

CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Child Care
(New Administrative Regulation)

922 KAR 2:245. Kentucky Infant and Toddler Credential.

RELATES TO: KRS 620.020(8)

STATUTORY AUTHORITY: KRS 194A.050(1), 199.896(17), 199.8982(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 194A.050(1) authorizes the secretary of the Cabinet for Health and Family Services to promulgate administrative regulations necessary to cooperate with other state and federal agencies for the proper administration of the cabinet and its programs. KRS 199.896(17) and 199.8982(3) require the cabinet to make available training for child care providers through the development or approval of a model training curriculum and training materials, including video instruction material. This administrative regulation establishes the requirements for applicants to complete the required training and education in order to obtain a Kentucky Infant and Toddler Credential.

Section 1. Definitions.

- (1) "Applicant" means an individual making an application for any level of an Infant and Toddler Credential.
- (2) "Child Development Associate" or "CDA" means the nationally recognized credential approved by the Council for Professional Recognition.
- (3) "Clock hour" means a sixty (60) minute period of instruction.
- (4) "Infant" means a child who is less than twelve (12) months of age.
- (5) "Pediatric abusive head trauma" is defined by KRS 620.020(8).
- (6) "Toddler" means a child between the age of twelve (12) and thirty-six (36) months.

Section 2. Eligibility Criteria, Application, and Approval for the Kentucky Infant and Toddler Credential for All Levels.

- (1) An individual applying for a Kentucky Infant and Toddler Credential shall:
 - (a) Be at least eighteen (18) years of age;
 - (b) Complete and submit the following to the cabinet or its designee:
 1. Verification of the completion of the cabinet-approved training "Introduction to Kentucky Credentials";
 2. Verification of the completion of cabinet-approved training on trauma informed care;
 3. Verification of the possession of a current Pediatric First Aid and CPR certification;
 4. Verification of the possession of a current Pediatric Abusive Head Trauma certification;
 5. The DCC-245A, "Kentucky Infant and Toddler Credential Candidate Self-Assessment"; and
 6. The DCC-245, "Kentucky Infant and Toddler Credential Application", which shall include documentation verifying that the individual meets the applicable requirements for the appropriate credential level established in Section 3, 4, or 5 of this administrative regulation;
 - (c) Submit a letter of recommendation to the cabinet or its designee from a:
 1. Current supervisor; or
 2. Parent or guardian of a child that is currently registered in the applicant's program if the applicant does not have a supervisor; and

- (d) Meet the instructional and work or volunteer requirements established in Section 3, 4, or 5 of this administrative regulation.
- (2) Upon approval of the documentation required by subsection (1) of this section, the cabinet or its designee shall award the individual a:
 - (a) Letter of approval; and
 - (b) Kentucky Infant and Toddler Credential for a credential level established in Sections 3 through 5 of this administrative regulation.

Section 3. Level 1 Infant and Toddler Associate Credential Requirements. In order to be approved as a Level 1 Kentucky Infant and Toddler Associate, an individual shall:

- (1) Have completed sixty (60) clock hours of instruction in cabinet-approved infant and toddler topics within the past two (2) years; or
- (2) Have completed sixty (60) clock hours of instruction from an institution of secondary education in cabinet-approved infant and toddler topics.

Section 4. Level 2 Kentucky Infant and Toddler Professional Credential Requirements. In order to be approved as a Level 2 Kentucky Infant and Toddler Professional, an individual shall:

- (1) Have completed 120 clock hours of instruction in cabinet-approved infant and toddler topics within the past two (2) years and provide to the cabinet or designee a detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers in the past three (3) years;
- (2) Possess a current Infant and Toddler CDA;
- (3) Possess a current Family Child Care CDA and have completed an additional thirty (30) hours of instruction in cabinet-approved infant and toddler topics in the past three (3) years; or
- (4) Possess a current Family Child Care CDA and have obtained the Level 1 Kentucky Infant and Toddler Associate credential within the past three (3) years.

Section 5. Level 3 Kentucky Infant and Toddler Leader Credential Requirements. In order to be approved as a Level 3 Kentucky Infant and Toddler Leader, an individual shall:

- (1) Possess:
 - (a) An associate or bachelor's degree or higher in early care and education with a minimum of nine (9) credit hours specifically focusing on cabinet-approved infant and toddler topics; or
 - (b) A bachelor's degree or higher in a field not related to early care and education with sixty (60) additional hours of instruction in cabinet-approved infant and toddler topics completed within the past two (2) years; and
- (2) Provide a detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers within the past three (3) years.

Section 6. Renewal of All Levels of a Kentucky Infant and Toddler Credential.

- (1) A Kentucky Infant and Toddler Credential shall be:
 - (a) Valid for three (3) years; and
 - (b) Renewable.
- (2) An application for renewal shall be submitted to the cabinet or its designee and shall include:
 - (a) A completed DCC-245;
 - (b) Documentation of forty-five (45) hours of cabinet-approved training or college coursework in infant and toddler topics within the past three (3) years;
 - (c) A detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers within the past three (3) years;
 - (d) Current Pediatric First Aid and CPR Certification;
 - (e) Current Pediatric Abusive Head Trauma Certification;

- (f) A completed DCC-245A; and
- (g) A letter of recommendation from a:
 - 1. Current supervisor; or
 - 2. Parent or guardian of a child that is currently registered in the applicant's program if the applicant does not have a supervisor.

Section 7. Denial of Application or Renewal.

- (1) The cabinet shall deny a Kentucky Infant and Toddler Credential or renewal if the individual fails to comply with:
 - (a) Section 2 of this administrative regulation for an initial application; or
 - (b) The corresponding requirements for the requested credential or renewal established in Sections 3, 4, 5, or 6 of this administrative regulation.
- (2) If the Kentucky Infant and Toddler Credential is denied, the individual:
 - (a) Shall be informed as to the unmet requirements that resulted in the denial; and
 - (b) May reapply after the requirements that caused the denial are met.

Section 8. Revocation of Credential.

- (1) The cabinet shall revoke a Kentucky Infant and Toddler Credential from an applicant who:
 - (a) Falsifies a record; or
 - (b) Fails to comply with the requirements established in this administrative regulation.
- (2) An individual whose credential has been revoked may:
 - (a) Request a hearing pursuant to 922 KAR 2:260; or
 - (b) Reapply for a Kentucky Infant and Toddler Credential after two (2) years from the date of revocation.

Section 9. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) DCC-245, "Kentucky Infant and Toddler Credential Application", 2023; and
 - (b) DCC-245A, "Kentucky Infant and Toddler Credential Candidate Self-Assessment", 2023;
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Community Based Services, 275 East Main Street, Frankfort, Kentucky 40621, Monday through Friday, 8 a.m. to 4:30 p.m. This material may also be viewed on the department's Web site at <https://chfs.ky.gov/agencies/dcbs/Pages/default.aspx>.

LESA DENNIS, Acting Commissioner
CARRIE BANAHAN, Deputy Secretary

APPROVED BY AGENCY: April 27, 2023

FILED WITH LRC: May 11, 2023 at 8:00 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall, if requested, be held on July 24, 2023, at 9:00 a.m. using the CHFS Office of Legislative and Regulatory Affairs Zoom meeting room. The Zoom invitation will be emailed to each requestor the week prior to the scheduled hearing. Individuals interested in attending this virtual hearing shall notify this agency in writing by July 17, 2023, five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who attends virtually will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on this

proposed administrative regulation until July 31, 2023. Send written notification of intent to attend the public hearing or written comments on the proposed administrative regulation to the contact person. Pursuant to KRS 13A.280(8), copies of the statement of consideration and, if applicable, the amended after comments version of the administrative regulation shall be made available upon request.

CONTACT PERSON: Krista Quarles, Policy Analyst, Office of Legislative and Regulatory Affairs, 275 East Main Street 5 W-A, Frankfort, Kentucky 40621; phone 502-564-6746; fax 502-564-7091; email CHFSregs@ky.gov.