



CF Provider Qualifications with an International Degree or Experience Outside the U.S.

This form can be used to verify qualifications and experience for a person with an international degree and/or experience when a person is applying to work as a provider in a Certified Family child care home.

Additional information:

- This updated process will allow CCLD to accept international degrees/courses/classes and credits more readily and consistently for Provider 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: Provider

Potential Employee Name:

CBR Number:

Age of potential provider:

- At least 18 years of age if the facility is certified for up to 12 children; or
- At least 21 years of age if the facility is certified for more than 12 children.

Directions For Owner or Licensing Specialist (LS):

If the owner of a CF home or LS does not read the language of the applicant's education 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 the program who can read the language to translate/review course titles with you (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.

Qualifying Teaching Experience means:

- For infant/toddler and preschool age groups, 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; 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?



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

CF Provider Qualifications	
Have attained one of the following qualification options below (A, B, or C):	Add Documentation and Verification Below
<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Option A</div> <input type="checkbox"/> At least one year of qualifying teaching experience, as specified in OAR 414-350-0010(28), in the care of a group of children in an ongoing group setting; If Option A is selected is the qualifying teaching experience based on registered family child care? Yes / No If yes, provider must complete one year of successful operation as a certified family child care facility for 12 children maximum before applying to be licensed for up to 16 children.	<i>Note: qualifying teaching experience must be verified and documented.</i>
<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Option B</div> <input type="checkbox"/> Completion of 20 credits (semester system) or 30 credits (quarter system) of training in a college or university in early childhood education or child development	
<div style="background-color: #f2f2f2; padding: 5px;">Option C</div> <input type="checkbox"/> Documentation of attaining at least step 8** 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



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Provider Training (if hired)

Prior to a facility providing care to more than two children under 24 months of age, the provider shall have at least 30 clock hours of training specific to infant and toddler care. See also resource document PTA-0631 Rule Guidance: Infant/Toddler Training Hours.

Infant Toddler Training	
List specific Infant/Toddler training and number of hours	

For college classes, please note: 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.

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 **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 or put away leftovers. **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) within 90 days of employment.

Keep this document and all verification documentation in the employee file to review with your licensing specialist when requested.

Source:

Oregon Administrative Rules, Oregon Department of Early Learning and Care, Child Care Licensing Division Chapter 414, Divisions 350 [Certified Family Child Care Homes](#).

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.