

## Qualifications for On-Site Supervisor of School-Age Program

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>	<b>Carry over from worksheet-50 maximum</b>
		Child development-related training completed in the last 5 years.	<b>Carry over from worksheet-50 maximum</b>

- \*\* 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 secondary education, physical education, recreation or related fields in early childhood, child development or elementary education	75	Full time (20 hours or more) in a child care center or preschool setting or child-related experience working with school-aged children	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 or child-related experience working with school-aged children	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
<b>TOTAL NUMBER OF EDUCATION POINTS EARNED</b>		

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		
<b>TOTAL NUMBER OF EXPERIENCE POINTS EARNED</b>					

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	
			X	1	
<b>Total No. of CHILD DEVELOPMENT-RELATED TRAINING POINTS EARNED</b>					