

Licensing & Staff Qualifications (ELP Hub)

Evidence

Accreditation Application

Directions:

1. For each of the assessment items below, ensure the program’s Early Learning Hub, or ELP Hub, record is entered and updated to date to reflect the program’s current status and staff.
2. Staff qualifications are NOT required to be uploaded with the ELP Hub. All staff serving in an administrator or in a caregiving/teaching role should be entered under the “Staff” section, with their current title and education or credentials.

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| Item A.8.01, A.8.02, A.8.03 (All Ages)Item A.8.04, A.8.05, A.8.06 (All Ages, Optional) | |
| *These items reflect the vision and goals at the heart of the* [*Unifying Framework for the Early Childhood Education Profession*](https://powertotheprofession.org/unifying-framework/)*. Formal education and professional credentialing are an important element of quality in early learning settings but are not the sole indicator of qualified professionals. These items are not required to earn recognition or achieve accreditation and are part of a larger assessment of the supports and systems that support qualified staff.*  *Items 8.04, 8.05, and 8.06 are optional assessment items. Programs that demonstrate meeting the items will receive credit. Programs that do not pass the items will not be penalized.* | |
| **The staff qualification assessment items are as follows:**  A.8.01: At least 50% of assistant teachers fulfill the requirements for ECE I (CDA or equivalent).  A.8.02: At least 50% of teachers fulfill the requirements for ECE II (Early Childhood associate degree).  A.8.03: At least 50% of administrators fulfill the requirements for ECE III (Early Childhood bachelor's degree or higher).  *A.8.04: 100% of assistant teachers fulfill the requirements for ECE I (CDA or equivalent).*  *A.8.05: 100% of teachers fulfill the requirements for ECE II (Early Childhood associate degree).*  *A.8.06: 100% of administrators fulfill the requirements for ECE III (Early Childhood bachelor's degree or higher).* | |
| **Please confirm that all staff for the program or provider have been entered into the ELP Hub (my.naeyc.org) and include accurate qualifications.** | **I confirm** |

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| *Staff qualifications will be assessed based on the information in the ELP Hub “Staff” listing at the time of assessment. Within the “Staff” section, only Administrators (Operational or Pedagogical), Teachers and Assistant Teachers should be entered. Programs are required to have at least one staff member listed as “Teacher” and at least one staff member listed as “Administrator” within the ELP Hub Staff listing, based on the “Position” field. When an individual serves in multiple positions, multiple values should be selected in the “Position” field.*  *The ECE designations are from the*[*Unifying Framework*](http://powertotheprofession.org/wp-content/uploads/2020/03/Power-to-Profession-Framework-03312020-web.pdf)*released in 2020, which are defined as:*   * *ECE I - holds a CDA or other state-recognized early entry ECE credential* * *ECE II - holds an ECE (or related field) associate degree* * *ECE III - holds an ECE (or related field) baccalaureate or initial master's degree*   *"****Related field****" is considered" early childhood education, early childhood special education, elementary education, or child development" – or anything that includes at least 36 "early childhood related credits".*  *“****CDA equivalency****” is 12 college credits in early childhood education, child development, elementary education, and/or early childhood special education. For hours that count towards a CDA equivalency, select “Child Development Associate (CDA)” in the “Other Credentials” field within the ELP Hub à Staff record.*  *Programs are NO LONGER required to upload documentation related to each staff's educations / qualification and instead will just ensure that each educator within the program is listed, with their current role and education reflected in the field options on each staff's record.* |

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| Item A.9.14 (All Ages, Required) |
| The program is in good standing with the applicable state licensing authority or applicable public or governmental regulatory system at the time of assessment. |
| *This is a required item. If unmet, accreditation will not be granted. Programs should NOT submit an Accreditation Application when the program is NOT in good standing.*  *In the assessment of this item, assessors may need to conduct additional research before finalizing a rating. This may involve searching public records related to the program's licensing/regulatory status when there is provisional, temporary, or otherwise conditional restrictions in place. Programs may be required to provide a current license or regulatory status or certificate to verify current status or standing.* |
| **What is the program or provider's licensure status?** |
| * The program or provider is in good standing with the applicable state licensing authority or applicable regulatory system. * The program or provider is not in good standing with the state licensing authority or applicable regulatory system (e.g., provisional, temporary, or conditional license). * The program or provider is exempt from licensure but is voluntarily in compliance with the applicable state licensing authority or regulatory system's requirements.\* * The program or provider is exempt from licensure but is NOT voluntarily in compliance with the state licensing authority or regulatory system’s requirements. * The program or provider is not licensed or regulated and is not exempt from licensure/regulation.   \*Program must submit the NAEYC License Exemption Form that can be requested by emailing [QualityAssurance@naeyc.org](mailto:QualityAssurance@naeyc.org). |