



## **Large Group Child Care Licensing**

### **POLICY STATEMENT: Temporary Approval as Administrator**

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*606 CMR 7.09(5) All educators must possess the qualifications required for their positions in accordance with EEC regulations.*

Lead Teachers and Director I certified staff that are lacking a single college course or a maximum of six months experience may be approved to serve as Director I or Director II, respectively, for a maximum of 3 consecutive semesters while completing the education or experience required for permanent certification. Lead Teachers and Directors seeking to serve as Director I or Director II must submit to the Department a written request for temporary approval and a plan for appropriate supervision during the period of temporary approval.

#### **Qualifications of Supervisor/Consultant**

A Lead Teacher applying for temporary approval to serve as a Director I must be supervised by or consult with a Director I or Director II qualified person while completing the educational requirements.

A Director I applying for temporary certification as a Director II must be supervised by or consult with a Director II qualified person while completing the educational requirements.

#### **Hours of Supervision/Consultation Required**

A minimum of 3 hours on-site supervision/consultation per week is required for applicants in:

- Programs with a licensed capacity of 14-26 children

A minimum of 4 hours of on-site supervision/consultation per week is required for applicants in:

- Full day programs with a licensed capacity of 27-39 children

A minimum of 5 hours of on-site supervision/consultation per week is required for applicants in:

- Programs with a licensed capacity of forty or more children

### **Responsibilities of the Supervisor/Consultant**

The supervisor/consultant must keep a log at the center stating the date and time of the meeting and a summary of the issues addressed, (i.e. curriculum development, teaching, observation, supervisory skills, administrative skills, discipline, etc.) This log must be kept current and be available for the EEC Licensor's review.

### **Limits on Capacity During Temporary Approval**

During the time that the temporary administrative approval is in effect the center will not be granted a capacity increase and may not add program components (such as infant or toddler care) unless the new component has a separate, properly qualified administrator.

### **Procedure for Reviewing Requests for Temporary Certification**

- The Lead Teacher or Director I certified person will submit a written request and a plan for supervision/consultation to the EEC Licensing Specialist.
- The EEC Licensing Specialist will submit a priority qualification request to the EEC Professional Qualification Unit.
- If the Professional Qualification Unit approves the applicant's qualifications as appropriate for temporary approval, and the Licensing Specialist approves the proposed supervision/consultation plan, the program will be notified in writing of the approval. If the approval is granted at the time of license renewal, the temporary approval will be noted on the license recommendation form.