

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDANCE DOCUMENT

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Pursuant to
Neb. Rev. Stat. § 84-901.03

State of Nebraska WORK INSTRUCTION DOCUMENT FOR: Process: Equivalencies for Child Care Management Training for Child Care Centers	Prepared by: Lindsay Braddock	Date Approved:
	Version Number 2021-001	Page 1 of 1

Policy: To ensure a director of a child care center has completed Child Care Management training developed by the Early Childhood Training Center (ECTC).

Purpose: To ensure any proposed equivalent to completion of Child Care Management Training is approved by the Department.

Scope: The scope of this standard operating procedure lies within the Division of Public Health Licensure Unit.

Responsibilities: Staff have various responsibilities for ensuring Child Care Management Training is completed by a director.

Definitions: N/A

Procedure: The Office of Children’s Services Licensing will accept, in the form of an official written transcript, the following equivalencies for Child Care Management Training:

Education/Training Option

- Completion of a course/class in Early Childhood Administration obtained from an accredited institution of higher learning. Institutions include those programs which offer an Associate’s (2 year) or Bachelor’s (4 year) degree.
- Completion of Child Care Center Management Training developed by the Early Childhood Training Center (ECTC).

Experience Option

- At least 5 years of consecutive experience as a Director of a licensed child care center or preschool program; AND the director or facility was not subject to a discipline, whether imposed or withdrawn during the time the individual served as director.

Expected Results/Measurements: Directors will meet either Child Care Management training or equivalency requirements.

References: 391 NAC 3-006.08

Revision History: New 4/10/2017
Revised 10/19/2021