

**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Child Care**  
**(Amended After Comments)**

**922 KAR 2:255. Kentucky School-Aged Youth Development Credential.**

RELATES TO: KRS 158.030, 164.518(3)

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. KRS 164.518(3) requires the cabinet to participate in the promulgation of administrative regulations including monetary incentives for scholarship program participants. This administrative regulation establishes the requirements that shall be met for an applicant to obtain a School-Aged Youth Development Credential.

**Section 1. Definitions.**

(1) "Applicant" means an individual making an application for any level of a School-Aged Youth Development Credential.

(2) "**Cabinet-approved school-aged youth development topics**" **means subject matter relating directly to school-aged children based on developmentally appropriate and age-appropriate practice that have been approved by the cabinet or designated third party as meeting the training requirements established in 922 KAR 2:240.**

~~(3)~~ "Child Development Associate" or "CDA" means the nationally recognized credential approved by the Council for Professional Recognition.

~~(4)~~ ~~(3)~~ "Clock hour" means a sixty (60) minute period of instruction.

~~(5)~~ ~~(4)~~ "School-aged" means a child who meets the age requirements established in KRS 158.030 or who attends kindergarten, elementary, or secondary education.

**Section 2. Eligibility Criteria, Application, and Approval for the Kentucky School-Aged Youth Development Credential for All Levels.**

(1) An individual applying for a Kentucky School-Aged Youth Development 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 Child and Adult First Aid and CPR Certification;

4. The DCC-255A, "Kentucky School-Aged Youth Development Credential Candidate Self-Assessment"; and

5. The DCC-255, "Kentucky School-Aged Youth Development 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; and

- (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 School-Aged Youth Development Credential for a credential level established in Sections 3 through 5 of this administrative regulation.

Section 3. Level 1 Kentucky School-Aged Youth Development Associate Credential Requirements. In order to be approved as a Level 1 Kentucky School-Aged Youth Development Associate, an individual shall:

- (1) Have completed sixty (60) clock hours of instruction in cabinet-approved school-aged~~for~~ youth development 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 school-aged~~for~~ youth development topics.

Section 4. Level 2 Kentucky School-Aged Youth Development Professional Credential Requirements. In order to be approved as a Level 2 Kentucky School-Aged Youth Development Professional, an individual shall:

- (1) Have completed 120 clock hours of instruction in cabinet-approved school-aged or youth development 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 school-aged children in the past three (3) years;
- (2) Possess a current Military School-Age CDA;
- (3) Possess a current Preschool CDA and have completed an additional thirty (30) hours of instruction in cabinet-approved school-aged~~age or~~ youth development topics in the past three (3) years; or
- (4) Possess a current Preschool CDA and have completed all requirements for a Level 1 Kentucky School-Aged Youth Development Associate within the past three (3) years.

Section 5. Level 3 Kentucky School-Aged Youth Development Leader Credential Requirements. In order to be approved as a Level 3 Kentucky School-Aged Youth Development Leader, an individual shall:

- (1) Possess:
  - (a) An associate or bachelor's degree or higher in a school-aged~~age or~~ youth development field with a minimum of nine (9) credit hours specifically focusing on cabinet-approved school-age or youth development topics; or
  - (b) A bachelor's degree or higher in a field not related to school-age or youth development with sixty (60) additional hours of instruction in cabinet-approved school-aged~~age or~~ youth development topics 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 school-aged children within the past three (3) years.

Section 6. Renewal of All Levels of a Kentucky School-Aged Youth Development Credential.

- (1) A Kentucky School-Aged Youth Development 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 include:

- (a) A completed DCC-255;
- (b) Documentation of forty-five (45) clock hours of cabinet-approved training or college coursework in school-aged~~age or~~ youth development 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 school-age children in the past three (3) years;
- (d) Current Child and Adult First Aid and CPR Certification;
- (e) A completed DCC-255A; and
- (f) 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 School-Aged Youth Development 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 Section 3, 4, 5, or 6 of this administrative regulation.
- (2) If the School-Aged Youth Development 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 School-Aged Youth Development 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 School-Aged Youth Development 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-255, "Kentucky School-Aged Youth Development Credential Application", 2023; and
  - (b) DCC-255A, "Kentucky School-Aged Youth Development 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>.  
(49 Ky.R. 2437, 50 Ky.R. 850; eff. 1-11-2024.)

*LESA DENNIS, Acting Commissioner*  
*ERIC C. FRIEDLANDER, Secretary*

APPROVED BY AGENCY: September 1, 2023

FILED WITH LRC: September 7, 2023 at 12:30 p.m.

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## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person:** Krista Quarles or Laura Begin

**(1) Provide a brief summary of:**

**(a) What this administrative regulation does:**

This administrative regulation establishes the requirements for an individual to obtain a Kentucky School-Aged Youth Development Credential.

**(b) The necessity of this administrative regulation:**

This administrative regulation is necessary to establish the process for child care provider staff to voluntarily apply for and obtain this credential. Credentials assist in increasing the professionalism in the early childhood education field. Additionally, this will help increase the quality of trainings offered across the state as they are specialized and focused on the age group and content area of the credential. When providers take trainings tailored to the age group of children they serve, it increases the quality of care for children and families. New, required forms are incorporated in this administrative regulation. This administrative regulation is necessary to establish the requirements of KRS 199.896(17) and 199.8982(3), which require the cabinet to make available training for child care providers through the development or approval of a model training curriculum and training materials. The credential and approval contained in this administrative regulation ensures model training is available for child care providers. Approximately 15 other states offer a similar credential with apprenticeships that increase workforce development in this job sector. This proposed administrative regulation is being further amended in response to written comments received to add a definition for clarification and to make minor corrections in the administrative regulation and incorporated material.

**(c) How this administrative regulation conforms to the content of the authorizing statutes:**

This administrative regulation conforms to the content of the authorizing statutes by establishing criteria to obtain a Kentucky School-Aged Youth Development Credential.

**(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:**

This administrative regulation assists in the effective administration of the statutes by establishing criteria and requirements for a Kentucky School-Aged Youth Development Credential. 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.

**(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:**

**(a) How the amendment will change this existing administrative regulation:**

This is a new administrative regulation.

**(b) The necessity of the amendment to this administrative regulation:**

This is a new administrative regulation.

**(c) How the amendment conforms to the content of the authorizing statutes:**

This is a new administrative regulation.

**(d) How the amendment will assist in the effective administration of the statutes:**

This is a new administrative regulation.

**(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:**

As of February 2023, there were approximately 200 certified family child care providers and 1,800 licensed child care providers. Staff who work in these facilities specifically with school-aged children after school and during school breaks may want to pursue this credential although it will not be required by the state. These staff are often excluded from training and professional development, which is commonly centered around infants and toddlers. This credential will provide these staff with specialized training and credentialing and result in increased training opportunities specific to these providers.

**(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:**

**(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment:**

Child care provider staff are not required to obtain this credential, but if they choose to do so, this administrative regulation outlines the requirements for an individual to obtain a Kentucky School-Aged Youth Development Credential. The training and education for each level is detailed within the regulation.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3):**

There is no cost associated with obtaining this credential.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (3):**

Obtaining these credentials is a professional development higher standard. Earning the credential states that you have the knowledge, special skills, and experience necessary to provide the highest level of quality in care and education for children.

**(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:**

**(a) Initially:**

There are no costs associated.

**(b) On a continuing basis:**

There are no costs associated.

**(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation:**

Tobacco Master Settlement Agreement funds are the source of funding for child care credentialing programs.

**(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:**

An increase in fees or funding is not necessary.

**(8) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees:**

This administrative regulation does not establish or increase any fees.

**(9) TIERING: Is tiering applied?**

Tiering is not applied because this administrative regulation will be applied in a like manner statewide.

## **FISCAL NOTE**

**(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation?**

The Department for Community Based Services, Division of Child Care, administers this program.

**(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation.**

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

**(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.**

**(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year?**

This administrative regulation will not generate revenue for state or local government.

**(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years?**

This administrative regulation will not generate revenue for state or local government.

**(c) How much will it cost to administer this program for the first year?**

Tobacco Master Settlement Agreement funds are used in the administration of child care credentialing programs. No costs are associated with this specific credential.

**(d) How much will it cost to administer this program for subsequent years?**

No costs are associated with this specific credential.

**Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.**

**Revenues (+/-):**

**Expenditures (+/-):**

**Other Explanation:**

**(4) Estimate the effect of this administrative regulation on the expenditures and cost savings of regulated entities for the first full year the administrative regulation is to be in effect.**

**(a) How much cost savings will this administrative regulation generate for the regulated entities for the first year?**

This administrative regulation does not include cost savings for regulated entities.

**(b) How much cost savings will this administrative regulation generate for the regulated entities for subsequent years?**

Cost savings are not anticipated.

**(c) How much will it cost the regulated entities for the first year?**

There are no costs associated with this amendment.



**(d) How much will it cost the regulated entities for subsequent years?**

There are no costs associated with this amendment.

**Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.**

**Cost Savings (+/-):**

**Expenditures (+/-):**

**Other Explanation:**

**(5) Explain whether this administrative regulation will have a major economic impact, as defined below.**

"Major economic impact" means an overall negative or adverse economic impact from an administrative regulation of five hundred thousand dollars (\$500,000) or more on state or local government or regulated entities, in aggregate, as determined by the promulgating administrative bodies. [KRS 13A.010(13)] No, this administrative regulation is not anticipated to have a major economic impact to regulated entities.