



## Missouri Accreditation Education & Waiver Requirements

*MOA Education Waiver form at MOA website under Resources*

*Staff Education Requirements for Directors, Infant/Toddler, Preschool and School-Age (See Family Childcare Requirement page 26)*

### On-Site Program Director Education Requirements:

Licensed Capacity of Program	Education Requirements	Education Credential/Documents Accepted
20 Children or Less	Thirty (30) college semester hours, with six (6) of the thirty (30) hours in early childhood, youth development or child/family related courses; or Current CDA credential	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
21-60 Children	Sixty (60) college semester hours with twelve (12) of the sixty (60) hours in early childhood, youth development or child/family related courses	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current State Teaching Certificate in Early Childhood
61-99 Children	Ninety (90) college semester hours. Eighteen (18) of the ninety (90) hours in early childhood, youth development or child/family related courses	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current State Teaching Certificate in Early Childhood
100 or More Children	One hundred twenty (120) College hours. Twenty-four (24) of the one hundred twenty (120) must be in early childhood, youth development or child/family related courses	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current State Teaching Certificate in Early Childhood

## Early Childhood, Pre-school, & Infant Toddler Staff Education Requirements

Job Classification/Title	Education Requirements	Educational Credential/Documents Accepted
Lead Teacher	Minimum of nine (9) college credit hours in early childhood, child development, youth development, child/family related courses; <b>OR</b> Current CDA credential*. Missouri Accreditation will only accept the PDF copy of the current CDA certificate and not the confirmation email received stating the certificate is granted. Also, expired CDA certificates will not be accepted.	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Assistant Teacher or Teacher Aid	A minimum of six (6) college credit hours ( <b>DOES NOT</b> have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Substitute for Lead Teacher	A minimum of nine (9) college credit hours ( <b>DOES NOT</b> have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Substitute for Assistant Teacher or Teacher Aid	A minimum of six (6) college credit hours ( <b>DOES NOT</b> have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Para	No specific educational requirements Para must be assigned to a specific child See Definition for Employment Classifications-Para, pages 20-21.	Educational Credentials not required  See Definition for Employment Classifications-Para, pages 20-21.

\*CDA credential is not required in addition to college credits

### School Age On-Site Program Director Education Requirements:

Licensed Capacity of Program	Education Requirements	Education Credential/Documents Accepted
20 Children or Less	Thirty (30) college semester hours	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current State Teaching Certificate in Early Childhood
21-60 Children	Sixty (60) college semester hours	Same as listed above.
61-99 Children	Ninety (90) college semester hours.	Same as listed above.
100 or More Children	One hundred twenty (120) college semester hours	Same as listed above.

### School Age Staff Education Requirements

Job Classification/Title	Education Requirements	Educational Credential/Documents Accepted for Determination
Lead Teacher	Minimum of nine (9) college credit hours.	Copy of legible college transcript from a Regional Accredited College or University, or current Missouri State Teaching Certificate.
Assistant Teacher or Teacher Aid	A minimum of three (3) college credit hours.	Same as listed above.
Substitute	A substitute must meet the education requirements of the staff member for whom they are substituting.	Same as listed above.
Para	No specific educational requirements  See Definition for Employment Classifications-Para, pages 20-21.	Educational Credentials not required.  See Definition for Employment Classifications-Para, pages 20-21.

## Missouri Accreditation Adult/ Child Ratios

Each program must meet the adult/child ratios as defined below. Only adults that meet Missouri Accreditation education requirements may be counted in adult/child ratio

Two adults (18 years and older) must be on the premises at all times.

Infant/ Toddler (Birth to 24 months)	Early Childhood (24 months to 6 years)	School Age (Kindergarten through Secondary School Age)
<p>Ages Birth through 2 years: Groups composed of <u>mixed</u> ages through 2 years shall have no less than 1 adult to 4 children, with a maximum group size of 8 children. (1 Missouri Accreditation qualified Lead Teacher required for each classroom/age group)</p> <p>Ages 2 years: Groups composed solely of two (2) year old children shall have no less than 1 adult to 8 children, with a maximum group size of 16 children. (1 Missouri Accreditation qualified Lead Teacher required for each classroom/age group)</p>	<p>Ages 2 years: Groups composed solely of two, (2) year old children shall have no less than 1 adult to 8 children, with a maximum group size of 16 children. (1 Missouri Accreditation qualified Lead Teacher required for each classroom/age group)</p> <p>Ages 3 and 4 years: Groups composed of 3 and 4-year-old children shall have no less than 1 adult to 10 children, with a maximum group size of 20 children. (1 Missouri Accreditation qualified Lead Teacher required for each classroom/age group)</p> <p>Mixed ages of child: Groups composed of <u>mixed</u> ages of children 2 years and older shall have not less than 1 adult to 10 children with a maximum of four (4) two (2) years old children, with a maximum group size of 20 children. When there are more than four (4) two (2) year olds in a mixed group, the adult/child ratio shall be no less than 1 adult to 8 children, with a maximum group size of 16 children. (1 Missouri Accreditation qualified Lead Teacher required for each classroom/age group)</p>	<p>Ages 5 years and older: Groups composed of school age children shall have no less than 1 adult to 16 children, with a maximum group size of 32 children. (1 Missouri Accreditation qualified Lead Teacher required for each classroom/age group)</p>

- Missouri Accreditation reserves the right to refuse education credentials that are marked up or illegible.
- Missouri Accreditation will not accept “snap shots” or photos of educational credentials or transcripts. All education credentials must be uploaded as a PDF document in MARIT.
- All transcripts emailed to the Missouri Accreditation Office for prior approval must be sent as a pdf document attachment, and not sent as part of the body of the email or as a “snap shots”.
- MOA will only accept credit hours for classes that the student has received a grade of C or higher. Grades of D or lower will not be accepted for staff education requirements.
- Missouri Accreditation will accept a current CDA certificate as verification for a lead teacher determination until the expiration date. The CDA certificate must be current and not expired to be accepted.
- Missouri Accreditation will only accept the actual CDA certificate and not the confirmation email received stating the certificate is granted.
- The program must submit a PDF copy of the CDA certificate once it is received.

## Employee Temporary Educational Waiver

- To help Programs meet the employee educational requirements, Missouri Accreditation (MOA) will allow an employee who has a MOA Educational Waiver approved and signed by the MOA Executive Director to be counted in child/staff ratio and can count as an Assistant/Aid teacher during the waiver process. Additionally, for an employee to be counted in the child/staff ratio, all the requirements for the MOA Waiver must be met.

### 1) Missouri Accreditation (MOA) Educational Waiver Guidelines

- For an employee to be counted in the child/staff ratio, all the following requirements must be met:
  - 1) The MOA Education Waiver must be submitted with signatures of the staff member, program director, and MOA Executive Director.
  - 2) The program/ employee member must have an approved MOA Educational Waiver which has been signed by the MOA Executive Director and the class schedule from the college, before the staff member can be counted in child/staff ratio.
  - 3) Employee must be at least eighteen (18) years old
  - 4) Employee must have a HS diploma or a GED
  - 5) Employee must work at least thirty (30) hours a week in a child care program working directly with children ages birth to 12 years old
  - 6) Employee must complete a minimum of 9 credit hours of early childhood specific classes to be completed by the MOA issued due date to achieve Lead Teacher Status.
  - 7) Employee must attend classes regularly, complete all assigned course work, and successfully pass each course with a grade of C or higher.
  - 8) The Program must provide the MOA office with a class schedule from the regionally accredited college of the classes the employee will be taking, which will be reviewed by the MOA office to assure that the classes meet the MOA requirements.
  - 9) Each college course must be completed by the MOA issued due date.
  - 10) The Program must provide Missouri Accreditation with a copy of the employee's grades, by the MOA issued due date.
  - 11) The Program must notify Missouri Accreditation within 5 work days if an employee terminates their MOA Educational Waiver.
  - 12) A MOA Educational Waiver with the MOA Executive Director's signature must be **approved prior to** the Program's Renewal Application and/or Annual Review due date.
  - 13) Employees, with a fully executed MOA Educational Waiver, will have a Teacher Assistant/Aid Employee Classification until the Program provides Missouri Accreditation the required documentation showing grades where credits have been received to qualify that staff member to be a Lead Teacher.
  - 14) If the MOA Educational Waiver is broken by the recipient (Program employee) before completion of the agreement, the recipient is not eligible to apply for any additional MOA Educational Waivers.

15) Missouri Accreditation shall have the right to deny requests for MOA Educational Waivers by any Program or Program Employee, for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so.

## 2) Specialized Waivers

- As part of the MOA Educational Waiver, Missouri Accreditation will accept an employee to be counted in the child/staff ratio as an Assistant/Aid Teacher who has a fully executed agreement with T.E.A.C.H. MISSOURI or LUME Institute Early Childhood Apprenticeship Program. If one of the specialized waiver is being used, the following documentation will need to be submitted before approval can be given.
  1. T.E.A.C.H MISSOURI Contract (<http://teach-missouri.org>) with class schedule and MOA Education Wavier
  2. LUME Institute Early Childhood Apprenticeship Program must submit the LUME Verification Letter and MOA Education Wavier

