**Degree/Transcript**

**CDA**

**SQP**

**SECTION 19 – HIPPY REGULATIONS**

**19.02**

Each HIPPY program serving at least 160 families must have one (1) full-time coordinator, holding a minimum of a bachelor’s degree in education, social work, sociology, psychology, or related field. Those coordinators without a related degree must obtain at least 12 college course hours in early childhood. Programs with more than 250 children must also have at least one part-time coordinator who holds a minimum of an Associate’s Degree in early childhood education, social work, psychology or related field. Coordinators shall also meet additional job requirements as described in the HIPPY USA Coordinator job description. HIPPY Coordinators must attend National HIPPY Pre-service Training and receive certification. Regardless of the number of children served, HIPPY Agencies must make provision to ensure all home-based visitors are supervised appropriately by trained staff.

**19.03**

Home Based Educators working 31-40 hours per week may not serve more than 27 families. Minimum requirements for home educators include a high school diploma/GED and a current CDA credential. All new HIPPY home-based educators are required to attend new Home-based Educators training provided by Arkansas State HIPPY.

**19.04**

Hiring of any HIPPY coordinator or home-based educator not meeting the requirements of **19.02-19.03** must be approved by DCCECE through a Staff Qualifications Plan. DCCECE shall monitor such plans to ensure adequate progress is being made. HIPPY Coordinators working under a staff qualifications plan must obtain at least 12 college hours per year.

**Required Trainings &**

**Certificates**

**Professional Development Requirements: HIPPY Coordinators and HBEs**

**Calendar Year:**

|  |  |  |
| --- | --- | --- |
| **Coordinators** | **Home-based Educators** | **Documentation Sources** |
| \*\*All staff members have completed or enrolled in the following ABC required trainings.* Pre-K ELLA (30 hours)
* INDEX (30 hours)
* Frameworks (30 hours)
* Pre-K SEL (45 hours)

\**New hires must complete one training course per year until all are completed,* ***starting in their second year.*** | * Certificates of completion
* TAPP Registry print out or
* Enrollment training form
 |
| All coordinators have attended the following ABC and State HIPPY trainings, meetings and conferences.* State HIPPY Summer Institute
* State HIPPY Winter Institute
* National HIPPY Conference
* Annual COPA training
* Brigance Screening and Assessment Trainings
 |  | * Certificates of completion
* TAPP Registry print out
 |
| HIPPY Refresher | * New home-based educator training and/or HIPPY Refresher
* COPA Training
* Brigance Training
 | * Certificates of completion
* TAPP Registry print out
 |
| Returning staff members have obtained 30 hours in early childhood concepts.  | * Certificates of completion
* TAPP Registry print out
 |

**SECTION 18 – OTHER PROGRAM MODELS**

**18.01**

Alternate programs may include, but are not limited to, Licensed Child Care Family Homes, PAT and HIPPY. These programs will comply, where applicable, with the regulations herein.

**SECTION 11 – STAFF QUALIFICATIONS AND TRAINING REQUIREMENTS**

**11.09**

Between July 1 and June 30 each year, All ABC teachers and aides shall participate in a minimum of thirty (30) hours of staff development on topics pertinent to early childhood education and approved by DCCECE. Persons who are obtaining an early childhood degree may count college course hours pertinent to early childhood education toward the required hours of staff development. Programs should multiply semester hours by 5 to obtain the number of semester hours counted towards ABC professional development.

**Clarification:**

Program Specialist evaluate the completion of staff development by utilizing the state professional development registry and by reviewing any additional program documentations. Programs should ensure access and documentation in the registry. For returning staff, July-June of the previous year will be reviewed. For new staff current year progress will be reviewed.

**11.10**

Teachers and paraprofessionals shall be required to receive training in the following areas:

* Arkansas Early Childhood or Infant Toffler Education Frameworks
* Pre-K ELLA (Early Literacy Learning in Arkansas)
* INDEX (Math and Science for Young Children)
* Social/Emotional Learning in Arkansas

With the exception of annual Work Sampling training and updates, timeframes for completing such requirements may vary with availability and access to the above trainings. DCCECE or ADE Special Education may mandate additional training subject to needs in various locations.

**Clarification:**

Refer to Appendix I for a list of mandatory ABC trainings.

All hours of each cited mandatory training must be completed. Partial completion of any identified course does not satisfy this requirement.

ADE rules require certified teachers to obtain 36 clock hours of professional development annually to maintain certification. To teach in an ABC classroom, 30 of those hours must be pertinent to early childhood education.

For non-certified staff, including paraprofessionals, a minimum of 30 clock hours pertinent to early childhood education is required annually. Hours shall be submitted to the state professional development registry. Programs must maintain current copies of staff registry transcripts, and copies of certificates for trainings, as proof of professional development hours.

**11.11**

In addition to the requirements of 11.10, coordinators for each ABC programs shall ensure that all appropriate staff members attend mandatory ABC training (budgets, reporting, assessments, information technology, etc.) provided by DCCECE. Programs with staff members not adhering to these requirements are subject to the terms of a compliance plan as outlined in Section 21.

**Clarification:**

Refer to Appendix I for a current list of mandatory ABC trainings.

Failure to attend the mandatory training will result in the submission and approval of a professional development plan or proof of registration and attendance in required training.

**11.12**

The ABC program coordinator and all ABC staff shall register with the AECPDS (Arkansas Early Childhood Professional Development System) Registry. The Registry identification number for each staff shall be entered in COPA.

**Clarification:**

AECPDS-Arkansas Early Childhood Professional Development System is synonymous with the state professional development registry.

**Other**

**Professional**

**Development**

**Other Professional Development**

Other professional development is any educational training provided by a source other than TAPP. They can include but are not limited to:

* ESC Works
* ACH Trainings
* Arkansas Department of Education

CPR offered by school nurse or other registered provider

**Employee**

**Agreement**

**SECTION 11 – STAFF QUALIFICATIONS AND TRAINING REQUIREMENTS**

**11.13**

ABC programs shall establish an employment agreement in writing with all classroom staff. This agreement shall outline working conditions, dates and hours of employment, compensation and fringe benefits. A copy of the public school teacher contract shall satisfy this requirement.

**Clarification:**

ABC Staff the employees of the grantee agency, not the Division or the Department of Education. The Division accepts no liability for employee-employer disputes, nor will Division staff act as mediator of such disputes. To clarify expectations, ABC agencies shall establish an annual employment agreement with all ABC employees. At a minimum, the employment agreement shall establish:

Working conditions (to include but not limited to):

* Days per year employee shall work
* Working hours per day
* Specific job duties
* Sick leave, annual leave and holiday leave policies
* Professional development requirements
* Credential requirements, including SQP requirements if applicable

Compensation and fringe benefits (to include but not limited to):

* Rate of pay
* Frequency of pay

Working activities not affiliated with the ABC program must be funded through a different source. An ABC program shall be required to produce signed copies of employment agreements upon request.