



## Guide to Part II Courses & Compliance Release

On October 25, 2017, the Office of Child Care Regulation adopted a new rule and within it several courses were designated no longer accepted as Part II Introductory Training. The Department will implement this change effective January 1, 2018.

As of January 1, 2018, the Part II Introductory Training consists of two (2) options of five (5) courses - both options are equivalent to 10 Hours:

**OPTION 1:**

- Special Needs Appropriate Practices (SNP) – 10 Hours

**OPTION 2:**

- Understanding Appropriate Practices (UDAP) – 5 Hours  
**AND**
  - Infant and Toddler Appropriate Practices (ITPR) – 5 Hours  
**OR**
  - Preschool Appropriate Practices (PSPR) – 5 Hours  
**OR**
  - School-Age Appropriate Practices (SAPR) – 5 Hours

There has been no change to these courses. They are still offered as Instructor-led or online and require successful passage of a competency exam for completion as Part II “Yes” on the Training Transcript.

Child care personnel who completed the courses that were previously accepted as Part II (Early Literacy for Children Birth to Three (ELC), Basic Guidance and Discipline (BGD), Early Childhood Computer Learning Centers (CLC), Emergent Literacy for the VPK Instructors (VPK)) and earned a “Yes” for Part II Introductory Training on their Training Transcript will still receive a “Yes” for Part II.

While any individual may register for the courses no longer designated as Part II training courses to be used as in-service/CEU hours, only individuals who meet the following criteria will be able to register for competency exams for ELC, BGD, CLC & VPK to be used toward completion of Part II training:

<b>An individual may register for the following exams:</b>	<b>If they:</b>	<b>Timeline</b>
Early Literacy for Children Birth to Three (ELC) Basic Guidance and Discipline (BGD) Early Childhood Computer Learning Centers (CLC) Emergent Literacy for the VPK Instructors (VPK)	Paid for and/or began the course prior to January 1, 2018. Courses must be completed prior to registering for the exam.	Exam registration eligibility through April 30, 2018. Exams will be administered until June 30, 2018.

Child care personnel who pay for and/or register for these courses on or after January 1, 2018, can receive in-service hours and are eligible for the CEU assessment; however, they are not eligible to register for nor complete the competency exam. CEU Assessments are not impacted by the course changes. Individuals who have completed the ELC, BGD, CLC & VPK will have 60 days from course completion to complete their CEU Assessments.

## Part II Compliance Rules

<b>Certificates required to earn a “Yes” for Part II compliance</b>	
Part II Introductory Training Requirement	<p><b>Option 1 – complete <u>one</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• Infant and Toddler Appropriate Practices (ITP <u>or</u> ITAP)</li> <li>• Pre-School Appropriate Practices (PSP <u>or</u> PSAP)</li> <li>• School-Age Appropriate Practices (SAP <u>or</u> SAAP)</li> <li>• Special Needs Appropriate Practices (SNP)</li> <li>• Owner/Operator (ONO)</li> </ul> <p><b>Option 2 – complete <u>two</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• Early Literacy for Children Birth to Three (ELC) – <i>completed prior to 06/30/2018</i></li> <li>• Basic Guidance and Discipline (BGD) – <i>completed prior to 06/30/2018</i></li> <li>• Early Childhood Computer Learning Centers (CLC) – <i>completed prior to 06/30/2018</i></li> <li>• Emergent Literacy for the VPK Instructors (VPK) – <i>completed prior to 06/30/2018</i></li> <li>• Computer Technology for the Child Care Professional (BCT) – <i>completed prior to 03/31/2010</i></li> </ul> <p><b>Option 3 – complete <u>one</u> of the following:</b></p> <ul style="list-style-type: none"> <li>• Special Needs Appropriate Practices (SNP)</li> <li style="text-align: center;"><b>OR</b></li> <li>• Understanding Appropriate Practices (UDAP)</li> <li style="text-align: center;"><b>AND</b></li> <li>○ Infant and Toddler Appropriate Practices (ITPR)</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Preschool Appropriate Practices (PSPR)</li> <li style="text-align: center;"><b>OR</b></li> <li>○ School-Age Appropriate Practices (SAPR)</li> </ul>

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