SUNY Canton Proficiency/Challenge Exam Option

Course: ECHD 340 Policies and Regulations in Early Childhood Settings

Part 1: ECHD 340

ECHD 340 is a 3-credit required course in the B.B.A. in Early Childhood Care and Management Degree Program, offered in the fall semester.

Course Description

This course examines childcare licensing regulations. Students will gain knowledge of state mandated policies and procedures pertaining to health and safety, children's programming, staffing, and the physical environment. Students will research and develop policies according to state childcare mandates and apply methods of childcare program evaluation criteria throughout the course. Pre-requisites: ECHD 101, ECHD 121, or permission of instructor

Required Course Materials (no cost):

New York State Office for Children and Family Services [OCFS] Child Day Care Center Regulations, Part 418-1 [October 2021]

Accessible at: https://ocfs.ny.gov/main/childcare/daycare_regulations.asp

Part 2: Eligibility Criteria – Early Childhood Program

Many B.B.A. students work in the field of Early Care and Education, and as such must be knowledgeable of, adhere to, and follow in accordance with state licensing regulations. The College offers, for a select few courses, a Proficiency/Challenge Exam option. ECHD 340 is a course in the B.B.A. program that students may be exempt from completing in accordance with the Proficiency/ Challenge Exam Policies, Procedures and eligibility criteria, as listed below:

- Currently employed in a state licensed childcare center
- Must hold an administrative position (Assistant Director or Director)
- Employed for 2+ years in current position
- Must work 20+ hours weekly
- Must provide documentation (**completion of ECHD 340 Eligibility Form**), including:
    - Place of Employment (Center Name and Location)
    - Center Facility Licensing #
    - Direct report / supervisor contact information

If a student meets the above criteria, and wishes to explore the Proficiency/Challenge Exam – information pertaining to Policies, Procedures and Challenge Exam Fees can be found here: https://www.canton.edu/academics/proficiency/

Part 3: Proficiency/Challenge Exam Preparation

The Proficiency/Challenge Exam for ECHD 340 consists of 100 questions (multiple choice, true/false) related to *NYS Child Day Care Regulations, 418-1* (Oct. 2021). Students are encouraged to prepare for the Challenge Exam by reviewing the regulations.

If approved for the Proficiency/Challenge Exam, students will coordinate a time for exam completion with the Workforce, Community & Industry Partnerships Office (WCIP). The exam can be taken online and will be proctored.

Part 4: Proficiency/Challenge Exam Required Scoring

To receive the course credits (3) and be exempt from taking ECHD 340, students must receive a ***minimum 80% score on the Challenge Exam***. If a student receives a score below 80%, they will not be awarded credit and will be required to complete ECHD 340. Students are only permitted to take the Challenge Exam one time. Associated fees are non-refundable.

Part 5: Next Steps

If interested in pursuing the ECHD 340 Proficiency/Challenge Exam option, please contact Dr. Maiocco: maiocc@canton.edu ***prior to submitting the Challenge Exam Application***. Dr. Maiocco will provide an ***ECHD 340 Early Childhood Eligibility Form*** which must be completed and submitted to Dr. Maiocco and approved by ECHD faculty based upon the eligibility criteria outlined in Part 2.

An email confirmation of the outcome of initial eligibility will be sent to the student from Dr. Maiocco. If approved, students can access, complete, and submit the Challenge Exam Application following the process accessible at: https://www.canton.edu/academics/proficiency/

For degree completion planning, it is critical to complete the ECHD 340 Proficiency/Challenge Exam in the spring semester, ideally prior to spring advising period. Please contact your academic advisor for guidance on establishing a timeline.

Questions?

Contact:

Workforce, Community & Industry Partnerships
wcip@canton.edu