Procedure to Obtain EEC Professional Development Hours for Self-Study Courses

For Independent Family Child Care Educators:

For each self-study course you complete, print one copy of the **Self-Study Course Documentation Checklist** (below) for your professional development file.   As you complete each module fill in the information requested on the checklist, noting the dates on which you completed each video review / quiz / self-assessment/ or other assignment. Sign and date the checklist and **attach it to copies of the assignments/ quizzes / self-assessments or other materials required for each module.** Keep the completed checklists and all completed materials in your professional development file, available for EEC review.

For Center-Based, FCC System Homes and OST Staff:

For each self-study course you complete, print one copy of the **Self-Study Course Documentation Checklist** (below) for your professional development file.   As you complete each module, fill in the information requested on the checklist, noting the dates on which you completed each video review / quiz / self-assessment or other assignment. **Share your completed materials with your program director or home visitor, and ask them to sign and date the checklist** and **attach it to copies of the assignments/ quizzes / self-assessments or other materials required for each module.** The completed checklists and all completed materials must be maintained in your personnel or program file, available for EEC review.

Self-Study Documentation Checklist for EEC On-Line Courses

> ➢ **EEC's Core Competencies – 8 modules**
> ➢ **Preschool Learning Standards and Guidelines - 7 modules**
> ➢ **Infant and Toddler Guidelines – 6 modules**
> ➢ **EEC Language and Literacy – 13 modules**

Educator Name: **PQ Registry #:**

Self-Study Course:

Using On-Line Courses for Self-Study:

Self-study modules may be used to train a group of educators at their program or by an individual educator on their own.
Each module completed and documented is worth 2 EEC Professional Development hours up to a maximum of 20 hours.
Participants should read the self study guide before going through the modules.

Follow these steps to access courses:
1. Go to The Department of Early Education and Care website at www.mass.gov/eec
2. Go to **KEY RESOURCES** on left of the home page
3. Go to **Professional Training**
4. Go to **Free Competency Based Training Online!** And follow the link to the UMass Boston Open Courseware site. Once there, choose **Early Education Development** on the left.

Follow these steps to document self-study:
1. Fill out the checklist below to document the modules you completed
2. Download, print, and attach each quiz, self-assessment survey and/or assignment. No professional development hours will be awarded without this documentation.
3. Keep the signed and dated checklist and copies of these materials in a folder for review by EEC.
   a. The checklist for center-based staff must be signed by the program director
   b. The checklist for family child care homes in a FCC system must be signed by a home visitor
   c. Independent FCC providers may sign and date their own checklist.
4. Enter the training in your Educator Profile at EEC's Professional Qualifications (PQ) Registry.

Instructions: *For each self-study course, print one copy of this checklist for your professional development file.   Place a √ next to the Module you have completed and record the module's title. Note the dates on which you completed each assignment, quiz, self-assessment and/or other required materials. Sign and date this checklist and **attach it to copies of the assignments, quizzes, self-assessments and/or other materials required for each module.** Keep all of these materials in your professional development file, available for EEC review.*

☐   **Module 1 Title:**

   ☐ **Narrated Presentation**   **date completed:**

   ☐ **Assignments**   **date completed:**

   ☐ **Quiz**   **date completed:**

- **Module 2 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 3 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 4 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 5 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 6 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 7 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 8 Title:**

  - **Narrated Presentation**   date completed:
  - **Assignments**   date completed:
  - **Quiz**   date completed:

- **Module 9 Title:**

  - **Narrated Presentation**   date completed:

    ☐ **Assignments**   **date completed:**

    ☐ **Quiz**   **date completed**

☐ **Module 10 Title:**

    ☐ **Narrated Presentation**   **date completed:**

    ☐ **Assignments**   **date completed:**

    ☐ **Quiz**   **date completed:**

☐ **Module 11 Title:**

    ☐ **Narrated Presentation**   **date completed:**

    ☐ **Assignments**   **date completed:**

    ☐ **Quiz**   **date completed:**

☐ **Module 12 Title:**

    ☐ **Narrated Presentation**   **date completed:**

    ☐ **Assignments**   **date completed:**

    ☐ **Quiz**   **date completed:**

☐ **Module 13 Title:**

    ☐ **Narrated Presentation**   **date completed:**

    ☐ **Assignments**   **date completed:**

    ☐ **Quiz**   **date completed:**

I hereby certify that I have completed each narrated presentation, including all of the embedded videos, as well as all assignments, self-assessments, quizzes and other materials required for each module indicated above.

Signature of Educator   **Date**

Signature of Program Director or FCC System Home Visitor   **Date**