

Smart Beginnings South Professional Development

The Career Advancement Lattice details nine levels of
The Career Advancement Lattice provides guidance for any
in early childhood care and education, based on

The Career Roles indicated are primarily based on the Staff Positions used in the licensing standards. Individual organizations may use required. However, individuals may choose to enhance their qualifications beyond the minimum, or certain employers may require a employer may require a teacher to meet requirements of Level VI. (Note: All college course numbers and titles are derived from the

For more information call Places and

	ENTRY LEVEL		LEVEL I	LEVEL II	LEVEL III
	Aide Entry Level	Family Day Home Provider Entry Level	Program Leader / Teacher Entry Level	Early Childhood Endorsement	Career Studies Certificate
CAREER ROLES	◆ Aide (16 years of age)	◆ Family Day Home Provider (18 years of age) ◆ Family Day Home Aide (14 years of age)	◆ Family Day Home Provider ◆ Program Leader/Teacher (18 years of age)	◆ Family Day Home Provider ◆ Program Leader/Teacher	◆ Family Day Home Provider ◆ Program Leader/Teacher ◆ Program Director* (21 years of age) ◆ Administrator* (21 years of age)
REQUIREMENTS	LICENSING* REQUIREMENTS: ◆ Current TB Certification ◆ Satisfactory Sworn Statement ◆ Clear Criminal History Record Report ◆ Clear Child Protective Services Check ◆ Communicate with emergency personnel	LICENSING REQUIREMENTS: ◆ Demonstrated proficiency in English ◆ First Aid	LICENSING REQUIREMENTS: ◆ High School Diploma or equivalent ◆ Demonstrated proficiency in English	TRAINING: ◆ Virginia Department of Social Services Preschool Certification Program - 48 clock hours of training (12 4-hour classes)	EDUCATION: Career Studies Certificate ◆ CHD 120 - Introduction to Early Childhood Education ◆ CHD 125 - Creative Activities for Children ◆ CHD 205 - Guiding the Behavior of Young Children ◆ HLT 135 - Child Health and Nutrition
TRAINING	TRAINING*: ◆ 12** clock hours <u>annual</u> training in: 1. Child Abuse/Neglect 2. Playground Safety 3. Confidentiality 4. Behavioral Guidance 5. Emergency Procedures 6. Medication Administration	TRAINING: ◆ 6 clock hours <u>annual</u> training	TRAINING: ◆ 16* clock hours of training in: 1. Child Development 2. Playground Safety 3. Health/Safety 4. Child Abuse/Neglect	OR: EDUCATION: ◆ CHD 120 - Introduction to Early Childhood Education	
EDUCATION	*Required for all positions at all levels ** 12 hrs as of 06.01.06 14 hrs as of 06.01.07 16 hrs as of 06.01.08		* 16 hrs as of 06.01.06 20 hrs as of 06.01.07 24 hrs as of 06.01.08		* Program Director and Administrator positions also require: 10 clock hours of management training OR one child care management course OR one college course in business-related field.
EXPERIENCE	◆ None required at this level	◆ None required at this level	◆ 6 months supervised programmatic experience	◆ 6 months supervised programmatic experience	◆ Program Director and Administrator positions require 2 years of experience in supervisory capacity
CREDENTIAL	◆ None	◆ None	◆ None	◆ VA DSS Early Childhood Endorsement	◆ Career Studies Certificate

Hampton Roads Coalition Career Advancement Lattice

career development based on training, education, and experience in the field.
individual developing a plan for professional advancement
Virginia Department of Social Services Licensing Standards.

other titles for similar positions. The lattice indicates the entry level for each position based on the minimum licensing qualifications higher level of qualifications. For example, one employer may require a teacher to meet requirements of Level I, whereas another Virginia Community College System. Equivalent courses from other educational institutions may also qualify for endorsement.)

Programs for Children, Inc. (757) 399-1337.

III	LEVEL IV	LEVEL V	LEVEL VI	LEVEL VII	LEVEL VIII	
Child Development Associate	One Year Certificate	Associate Degree	Bachelor's Degree	Master's Degree	Doctorate Degree	
<ul style="list-style-type: none"> ◆ Family Day Home Provider ◆ Program Leader/Teacher ◆ Program Director ◆ Administrator 	<ul style="list-style-type: none"> ◆ Family Day Home Provider ◆ Program Leader/Teacher ◆ Program Director ◆ Administrator 	<ul style="list-style-type: none"> ◆ Family Day Home Provider ◆ Program Leader/Teacher ◆ Program Director ◆ Administrator 	<ul style="list-style-type: none"> ◆ Administrator ◆ Executive ◆ Instructor 	<ul style="list-style-type: none"> ◆ Administrator ◆ Executive ◆ Instructor 	<ul style="list-style-type: none"> ◆ Administrator ◆ Executive ◆ Instructor 	CAREER ROLES
<p>TRAINING:</p> <ul style="list-style-type: none"> ◆ 120 clock hours of child-related training in: <ol style="list-style-type: none"> 1. Safe/Healthy Environment Development 2. Physical and Intellectual Development 3. Social/Emotional Development 4. Family Relations 5. Program Management (10 hrs) 6. Professionalism 7. Observation and Recording of Children's Behavior 8. Child Development <p style="text-align: center;">OR:</p> <p>EDUCATION:</p> <ul style="list-style-type: none"> ◆ Career Studies Certificate <p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> ◆ Completion of CDA credential <ol style="list-style-type: none"> 1. Completed Professional Resource File <ol style="list-style-type: none"> a. Autobiographical Statement b. Six Competency Statements c. 17 Items in Resource Collection 2. Advisor Observation 3. Parent Opinion Questionnaire Distribution/Collection 4. Oral Examination 5. Written Examination 	<p>EDUCATION:</p> <p>22 ADDITIONAL COLLEGE CREDITS IN:</p> <ul style="list-style-type: none"> ◆ CHD 109* - Music and Movement for Children ◆ CHD 118* - Language Arts for Young Children ◆ CHD 126* - Science and Math Concepts for Children ◆ ENG 111 - College Composition I ◆ PSY 235 - Child Psychology (or PSY 231) ◆ SDV 100 - College Success Skills ◆ CHD/EDU 290 - Coordinated Internship in Early Childhood Education ◆ Elective <p>*May be taken for CDA Renewal - First renewal required in 3 years, 5 years thereafter (1 college course required for each renewal)</p>	<p>EDUCATION:</p> <ul style="list-style-type: none"> ◆ Approved Course of Study in child-related field 	<p>EDUCATION:</p> <ul style="list-style-type: none"> ◆ Approved Course of Study in child-related field 	<p>EDUCATION:</p> <ul style="list-style-type: none"> ◆ Approved Course of Study in child-related field 	<p>EDUCATION:</p> <ul style="list-style-type: none"> ◆ Approved Course of Study in child-related field 	REQUIREMENTS
<ul style="list-style-type: none"> ◆ CDA requires 480 hours (12 weeks full-time / 40 hours/wk) supervised programmatic experience 						TRAINING
						EDUCATION
<ul style="list-style-type: none"> ◆ Child Development Associate (CDA) <ol style="list-style-type: none"> 1. Center-Based 2. Family Child Care 3. Home Visitor 	<ul style="list-style-type: none"> ◆ One Year Certificate 	<ul style="list-style-type: none"> ◆ Associate in Applied Science ◆ Associate of Science/Arts 	<ul style="list-style-type: none"> ◆ Bachelor of Science/Arts 	<ul style="list-style-type: none"> ◆ Master of Science/Arts 	<ul style="list-style-type: none"> ◆ Doctorate 	EXPERIENCE
						CREDENTIAL

About the cover:
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 Pictured: Teacher Tiki Perkins and preschoolers at Children's Harbor-Ghent in Norfolk



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The Career Advancement Lattice details nine levels of career development based on training, education, and experience in the field. The Career Advancement Lattice provides guidance for any individual developing a plan for professional advancement in early childhood care and education, based on Virginia Department of Social Services Licensing Standards.

This publication was produced by Places and Programs for Children, Inc. in collaboration with the Smart Beginnings South Hampton Roads Coalition Professional Development Lattice Task Force. Members include: Child & Family Services of Eastern Virginia; La Petite Academy; Norfolk Public Schools; Norfolk State University; Old Dominion Social Science Research Center; Old Dominion University; Places and Programs for Children, Inc.; Suffolk Department of Social Services; Tidewater Community College; Virginia Beach Department of Social Services; and WHRO.