



# Teacher Qualifications with an International Degree or Experience Outside the U.S.

This form can be used to verify qualifications and teaching experience for a person with an international degree and/or experience when that person is applying to work as a teacher in a Certified Center.

### Additional information:

- This updated process will allow CCLD to accept international degrees/courses/classes and credits more readily and consistently for teacher qualifications without completing a formal evaluation or translation of the transcript.
- However, to apply for an Oregon Registry step, scholarships, or education awards the individual must apply for the degree evaluation/translation.

Person completing the form: \_\_\_\_\_

Position: Teacher

Potential Employee Name: \_\_\_\_\_

CBR Number: \_\_\_\_\_

At least 18 years of age

### Directions for the Director:

If the director does not read the language of the documentation, they may do any of the following:

- Be sure to verify the applicant's name is on the document as well as the name of the college or university.
- Determine if the transcript is documented as a semester or quarter system.
- Use internet translation sites, such as Google Translate, or phone translation apps to help translate course titles or degree certificates to see if they meet the requirement for the age group and for the position.
- Ask the applicant to walk you through the course titles. **Document translation information (ex, course titles, number of credits, etc.) for future reference and licensing visits.**
- Acquire assistance from other staff within your program who can read the language to translate/review course titles with the director (only if permission was given by the person named on the transcript).
- Review the transcripts for courses that fall within the disciplines outlined in the chart below under option (d or c) for the age group this position will fulfill.
- It might be helpful to review the [Core Knowledge Category \(CKC\) definitions](#) to determine what category the class would likely be in.
- If you are having difficulty understanding the documentation you are reviewing, take an opportunity to learn from the applicant about their experience and education to help make the correct determination. Document what you have learned and the reason for your decision that did or did not lead to qualifications. You can consult with your licensing specialist when needed.

### What age group is the individual applying to work with? (check one)

<input type="checkbox"/> <b>Infant and Toddler Teacher</b>	<input type="checkbox"/> <b>Preschool Teacher</b>	<input type="checkbox"/> <b>School-Age Teacher</b>
Use the Infant/Toddler Chart below	Use the Preschool Chart below	Use the School-age Chart below

### Qualifying Teaching Experience means:

- For infant/toddler and preschool age groups, experience gained with a group of the same age children in at least 3-hour blocks, within a 36-month period; Qualifying teaching experience must be documented. Time spent in a college practicum, or student teaching is considered qualifying teaching experience. The following does not constitute qualifying teaching experience: leader of a scout troop; Sunday school teacher; babysitting, tutoring or coaching.
- **When verifying qualifications using experience** consider: Does the name of the program they worked for show up on an internet search (Remember most child care programs don't have websites) What did they do? (Ask for specific tasks and responsibilities). What was their schedule and how long were their shifts? What type of training was required? Are you able to check references?



# Teacher Qualifications with an International Degree or Experience Outside the U.S.

Use this page to document qualifications if you are hiring an infant/toddler teacher.

1. Select option A, B, C, D, or E depending on which best fits the individual's education and experience.
2. Add detailed documentation, based on your translation research or conversations with the applicant in the column provided. Be sure to document each aspect of the option chosen.

Infant and Toddler Teacher	
<b>Have attained one of the following qualification options below (A, B, C, D, or E):</b>	<b>Add Documentation and Verification below</b>
<b>Option A</b> <input type="checkbox"/> <b>At least 750 hours of qualifying teaching experience</b> in a Certified Child Care Center, or comparable group care program in the appropriate age level. (For infant/toddler and preschool age groups, 750 hours of experience, gained with a group of the same age children in at least three-hour blocks, within a 36-month period)	<i>Note: qualifying teaching experience must be verified and documented.</i>
<b>Option B</b> <input type="checkbox"/> <b>One year or 1,500 hours</b> of qualifying teaching experience in <b>Registered Family or Certified Family</b> child care.	
<b>Option C</b> <input type="checkbox"/> Documentation of attaining at least step 6** in the Oregon Registry. <b>OR</b> <input type="checkbox"/> 9 quarter credits* in two CKCs (3 must be in Human Growth and Development (HGD) or Understanding and Guiding Behavior (UGB))	
<b>Option D</b> <input type="checkbox"/> A minimum of an associate degree (a two-year degree or more) from a college or university with a major in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Early childhood education</li> <li><input type="checkbox"/> Child development</li> <li><input type="checkbox"/> Special education</li> <li><input type="checkbox"/> Human development, or</li> <li><input type="checkbox"/> Child and family studies</li> </ul>	
<b>Option E</b> <input type="checkbox"/> A state or nationally recognized credential, e.g., Child Development Associate (CDA), related to infant and toddler care.	

\*For college classes, please note that 9 quarter credits is equivalent to 6 semester credits. A three-credit class in a quarter system is considered 30 clock hours of training. A two-credit class in a semester system is also 30 clock hours.

\*\*Link to the Oregon Registry Steps document: [https://drive.google.com/file/d/1gfgV5p2nuXue87FSilgP2xjSPWSpv\\_4z/view](https://drive.google.com/file/d/1gfgV5p2nuXue87FSilgP2xjSPWSpv_4z/view)



# Teacher Qualifications with an International Degree or Experience Outside the U.S.

Use this page to document qualifications if you are hiring a preschool teacher.

1. Select option A, B, C, D, or E depending on which best fits the individual's education and experience.
2. Add detailed documentation, based on your translation research or conversations with the applicant, in the column provided. Be sure to document each aspect of the option chosen.

Preschool Teacher		
Have attained one of the following qualification options below (A, B, C, D, or E):		Add Documentation and Verification below
Option A	<input type="checkbox"/> At least 750 hours of qualifying teaching experience in a Certified Child Care Center, or comparable group care program in the appropriate age level. (For infant/toddler and preschool age groups, 750 hours of experience, gained with a group of the same age children in at least three-hour blocks, within a 36-month period)	<i>Note: qualifying teaching experience must be verified and documented.</i>
Option B	<input type="checkbox"/> <b>One year or 1,500 hours</b> of qualifying teaching experience in <b>Registered Family or Certified Family</b> child care.	
Option C	<input type="checkbox"/> Documentation of attaining at least step 6** in the Oregon Registry. <b>OR</b> <input type="checkbox"/> 9 quarter credits* in two CKCs (3 must be in Human Growth and Development (HGD) or Understanding and Guiding Behavior (UGB))	
Option D	<input type="checkbox"/> A minimum of an associate degree (a two-year degree or more) from a college or university with a major in: <ul style="list-style-type: none"> <li><input type="checkbox"/> Early childhood education</li> <li><input type="checkbox"/> Child development</li> <li><input type="checkbox"/> Special education</li> <li><input type="checkbox"/> Human development, or</li> <li><input type="checkbox"/> Child and family studies</li> </ul>	
Option E	<input type="checkbox"/> A state or nationally recognized credential, e.g., Child Development Associate (CDA), related to preschool- age care.	

\*For college classes, please note that 9 quarter credits is equivalent to 6 semester credits. A three-credit class in a quarter system is considered 30 clock hours of training. A two-credit class in a semester system is also 30 clock hours.

\*\*Link to the Oregon Registry Steps document: [https://drive.google.com/file/d/1gfgV5p2nuXue87FSilgP2xjSPWSpv\\_4z/view](https://drive.google.com/file/d/1gfgV5p2nuXue87FSilgP2xjSPWSpv_4z/view)



# Teacher Qualifications with an International Degree or Experience Outside the U.S.

Use this page to document qualifications if you are hiring a school-age teacher.

1. Select option A, B, C, D, or E depending on which best fits the individual's education and experience.
2. Add detailed documentation, based on your translation research or conversations with the applicant, in the column provided. Be sure to document each aspect of the option chosen.

School-Age Teacher		
Have attained one of the following qualification options below (A, B, C, or D):		Add Documentation and Verification below
Option A	<input type="checkbox"/> 60 hours of experience working in the classroom; (For school-age groups, 240 hours, gained with a group of the same age children in at least three-hour blocks, within the last 5 years period.) <b>AND</b> <input type="checkbox"/> Completion of 20 clock hours of training, completed within the last five years, focused on school-age child care that meets the following core knowledge criteria: <input type="checkbox"/> Five clock hours in Understanding and Guiding Behavior (UGB) <input type="checkbox"/> Five clock hours in Learning Environments and Curriculum (LEC) <input type="checkbox"/> Five clock hours in Human Growth and Development (HGD) <input type="checkbox"/> Five clock hours in Program Management (PM)	<i>Note: qualifying teaching experience must be verified and documented.</i>
Option B	<input type="checkbox"/> At least 240 hours of qualifying experience working with school-age children in the last five years in a Certified Child Care Center, Certified Family, Registered Family, or comparable group care program.	
Option C	<input type="checkbox"/> At least an associate degree (a two-year degree or more) in: <input type="checkbox"/> Early childhood education <input type="checkbox"/> Child development <input type="checkbox"/> Elementary education <input type="checkbox"/> Special education <input type="checkbox"/> Physical education <input type="checkbox"/> Recreation <input type="checkbox"/> Human development <input type="checkbox"/> Child and family studies, or <input type="checkbox"/> Home economics	
Option D	<input type="checkbox"/> At least a Step 6** in the Oregon Registry	

\*For college classes, please note that 9 quarter credits is equivalent to 6 semester credits. A three-credit class in a quarter system is considered 30 clock hours of training. A two-credit class in a semester system is also 30 clock hours.

\*\*Link to the Oregon Registry Steps document: [https://drive.google.com/file/d/1gfgV5p2nuXue87FSilgP2xjSPWSpv\\_4z/view](https://drive.google.com/file/d/1gfgV5p2nuXue87FSilgP2xjSPWSpv_4z/view)



# Teacher Qualifications with an International Degree or Experience Outside the U.S.

Keep this page, with page 1 and the applicable chart above, in the employee file to review with your licensing specialist when requested.

## Initial Training Requirements

ALL trainings must be verified by ORO

### Within 10 days of hire:

- An orientation within the first 10 days of hire and prior to having unsupervised access to children. **AND**
- Within 30 days of hire:** Introduction to Child Care Health and Safety (ICCHS) within 30 days of hire and prior to having unsupervised access to children. **AND**
- Recognizing and Reporting Child Abuse and Neglect (RRCAN) within 30 days of hire and prior to having unsupervised access to children. **AND**
- CCLD approved **safe sleep training**, within 30 days of hire and prior to having unsupervised access to infants if the center is licensed to care for infants (6 weeks to 12 months old) **AND**
- Oregon Food Handler's certification within 30 days of hire for cooks, kitchen staff and any staff who serve meals from a communal source, put away leftovers or prepare bottles. **AND**

### Within 90 days of hire:

- Current certification in first aid and pediatric CPR within the first 90 days of employment. Online CPR training is only acceptable if it includes hands-on instruction. **AND**
- Foundations for Learning (CCLD approved Child Development Training).

### Source:

Oregon Administrative Rules, Oregon Department of Early Learning and Care, Child Care Licensing Division Chapter 414, Divisions 305 [Certified Child Care Centers](#).

*You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodation, please contact the Child Care Licensing Division at 1-800-556-6616.*