

South Dakota Pathways to Professional Development



Recognizing People who Provide Child Care, Early Education
and School-Age Care for South Dakota's Children

2018

Pathways to Professional Development Program

South Dakota Pathways to Professional Development program is a statewide effort to promote the recognition of individuals who work in child care, preschool, Head Start, school-age and other programs that serve the needs of children and families.

The quality of care and education that children receive depends on the knowledge and skills of the individuals who care for and educate them.

The Career Lattice is a statewide registry that documents practitioners' educational and professional accomplishments. Practitioners can use the registry to accumulate an accurate record of their education and receive recognition for their professional commitment.

Purpose of the Career Lattice

- To recognize individuals who make a commitment to continued professional development related to their work with children and youth.
- To increase the number of quality care and education programs by developing a knowledgeable and well-trained workforce.
- To raise the status of and compensation for early care and education as a viable and critical profession in South Dakota.
- To develop an awareness among parents, employers and other community members of the important roles that child care, early education and youth development practitioners play within communities across South Dakota.

Frequently Asked Questions

How is the Career Lattice helpful?

- Serves as a vehicle for practitioners to pursue continued growth in their profession.
- Builds public appreciation of and respect for the child care, early education, and school-age professions.
- Encourages increased recognition and compensation for knowledgeable and experienced practitioners.
- Encourages parents to make informed choices about child care and early education and school-age care opportunities for their children.
- Individuals or programs may publicize the education, training, and experience of practitioners so that parents and other community members know that the children are being cared for and educated by trained personnel.

Who may participate in the Career Lattice?

The Career Lattice includes practitioners such as child care providers, early childhood educators, youth development specialists, trainers, directors, administrators and advocates for young children and families. The program provides professional recognition for those who work directly or indirectly with infants, toddlers, preschool children, school-age children and youth. It may include those with entry-level education, or college and university degrees.

Practitioners are recognized for their work with children, youth and families in a variety of settings such as:

- Family child care and group family child care homes
- Child care centers
- Preschools
- Head Start programs
- School-age programs
- Public and private elementary schools
- Public and private universities and tribal colleges
- Community agencies serving children and families (i.e. early intervention, family literacy, teen parent programs, etc.)
- Private organizations and government agencies that impact child care and early education at local, state and regional levels.

I am ready to join the Career Lattice, how do I apply?

To apply for the Career Lattice, you should follow the steps below:

1. Request a Pathways application packet from the Division of Child Care by calling 1(800)227-3020 (toll free), or 605-773-4766. You can also download the application form and handbook at: <http://dss.sd.gov/childcare/pathwaystopd/apply.asp>.
2. Review the Pathways handbook, and determine which Pathways Level best reflects your current education and experience.
3. Complete and sign the application form and attach all required documentation for the Pathways level for which you are applying.
4. Send the application and attached documentation to the Division of Child Care, 910 East Sioux Avenue, Pierre, SD 57501.

I've submitted my application. What happens next?

Once your application is received:

1. The application form with attached documentation will be reviewed and your Pathways level will be determined.
2. The Division of Child Care will send you an approval letter indicating your placement on the SD Pathways to Professional Development Career Lattice, along with your Pathways Certificate and membership card.

I have met the requirements for the next Career Lattice Level, what do I need to do in order to move up the Lattice?

To move from your current level to a higher level, you will need to:

1. Submit a written request to the Division of Child Care that identifies the new level you wish to be moved to with an explanation of how you have met the requirements for the level.
2. Attach all documentation required for the new level.
3. The letter and documentation will be reviewed, and if you meet the requirements for the new level you will receive a new Pathways to Professional Development certificate.

Once approved for Pathways, how often do I need to renew?

Once awarded, your Pathways to Professional Development Career Lattice placement is valid for a period of three years from the date your application was received. Please check your Pathways certificate and Pathways ID card to identify your date of renewal. You should plan to renew your certification at least 30 days before your certificate expires.

What is the Renewal Process?

To renew your certification, you should follow the steps below:

1. Request a renewal application by calling 1(800)227-3020, or 605-773-4766; or by downloading the renewal application form at:
<http://dss.sd.gov/childcare/pathwaystopd/apply.asp>.
2. Complete and sign the renewal application form and attach all required documentation for the Pathways level for which you are renewing.
3. Send the renewal application and attached documentation to the Division of Child Care, 910 East Sioux Avenue, Pierre, SD 57501.
4. Once received, your information will be reviewed and your continued certification will be determined.
5. The Division of Child Care will send you an approval letter indicating your continued placement on the SD Pathways to Professional Development Career Lattice, along with your Pathways Certificate and membership card.

Professional Training Areas

The following 15 categories represent professional training that all practitioners should receive in order to provide for the unique developmental needs of the children, youth and families they serve. Within each of these broad categories, various topics can be addressed and easily tracked for those enrolled in the Pathways to Professional Development Career Lattice.

1. Child growth and development
2. Child abuse and neglect
3. Guidance and behavior management
4. Observing children
5. Identification and prevention of communicable diseases
6. Program health and safety
7. Nutrition for children
8. Program management and regulation
9. Interpersonal communication and relationships
10. Cultural diversity
11. Learning environments
12. Age-appropriate planning
13. Professionalism
14. Partnerships with parents
15. Inclusion of all children

Level I—Introductory Informal Education

A person in this category could be operating an unregulated or state registered family child care program, or someone just starting their career as a staff person in a child care center, school-age or Head Start program.

Education and Training

- High school diploma or GED,
- Professional training (within the last year) that includes:
 1. Current CPR certification (see glossary for definition).
 2. Current certificate in First Aid; or training within the last year.
 3. Six hours of training selected from two or more of the Professional Training Areas within the last year.

Professional Commitment

- Work directly with two or more unrelated children in an unregistered family child care, state registered or licensed child care or school-age program, Head Start or preschool program.
- Demonstration of professional leadership is encouraged.

Renewal Requirements (every three years)

- Maintain current CPR certification and First Aid training.
- Complete a minimum of six hours of training annually covering two or more of the Professional Training Areas; verify at least six hours within the last year before renewal.
- Work directly with children in a state registered or licensed child care, preschool, Head Start or K-6th grade school-age program.

Level II—Advanced Informal Education

A person at this level could be operating a state registered family child care program or working in a licensed child care, preschool, Head Start or K-6th grade school-age program.

Education and Training

- High school diploma or GED,
- Professional training (within the last year) that includes:
 1. Current CPR certification (see glossary for definition).
 2. Current certificate in First Aid; or training within the last year.
 3. Twenty hours of training selected from **four** or more of the Professional Training Areas.

Professional Commitment

- Work directly with two or more unrelated children in a state registered or licensed childcare, preschool, Head Start or K-6th grade school-age program.
- Participation requirements:
 - a) Current membership in a recognized early childhood or school-age care professional organization
 - or-**
 - b) Attend at least six hours of training offered at a regional, state or national early childhood or school-age focused professional development conference or seminar within the past **two** years; **or** completion of an additional early childhood or school-age focused college course within the past two years.
- Demonstration of professional leadership is encouraged.

Renewal Requirements (every three years)

- Maintain CPR certification and First Aid training.
- Complete a minimum of 20 additional training hours covering four or more of the Professional Training Areas in the past year.
- Work directly with children in a state registered or licensed child care, preschool, Head Start or K-6th grade school-age program.
- Maintain current membership in a recognized early childhood or school-age care professional organization; **or** attend at least six hours of training offered at a regional, state, or national early childhood or school-age focused professional conference or seminar within the past two years.

Level III—Professional Credential

It is expected that professionals at this level will specialize in an area of study such as infant/toddler, preschool, school-age care, family child care, home visitor or program administration. They may or may not be providing direct care and education to children.

Education and Training

- High school diploma or GED,
- Professional training that includes:
 1. Current CPR certification (see glossary for definition), *if working directly with children.*
 2. Current certificate in First Aid; or training within the last year, *if working directly with children.*
- Holds a current Child Development Associate's (CDA) or similar early childhood or school-age credential (refer to glossary for further information).

Professional Commitment

- Experience:
 - a) Work directly with two or more unrelated children in a state registered or licensed child care, preschool, Head Start or K-6th grade school-age program.

-or-

 - b) Provide leadership and/or instruction that contributes to the development of other practitioners.
- Current membership in a recognized early childhood or school-age focused professional organization.
- Attend at least six hours at a regional, state or national early childhood or school-age focused professional development conference or seminar within the past two years; or completion of an additional early childhood or school-age focused college course within the past two years.
- Demonstration of professional leadership is encouraged.

Renewal Requirements (every three years)

- Maintain current CPR certification and First Aid training, if working directly with children.
- Completion of continuing education as required to retain the professional Credential; and maintain current Credential.
- Work directly with children in a state registered or licensed child care, preschool, Head Start or K-6th grade school-age program; - **or** - provide leadership and/or instruction that contribute to the development of other professionals (i.e. roles such as program director, education coordinator, trainer, etc.).
- Maintain current membership in a recognized early childhood professional organization;
- Attend at least six hours of training offered at a regional, state or national early childhood or school-age focused professional development conference or seminar within the last two years; or completion of an additional college course within the last two years.

Level IV-Apprentice or Higher Education

A Level IV practitioner could be someone who has received their South Dakota Apprenticeship certification; or has completed some college level early childhood coursework; or holds an Early Childhood diploma from a Technical Institute. They may or may not be providing direct care and education to children.

Education and Training

- High school diploma or GED.
- Professional training that includes:
 1. Current CPR certification (see glossary for definition), *if working directly with children.*
 2. Current certificate in First Aid; or training within the last year, *if working directly with children.*
- Completion of:
 - a) South Dakota child care and early education Apprenticeship training and certification; **-or-**
 - b) A minimum of 12 college credits in early childhood education or family relations (refer to glossary, Required and/or Specialty Education Areas); **-or-**
 - c) Holds a Vocational Diploma in Early Childhood or Child Development from a Technical Institute (refer to glossary for further information).

Professional Commitment

- Experience:
 - a) At least two years of experience working with children in a state registered or licensed child care, preschool, Head Start or K-6th grade school-age program in the last six years; **-or-**
 - b) At least two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator, etc.).
- Attend a minimum of six hours of training at a regional, state or national professional development conference or seminar within the last two years; **-or-** completion of an additional early childhood or school-age focused college course within the last two years.
- Current membership in a recognized early childhood or school-age focused professional organization.
- Demonstration of professional leadership is encouraged.

Renewal Requirements (every three years)

- Maintain current CPR certification and First Aid training, if working with children.
- Completion of continuing education that positively contributes to ongoing professional development in the field of early childhood education or family relations.
- Work directly with children in a state registered or licensed child care, preschool, Head Start or K-6th grade school-age program; or provide leadership and/or instruction that contributes to the development of other practitioners (i.e. roles such as program director, education coordinator, trainer, etc.).
- Maintain current membership in a recognized early childhood or school-age focused professional organization.
- Attend a minimum of six hours at a regional, state or national early childhood or school-age focused professional development conference within the last two years; **or** completion of an additional early childhood or school-age focused college course within the last two years.

Level V– Early Childhood Associates Degree

This person would most likely have an associate's degree in early childhood or a college degree that is unrelated but has relevant work experience and training. Credit is given at this level for the completion of a four-year degree although it may not be in a field related to early childhood or school-age care. They may or may not be providing direct care and education to children.

Education and Training

- Current CPR certification (see glossary for definition); plus current certificate in First Aid, or training in First Aid within the past year *if working directly with children*.
- Degree requirement:
 - a) Completion of an associate's degree program that includes a minimum of 18 college credits of coursework in the Required and/or Specialty Education areas (refer to glossary, Specialty Areas of Education).
-or-
 - b) A college degree that is unrelated to the early childhood and school-age field, combined with demonstrated work experience and professional training that is relevant to the early childhood or school-age field. (refer to glossary, Related Field of Study/Related Degree).

Professional Commitment

- Work experience:
 - a) At least two years work experience in a program with children in the last four years,
-or-
 - b) Supervised practicum/field experience as required by the associates degree program,
-or-
 - c) A minimum of two years experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator, etc.).
- Attend a minimum of six hours of training at a regional, state or national professional development conference or seminar within the last two years; **or**, completion of an additional early childhood or school-age focused college course within the last two years.
- Current membership in a recognized early childhood or school-age focused professional organization.
- Demonstration of professional leadership is encouraged.

Renewal Requirements (every 3 years):

- Maintain current CPR certification and First Aid training, *if working directly with children*.
- Work directly with children in a state registered or licensed child care, preschool, Head Start or K-6th school-age program; **or**, provide leadership and/or instruction that contributes to the development of other practitioners (i.e. roles such as program director, education coordinator, trainer, etc.).
- Maintain current membership in a recognized early childhood or school-age focused professional organization.
- Attend a minimum of six hours at a regional, state or national early childhood or school-age focused professional development conference or seminar within the last two years; **or**, show completion of an additional early childhood or school-age focused college course within the last two years.

Level VI– Baccalaureate Degree

A level VI practitioner would have a four-year degree with college credits relating to child development; family and community relationships; curriculum development, etc. They also could have a four-year degree in a related field of study combined with relevant work experience and training. They may or may not be providing direct care and education to children.

Education and Training

- Current CPR certification (see glossary for definition); plus current certificate in First Aid or training in First Aid within the past year *if working directly with children*.
 - Completion of a baccalaureate degree program that includes a minimum of 32 college credits of coursework in the Required and/or Specialty Education Areas (see glossary).
- or-
- Completion of a baccalaureate degree in a ‘related field of study’ (see glossary) combined with demonstrated work experience and professional training that is relevant to the early childhood and school-age care field.

Professional Commitment

- Work experience:
 - a) At least 2 years work experience in an early childhood or K-6th grade school-age program.
- or-
- b) Supervised field experience as required by a bachelor’s degree program,
- or-
- c) At least two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator, etc.)
- Current membership in a recognized early childhood or school-age focused professional organization.
 - Attend a minimum of six hours of training at a regional, state or national early childhood or school-age focused professional development conference or seminar in the last two years; or completion of an additional early childhood or school-age focused college course within the last two years.
 - Demonstration of professional leadership is encouraged.

Renewal Requirements (every 3 years)

- Maintain CPR certification and First Aid training, *if working with children*.
- Work directly with children in a state registered or licensed child care, preschool, Head Start or school-age program; or provide leadership and/or instruction that contributes to the development of other practitioners (i.e. roles such as program director, education coordinator, trainer, etc.).
- Maintain current membership in a recognized early childhood or school-age focused professional organization.
- Attend a minimum of six hours of training at a regional, state or national early childhood or school-age focused conference or seminar in the last two years; or completion of additional early childhood or school-age focused college credit within the last two years.
- Demonstrated leadership that positively contributes to the field of early childhood or school-age care and education.

Level VII– Masters & Doctoral Degree

A person at Level VII has an advanced degree such as a masters or doctoral in early childhood or a closely related field. They may or may not be providing direct care and education to children.

Education and Training

- Current CPR certification (see glossary for definition); plus current certificate in First Aid, or training in First Aid within the past year *if working directly with children*.
- Completion of a masters or doctoral degree program in early childhood education or a closely related field with graduate level course work in the Specialty Areas of Education (refer to glossary) including an extended knowledge in the following areas:
 - Theories of child growth and development
 - Theories of early childhood education and curriculum
 - Research in the specialty areas (refer to glossary)
 - Current issues and perspectives of early childhood education including diversity, culture, language and families
 - Assessment of children, curriculum, programs and caregivers
 - Interdisciplinary fields affecting children, families and the early childhood education profession.

Professional Commitment

- At least four years of experience promoting the development of other practitioners.
- Serve as a mentor and educator to others in the field.
- Current membership in a recognized early childhood or school-age focused professional organization.
- Attend a minimum of six hours of training at a regional, state or national early childhood or school-age focused professional development conference or seminar in the last two years; or completion of an additional early childhood or school-age focused college course within the last two years.
- Demonstration of professional leadership is required and recognized (refer to glossary)

Renewal Requirements (every 3 years)

- Maintain current CPR certification and First Aid training, *if working with children*.
- Maintain current membership in a recognized early childhood and school-age focused professional organization.
- Attend a minimum of six hours of training at a regional, state or national early childhood or school-age focused professional development conference or seminar in the last two years; or completion of an additional early childhood or school-age focused college course within the last two years.
- Demonstrated leadership and/or instruction that positively contributes to the field of early childhood or school-age care and education.

Glossary

(All terms are listed in alphabetical order)

Child Development Associate (CDA) Credential:

A credential earned by an early childhood educator who has demonstrated his or her skills in working with young children and their families by successfully completing an established credentialing process. The CDA is awarded by the Council for Professional Recognition after completion of a minimum of 120 hours of instruction and assessment.

Core Knowledge and Core Competencies:

Core Knowledge identifies the range of knowledge that adults working with young children need to facilitate child learning and development.

Core Competencies identifies the observable skills that adults working with young children need to facilitate learning and development.

CPR Certification:

Individuals working directly with children must complete and become certified in infant-child cardio-pulmonary resuscitation (CPR) through an entity that provides the applicant with hands-on skills testing as part of the training. The CPR certification must remain valid at all times. Note: For training purposes, “infant” is considered under age one and “child” is considered age one and up including K-6th grade school-age children.

Credential Subject Areas:

(Referencing specific subject areas for the Council for Professional Recognition, Child Development Associate Credential (CDA) or the SD Out-of-School Time Credential.)

- 1) Planning a safe and healthy learning environment
- 2) Advancing children’s physical and intellectual development
- 3) Supporting children’s social and emotional development
- 4) Building productive relationships with families
- 5) Managing an effective program operation
- 6) Maintaining a commitment to professionalism
- 7) Observing and recording children’s behavior
- 8) Understanding principles of child development and learning

Demonstrated Work Experience:

Experience working in programs that provide child care, early education, school-age care, or other support services for children and families. Examples of other “support services” may include, but are not limited to, early intervention, family literacy, child food and nutrition, and child care licensing programs. Work experience focused on promoting the professional development of practitioners is also recognized.

Early Care and Education:

Refers to services provided to children between birth and eight years of age such as child care centers, group family child care, family child care homes, preschools, and Head Start programs.

Practitioners:

Refers to individuals who actively pursue continuing education and demonstrate a professional commitment to working with children, youth and families. Examples include, but are not limited to: child care workers, Head Start employees, preschool teachers, afterschool staff, administrators, program directors and supervisors.

Professional Development Conference:

A conference designed specifically to address issues affecting children and the professional development of individuals who work in the early childhood and out-of-school-time fields. Examples would include state and national organization conferences such as, but not limited to:

- ❖ South Dakota Early Childhood Education Conference,
- ❖ Family Child Care Professionals of South Dakota (FCCPSD) Conference
- ❖ South Dakota Head Start Association Conference or Region VIII Conference
- ❖ South Dakota School Age Care Alliance (SoDakSACA) Conference
- ❖ National Association for the Education of Young Children (NAEYC) Conference
- ❖ National Birth to Three Conference

Professional Leadership:

Participation in a role that involves promoting professionalism in the early care and education and youth development related activities that go above and beyond the scope of normal employment specifications. This can include, but is not limited to:

- ❖ Leadership position in a recognized professional organization
- ❖ Board member of a statewide or national professional organization
- ❖ Author of a published article relevant to early childhood or out-of-school-time issues.
- ❖ Coordinator or committee member on a recognized professional development conference planning group
- ❖ Recipient of an award specific to the profession
- ❖ Head Start Peer Review Team Member

Professional Organizations:

Must be affiliates of either state or national organizations that promote professionalism in the early childhood and school-age fields and focuses on issues affecting children. Examples of recognized professional organizations are:

- ❖ Family Child Care Professionals of South Dakota (FCCPSD)
- ❖ South Dakota Association for Child Care Directors (SDACCD)
- ❖ South Dakota School Age Care Alliance (SoDakSACA)
- ❖ National Association for the Education of Young Children (NAEYC)
- ❖ National AfterSchool Association (NAA)
- ❖ South Dakota Head Start Association (SDHSA)
- ❖ National Head Start Association (NHSA)

Related Field of Study/Related Degree:

Refers to college courses or related degrees that specialize in the field of early care and education, family and consumer sciences or human development, and child and family studies. Related degrees include coursework focused on child growth and development, youth development and curriculum development. Examples of related field of study include, but are not limited to: family and community relations, professionalism, assessment, inclusion and field experience. Each application will be reviewed on a case by case basis to determine degree and/or course relation to the fields of early childhood care and education.

Required Education Areas:

(Referencing U.S. Department of Labor, Apprenticeship Program Standards)

1. Ensuring a safe, healthy learning environment
2. Promoting children's physical and intellectual development
3. Nurturing children's social and emotional development
4. Providing positive guidance
5. Collaborating with parents
6. Program preparation, planning, implementation, professional evaluation

School-Age Care:

Refers to the care and education services provided to children between 5 and 12 years of age (usually K-6th grades) sometimes referred to as out-of-school time (OST) care.

Specialty Areas of Education:

Coursework equivalent to a major in Early Childhood Education, etc. as appropriate:

1. Child development and learning
2. Curriculum development and implementation
3. Teaching and Assessment
4. Family Development and community relationships
5. Children's Literature
6. Professionalism
7. Supervised field experience
8. Inclusion
9. Psychology
10. Mathematics
11. Science
12. Human Development and Growth

State Registered and Licensed Programs:

There are three types of licensed and one type of registered child care programs regulated by the State of South Dakota. To become licensed or registered, child care providers must contact their local licensing office.

- ❖ **Registered Family Daycare:** The care of 12 or less children in the provider's own home. Registration is voluntary; however, it is necessary for a provider to move beyond Level I on the Career Lattice.
- ❖ **Licensed Group Family Daycare:** The care of 13 to 20 children in the home or other type of facility.
- ❖ **Licensed Day Care Center:** The care of 21 or more children.
- ❖ **Licensed Before & After School Center.** The care of 13 or more school-aged children.

Supervised Practicum Experience:

Experience working with children and families as a requirement of a program of study from a recognized technical or higher education institution. Supervised practicum experience is countable toward total hours of work experience.

Contact Information

Department of Social Services—Division of Child Care

910 E. Sioux Avenue, Pierre, SD 57501

Telephone: (605) 773-4766 or toll-free 1-800-227-3020

Website: <http://dss.sd.gov/childcare/pathwaystopd/>

Rapid City Area: Early Childhood Connections

2218 Jackson Boulevard, Suite 4, Rapid City, SD 57701

Telephone: (605) 342-6464 or toll-free 1-888-999-7759

Pierre Area: The Right Turn

115 E Sioux Ave., Pierre, SD 57501

Telephone: (605) 773-4755 or toll-free 1-866-206-8206

Aberdeen Area: Sanford Children's CHILD Services

110 6th Ave. SE, Suite 100, Aberdeen, SD 57401

Telephone: (605) 262-8505 or toll-free 1-800-982-6404

Brookings Area: Family Resource Network

SDSU - Box 2218, Brookings, SD 57007

Telephone: (605) 688-5730 or toll-free 1-800-354-8238

Sioux Falls Area: Sanford Children's CHILD Services

1115 W. 41st St., Sioux Falls, SD 57105

Telephone: (605) 333-0663 or toll-free 1-800-235-5923 Ext. 4