



STAFF HIRING - PROFESSIONAL QUALIFICATIONS

WHAT IS DIFFERENT

The most obvious change in the new requirements is the difference in terminology. Instead of “childminder” or “caregiver”, people who work with children in CNC programs are called “CNC staff”. Individual organizations can select their own designations, as long as people with the required qualifications fill the specified roles.

- Level II staff have at least a two-year diploma in a child development program related to the ages of the children cared for or in a related field; or at least the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed child care centre.
- Level I staff have a one-year diploma or course credits from a recognized academic institution equivalent fifty percent (50%) of the courses required to meet the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed child care centre.

Possible fields of study have also been expanded from child development to include a “related field”.

WHY IS IT IMPORTANT

The professional qualifications of staff are the foundation of program quality and an indicator that a program is likely to protect the health and safety of the children. Individuals who understand child development or work with children generally know that a quality program should be flexible and focus on the individual needs of the children in care. The language in the requirements is deliberately generic, but it opens the door to the use of professional designations that reflect current practice and are recognized by peers in a particular province/territory.

Requirements for Level I staff have been specifically designed to acknowledge the efforts of staff in the process of acquiring a two-year diploma. For some who are studying part-time, achieving a diploma takes several years. By recognizing their progress, individuals receive encouragement and programs benefit from their additional knowledge and skills.

By recognizing qualifications in “related fields”, the requirements address the broader scope of the CNC model. For example, a diploma in early childhood development may not be as relevant to staff



working in a school age program as a diploma in child and youth studies. From the ISOs point of view, this broader scope also extends the pool of potential staff when it is difficult to find qualified people. On the other hand, the requirements ensure that staff have qualifications related to the ages of the children served (5-4.d.and e.).

IMPLEMENTATION

- Consider the professional qualifications required of Level I and Level II staff. Learn about the approved institutions in your area or province/territory that grant diplomas in child development and related areas. Find out how many courses a student must complete to achieve the equivalent of one year of a two-year diploma.
- Become familiar with the transcripts or diplomas the institutions offer. Ask applicants to provide official transcripts (for courses completed) and diplomas (graduation). When in doubt, take steps to confirm the authenticity of the documents.
- Find out the professional requirements for working in the field in your province/territory. For example, in Ontario, you may not need proof of graduation if the applicant is in good standing with the College of Early Childhood Educators.
- Find out about equivalencies (e.g. alternate credentials from another country) that are recognized in your province/territory. Learn what to do if an applicant presents alternative credentials, but in all other ways seems qualified.
- Develop a system for tracking staff qualifications, especially for staff members who are working toward their diploma; recognize their status when it changes.
- When you are hiring, ensure that you have staff with the qualifications needed to meet the requirements for staffing patterns in 5-3.

REQUIREMENTS

CNC STAFF LEVEL I - A CNC Staff Level I has

- a. A one-year diploma, or course credits from a recognized academic institution equivalent to one year of a two-year diploma program in child development related to the ages of the children cared for or in a related field; or
- b. Fifty percent (50%) of the courses required to meet the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed child care



centre

CNC STAFF LEVEL II - A CNC Staff Level II has

- a. At least a two-year diploma in a child development program related to the ages of the children cared for or in a related field; or
- b. At least the qualifications set out in provincial legislation for the person with responsibility for the day-to-day operation of a licensed child care centre.

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