer – Approval for a Specific Training** This approval would be for a specific topic/competency area for a specific training event in a topic other than early childhood education. An example of a Community Trainer would be someone who has experience in the topic and wants to provide training on the related topic (for example, an individual who wants to provide training 1st Aid/CPR Training).

### Criteria:

Completed application\* indicating:

- Two years of experience in related topic/competency area or a certificate to train on a particular topic (for example, First Aid/CPR).
- Two references/letters of recommendation.

**Competency Trainer – Approval for a Competency Area** (Please refer to page 2 and page 3 for information on the Competency Areas) This approval would be for a trainer who has specific education and experience in any of the competency areas (for example, a nutritionist who wants to provide training on common food allergies in young children).

### Criteria:

Completed application\* indicating:

- AA degree or higher in the area related to the specific competency.
- For Early Childhood Education, an Early Childhood Certificate, AA Degree or higher. Until 6/30/07, provisional approval can be granted with Child Development Associate credential.\*\*
- Minimum of four years experience in related competency.\*\*\*
- Two references from colleagues that maintain the same or greater level of education and/or experience.
- At least 10 hours of experience in providing training to adult learners in the past three years.\*\*\*





**Level I Master Trainer of Adult Learners in all Competency Areas** (Please refer to page 2 and 3 for information on the Competency Areas) This approval would be for a trainer who has the required education and experience in the field of early childhood education or a related area as described below.

**Criteria:**

Completed application\* indicating:

- AA degree or higher in early childhood education or related area indicating course work covering all seven (7) competency areas at the associate’s degree level. Until 6/30/07, provisional approval can be granted with Child Development Associate credential.
- Minimum of two years experience working with children.\*\*\*
- Two references from colleagues that maintain the same or greater level of education and/or experience.
- At least 20 hours of experience in providing training to adult learners in the past three years.\*\*\*

**Level II Master Trainer of Adult Learners in all Competency Areas** (Please refer to pages 2 and 3 for more information on the Competency Areas) This approval would be for a trainer who has a BA degree or higher in early childhood education or related area.

**Criteria:**

Completed application\* indicating:

- BA or higher in early childhood education or related area indicating course work covering all seven (7) competency areas at the bachelor’s degree level.

- Minimum of two years experience working with children.\*\*
- Two references of recommendation from colleagues that maintain the same or greater level of education and/or experience.
- At least 20 hours of experience in providing training to adult learners in the past three years.\*\*\*

\*An application must include:

- Two references/letters of recommendation from colleagues that maintain the same or greater level of education and/or experience. Please use the official department form for references.
- Official copy/ies of college transcript/s, which are required when applying to be approved in a competency area other than that which is represented by a certificate of degree, license or credential.
- Copy of diploma, current license, or current credential, if applicable.
- Signed Philosophy and Guiding Principles for Adult Learning.

Your resume or vita (not required for Community Trainers)

\*\*An extension may be granted if the applicant is working towards an AA degree or higher in the related competency area.

\*\*\*If an applicant does not meet the criteria regarding experience working with children or with adult learners, they could apply with two (2) additional references. The educational criteria must still be met.





## WHAT IS THE REQUIREMENT TO BE A FACILITATOR OF THE 45-HOUR ENTRY LEVEL COURSE?

We welcome administrators and teachers in child care, preschool, and Head Start programs becoming facilitators of the 45-Hour Entry Level Course. **Effective January 1, 2005 all 45-Hour Entry Level Course facilitators must apply to the New Mexico Trainer Registry and must be approved to train in all competency areas.** Effective July 1, 2007, all facilitators must meet the criteria for a Level I or Level II Master Trainer in order to be approved and certified to teach the 45-Hour Entry Level Course.

Facilitators may apply online to the Trainer Registry at [www.NewMexicoKids.org](http://www.NewMexicoKids.org). The approval process is completed at local Training and Technical Assistance Programs. Facilitator certification will be issued by the Children, Youth and Families Department, Office of Child Development.

Facilitators may provide the Course for their own staff, but must adhere to the following guidelines:

- The 45-Hour Entry Level Course must be open to the staff of other programs in the community in order to 1) assist in meeting the demand for the Course, and 2) to have Course participants with as wide a range of perspectives and experiences as possible in order that the “dialogue” of the course is varied and diverse.
- If the Course is being offered by a program for their own staff, there must be at least one other Co-Facilitator from another program – especially if the facilitator is the direct supervisor of any of the Course participants. The Co-Facilitator must be responsible for at least one-half (1/2) of the course. A foundational element of the Course is the dialogue that takes place between participants and the exploration of ideas based on the experiences of those in the Course. The dialogues and the freedom to express ideas or ask questions may be severely limited if the Facilitator is the participants’ direct supervisor.
- The 45-Hour Entry Level Course must be conducted following all the normal guidelines for the course (for example, maximum number of participants, 2 1/2 hour modules, observations that are integrated into the modules, etc.)

Many programs have successfully offered the Course. These have been done collaboratively in a manner that best meet the needs of programs in a community.... and have successfully met the above guidelines. For example, several programs in one community provide the course to all their newest employees during the “slow time” between Christmas and New Years. Programs in another nearby community “trade off” to provide the Course for teachers in programs other than their own.

### Initial Applicants

Potential facilitators must apply to the New Mexico Trainer Registry online at [www.NewMexicoKids.org](http://www.NewMexicoKids.org) and be an approved trainer. Applicants must meet the Criteria for Trainer Approval to train in all competency areas. The local Training and Technical Assistance Programs will review the application to ensure that the potential facilitator meets the requirements.

In order to be an approved facilitator for the 45-Hour Course, applicants must also complete the Facilitator Application Form for the 45-Hour Entry Level Course and submit it to the local Training and Technical Assistance Program for pre-approval. The Office of Child Development determines final approval.

First-time facilitators must complete a day-long facilitator training.

After completion of the facilitator training, the Children, Youth and Families Department, Office of Child Development will issue a temporary certificate for one year. A standard Facilitator certificate will be issued at the annual re-certification, based on successful completion of courses, positive facilitator course evaluations, and attendance at the annual 45-Hour Entry Level Course renewal class.

Facilitators must agree to participate in the Course/Facilitator evaluation process as established by the Office of Child Development in addition to any other process that may be in place through the agency or organization offering the Course.

A first-time Facilitator must co-teach their first course with an experienced Facilitator.



### Veteran Facilitators

- Facilitator Certificates must be renewed annually.
- Facilitators must attend a required day-long Facilitator Renewal Training.

Facilitators must participate in the Course/ Facilitator evaluation process as established by the Office of Child Development in addition to any other process that may be in place through the agency or organization offering the course.

### Organization and Scheduling of the 45-Hour Entry Level Course

- All 45-Hour Courses must be taught by an approved facilitator.
- The Course facilitator must contact the local Training and Technical Assistance Program prior to finalizing the logistics of the Course and at least 30 days prior to the start date of the Course. This will allow the Training and Technical Assistance Program sufficient time to order the Course manuals, assist with advertising the Course, etc.
- Community agencies that wish to offer the 45-Hour Course will have total responsibility to organize the logistics of the Course, contact approved facilitators, organize the training and observation site/s, etc. It is expected that there be an approved Co-Facilitator. The 45-Hour Entry Level Course is not intended to be offered by a Program Director as in-service for only his/her own staff. If a Program Director offers the Course, staff from other programs must be included as Course participants. In addition, there must be at least one other approved Co-Facilitator from another programs who will be responsible for at least one-half (1/2) of the course. The other programs should be expected to share the cost for their staff to attend the Course.
- At least 30 days prior to each Course being delivered, Facilitators will sign an agreement with the agency or organization offering the Course. This agreement will state all requirements and expectations of the Course.
- All Courses should be listed on the [www.NewMexicoKids.org](http://www.NewMexicoKids.org) training calendar at least 30 days prior to start of Course.

- If the Course is offered by the regional Training and Technical Assistance Program, there is no cost to participants except the cost of materials.
- If the Course is taken at an institution of higher education, there will be registration fees and tuition costs in addition to the cost of purchasing the participant manual.
- If the Course is offered by an individual or entity with approved 45-Hour Entry Level Course Facilitators, there may be fees. Preferably the fees should be paid by the program. The maximum amount an approved Facilitator may charge is \$150.00 per participant, including the participant manual.
- 45-Hour Entry Level Course manuals must be ordered through the local Training and Technical Assistance Program. It is expected that a 45-Hour Entry Level Course manual be purchased for each participant. Do not make copies of the Course manuals. Please allow at least one week for delivery of the manuals.
- Class size is limited to a minimum of 5 participants and a maximum of 20 participants.

### Delivery of 45-Hour Entry Level Course

#### Facilitators will:

- Utilize the current facilitator and participant manuals to teach the Course. All modules must be covered. Supplemental materials may be incorporated in addition to standard material;
- Use adult education principles; (please refer to [www.NewMexicoKids.org](http://www.NewMexicoKids.org) for information on the Philosophy and Guiding principles for Adult Learning in New Mexico's Early Care, Education, and Family Support Professional Development System);
- Assure that the field observations are done at a quality site. If the Course is being taught at a particular child care setting (i.e. a local child development center), the field observations must take place at another facility. If there is an accredited center or accredited family child care home in the community, arrange for the observations to take place at this facility. If there is not an accredited facility in the community, arrange for the observations to take place at a kindergarten classroom, a Head Start and/or Early Head Start classroom, or a licensed family child care home;

- Ensure participation of the learners;
- Utilize local experts as guest speakers for specific topics as needed;
- Schedule sessions that are convenient to the population (i.e., evening and weekend courses);
- Complete the entire Course within a time period that is the equivalent of one semester (4 months); and
- Ensure that the participants' direct supervisor does not facilitate more than one-half of the Course.
- Contact the Office of Child Development to obtain Certificates of Completion for the Course participants who fulfill all the requirements for the Course.

**Co-Facilitators will:**

- Have had experience as an approved trainer for the 45-Hour Entry Level Course.
- Meet with the facilitator prior to the beginning of the Course to discuss the delivery of the Course content, logistics, etc.
- Facilitate the first module to model best practices in adult learning.
- Team facilitate at least the second module.
- Make periodic observations during the remaining modules/training sessions, if it is determined that the trainer and training methodologies are acceptable. If it is determined that the trainer and training methodologies are not acceptable, the co-facilitator will continue team facilitation until such a time when the co-facilitator feels comfortable with the trainer.
- Will provide constructive feedback to the facilitator.

**Course Evaluation**

- Two evaluations will be completed for a Facilitator for each Course that is taught—one by Course participants and the other by the local Training and Technical Assistance Program.
- Completed evaluations will be shared with Course Facilitators.
- The local Training and Technical Assistance Programs will provide the Office of Child Development with a final and complete summary based on the completed evaluations.
- Facilitators receiving repeated negative evaluations from Course participants, supervisors, and/or the Office of Child Development may result in the Child Development Board revoking an individual's Facilitator Certification.
- Inappropriate or unprofessional conduct while facilitating a Course will result in the Child Development Board revoking an individual's Facilitator Certification.
- The Office of Child Development will complete a 6-month follow up with 20% of the participants; surveying the impact of the Course on classroom practices.

**Oversight of Course**

- Prior to offering the Course, the local Training and Technical Assistance Programs will:
  - pre-approve each Facilitator application, and
  - notify the Office of Child Development when the Facilitator has met all the requirements for certification.
  - approve each Course and order Course materials.
- During the Course, the local Training and Technical Assistance Programs will:
  - monitor the compliance through observation and evaluation of courses.
- After the Course, the Office of Child Development will print training certificates and the local Training and Technical Assistance Programs will issue the participant certificates after successful completion and evaluation of the Course. Participants who successfully complete the Course will be entered into the 45-Hour Course Participant Database.
- The foundational philosophy of the 45-hour entry level course is building a relationship with participants. As a result, facilitators are expected to conduct at least one-half (1/2) of the course.



## WHAT IS THE PROCESS FOR AN ON-LINE COURSE TO BE APPROVED AS THE EQUIVALENT TO THE 45-HOUR ENTRY LEVEL COURSE?

New Mexico is expanding the training options for child-care professionals by accepting on-line training as the equivalent of the 45-Hour Entry Level Course. An on-line course that is the equivalent to the 45-Hour Entry Level Course should be a broad-based introduction to the early care, education and family support profession and cover the seven competency areas (see page 2 and 3). It should be intended to provide awareness of the seven competency areas that are the foundation for New Mexico's professional development system (career lattice).

Training organizations that wish to offer an on-line course that may meet the equivalent to the 45-Hour Entry Level Course must apply to the Children, Youth and Families Department, Office of Child Development for approval under the auspices of an approved professional organization that has an affiliate chapter in New Mexico.

The following must be submitted to the Office of Child Development for approval:

- A letter from the state professional organization that includes contact information.
  - Name of training organization/training source and contact person.
  - The syllabus for each module, with number of hours for each module, and stated learning objectives.
  - The curriculum for each module with specified experiential and/or applied activities.
  - Resumes of all persons who developed the course curricula.
  - Certification that course instructors meet the Criteria for Trainer Approval in all Competency Areas—Level I or Level II Master Trainer (see page 10 & page 11).
  - A bibliography used in the development of the course curricula.
- Detailed documentation that shows course curricula alignment with the New Mexico Core Competencies Areas.
  - Detailed documentation that shows alignment with each module of the 45-Hour Entry Level Course.
  - Registration and course requirements, including fees, computer hardware specifications, etc.
  - A description of other supports available to students (for example - chat rooms, supplementary resource materials, phone consultation, etc.)
  - A detailed description of the assessment process or evaluation tool used to measure student learning.
  - A description of documentation of course completion from the training source.

Within thirty days (30) of receipt the required documents and information, the Office of Child Development will schedule a meeting (either in person or by telephone) with the representative of the professional organization affiliate chapter requesting approval of the on-line course and the representative from the training source. The purpose of this meeting is to review the training documents and materials and to provide/receive additional pertinent information related to the on-line course.

After the meeting has been held, the Office of Child Development will have thirty days (30) to approve or disapprove the on-line course as the equivalent to the 45-Hour Entry Level Course. If the course is approved, the representative of the professional organization, the representative from the training source and the Child Care Licensing Unit will be notified. If the course is not approved, the training organization may appeal the decision to the Child Development Board. The decision of the Child Development Board is final.

**More Information is Available on our Website.**

**[www.NewMexicoKids.org](http://www.NewMexicoKids.org)**

Click on Care Givers and Educators,  
then click on Training Calendar,  
then click on map to view training events in your area.

**Or Call**



**Children, Youth and Families Department  
Office of Child Development  
505-827-7946**



**New Mexico Children,  
Youth & Families Department**  
P.O. Drawer 5160  
Santa Fe, NM 87502-5160