

Head Teacher Options Planning Tool: This is NOT the application or part of it

1. **See what option you meet** for the setting (child care center on this page, or group child care home on the next page) and age of children, and upload evidence to your OEC Registry account. Do not upload this form.
 - Note: eligible family child care home experience hours may be used for group home applications only.
 - A center-based Head Teacher certificate may be used in either a child care center or group child care home.
2. **Follow the application steps:** [How to Apply for the OEC Head Teacher Certificate](#)

Options for Head Teacher in a Child Care Center

A. Applicants must be at least 20 years old	B. Education Requirement: All credits and degrees must be from regionally accredited higher education institutions. Upload evidence to your OEC Registry account.	C. Experience Requirement: Documented supervised experience working directly with children in a legally operating child care center. Early childhood covers age birth to preschool; school age covers kindergarten to under 13 years. Document using the Teaching Experience Verification Form and upload to your OEC Registry account.
Head Teacher in a Child Care Center for children age Birth to Preschool		
Option 1 <input type="checkbox"/>	A current <u>center-based</u> Child Development Associate Credential issued from the Council for Professional Recognition OR	At least 1,080 hours of documented supervised experience working directly with children in a legally operating child care center that serves children up to preschool.
Option 2 <input type="checkbox"/>	Twelve (12) credits in early childhood education or child development	
Option 3 <input type="checkbox"/>	A bachelor’s degree or higher in early childhood education or child development	At least 360 hours of documented supervised experience working directly with children in a legally operating family child care home, child care center or group child care home that serves children up to preschool AND at least one semester of student teaching with children up to preschool.
Head Teacher in a Child Care Center for school-age children only (Kindergarten to under 13 years)		
Option 1 <input type="checkbox"/>	At least 3 credits in school age or elementary education OR	At least 240 hours of documented supervised experience working directly with a group of school age children in a licensed child care program, licensed youth camp program or an equivalent program as determined at the sole discretion of the office.
Option 2 <input type="checkbox"/>	A degree in any field PLUS current Connecticut State Department of Education elementary education teacher certification OR	
Option 3 <input type="checkbox"/>	A high school diploma PLUS completion of the 45 hours of school age / elementary education online training via OEC Registry account as designated by the OEC	
Head Teacher in a Child Care Center for children age birth to school-age (birth to under 13 years)		
Option 1 <input type="checkbox"/>	A current <u>center-based</u> Child Development Associate Credential issued from the Council for Professional Recognition OR	At least 1,080 hours of documented supervised experience working directly with children in a legally operating child care center that serves children age birth to under 13 years.
Option 2 <input type="checkbox"/>	Twelve (12) credits in early childhood education or child development	
Option 3 <input type="checkbox"/>	A bachelor’s degree or higher in early childhood education or child development	At least 360 hours of documented supervised experience working directly with children in a legally operating child care center that serves children preschool or younger and school-age children (Kindergarten to under 13 years), in a program also serving school-age children (Kindergarten to under 13 years) AND at least one semester of student teaching with children up to preschool.

Options for Head Teacher in a **Group Child Care Home**

A. Applicants must be at least 20 years old	B. Education Requirement: All credits and degrees must be from regionally accredited higher education institutions. Upload evidence to your OEC Registry account.	C. Experience Requirement: Documented supervised experience working directly with children in a legally operating family child care home, child care center or group child care home. Early childhood covers age birth to preschool; school age covers kindergarten to under 13 years. Document using the Teaching Experience Verification Form and upload to your OEC Registry account.
Head Teacher in a Group Child Care Home for children Birth to Preschool		
Option 1 <input type="checkbox"/>	A high school diploma or GED (non US high school diploma must have a NACES.org member equivalency report)	At least 1,080 hours of documented supervised experience working directly with children in a legally operating family child care home, child care center or group child care home that serves children up to preschool
Option 2 <input type="checkbox"/>	A bachelor’s degree or higher in early childhood education or child development	At least 360 hours of documented supervised experience working directly with children in a legally operating family child care home, child care center or group child care home that serves children up to preschool AND at least one semester of student teaching with children up to preschool.
Head Teacher in a Group Child Care Home for school-age children only (Kindergarten to under 13 years)		
Option 1 <input type="checkbox"/>	At least three (3) credits school age or elementary education OR	At least 240 hours of documented supervised experience working directly with a group of school age children in a licensed child care program, licensed youth camp program or an equivalent program as determined at the sole discretion of the office.
Option 2 <input type="checkbox"/>	A degree in any field PLUS current Connecticut State Department of Education elementary education teacher certification OR	
Option 3 <input type="checkbox"/>	A high school diploma (non US high school diploma must have a NACES.org member equivalency report) PLUS completion of the 45 hours of school age / elementary education online training via OEC Registry account as designated by the OEC	
Head Teacher in a Group Child Care Home for children age birth to school-age (birth to under 13 years)		
Option 1 <input type="checkbox"/>	A high school diploma or GED (non US high school diploma must have a NACES.org member equivalency report)	At least 1,080 hours of documented supervised experience working directly with children in a legally operating family child care home, child care center or group child care home that serves children age birth to under 13 years.
Option 2 <input type="checkbox"/>	A bachelor’s degree or higher in early childhood education or child development	At least 360 hours of documented supervised experience working directly with children in a legally operating family child care home, child care center or group child care home that serves children preschool or younger and school-age children (Kindergarten to under 13 years) AND at least one semester of student teaching with children up to preschool.

This Head Teacher Options Planning Tool contains sections of licensing regulations. Be sure to review the [full regulations](#).

For detail on assessing credits and degrees, refer to the [CT Common Standard for Assessing Early Childhood Credits and Degrees](#) and the [CT Common Standard for Assessing School-Age Credits and Degrees](#).