

## On-Site Supervisor Qualifications

Name of Center	
Name of Staff	Date

The on-site supervisor is responsible for daily supervision of the center and must be on-site either during the hours of operation or a minimum of eight hours of the center's operation.

**When the same person accomplishes the functions of the center director and the on-site supervisor, the educational and experience requirements for a center director apply.**

Yes	No	Qualifications	
		Adult (18 years of age or older)	
		High school diploma or general education diploma	
Description:			
		Current CPR certification	Expires:
		Current first aid certification	Expires:
		Child abuse certificate (5 years)	Expires:
		75 point total	Points per category
		Education	Total
		<b>*Experience (10 points minimum)</b>	
		Child development-related training <b>completed in the last 5 years.</b>	
		Carry over from worksheet- <b>50 maximum</b>	
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- \*\* 75 total points required:  
 A minimum of two categories must be used.  
 No more than 50 points may be achieved in any one category.  
**At least 10 points must be obtained from the experience category.**

- \*\* Child development related training category points must have been taken **within the PAST FIVE years.**

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT-RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full time (20 hours or more) in a child care center or preschool setting	20	One point per contact hour of training
Associate's degree in child development or bachelor's degree in a child-related field	50	Part time (less than 20 hours) in a child care center or preschool setting	10	
Child development associate (CDA) or one-year diploma in child development from a community college or technical school	40	Full time (20 hours or more) child-development related experience	10	
Bachelor's degree in a non-child-related field	40	Part-time (less than 20 hours) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least two years of a four-year degree	20	Registered child development home	10	
		Nonregistered family home provider	5	

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### WORKSHEET

EDUCATION DEGREE	AREA OF STUDY	POINTS EARNED
TOTAL NUMBER OF EDUCATION POINTS EARNED		

EXPERIENCE ( POINTS X NUMBER OF YEARS ) EMPLOYER / SETTING / EXPERIENCE	FULL OR PART TIME	POINTS	X	NUMBER OF YEARS	POINTS EARNED
			X		
			X		
			X		
			X		
			X		
			X		
			X		
TOTAL NUMBER OF EXPERIENCE POINTS EARNED					

CHILD DEVELOPMENT-RELATED TRAINING (CONTACT HRS. X 1) / DESCRIPTION	DATE MONTH/YEAR	CONTACT HOURS	X	1	TOTAL
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
Total No. of CHILD DEVELOPMENT-RELATED TRAINING POINTS EARNED					