

FCCPC Staff Credential Renewal Certificate Syllabus

Setting: Infant/Toddler or Preschool or Family Care

Program Code: 1406-FL

Program Length: 45 hours

IACET CEU Value: 4.5 CEU's

Program Start Date: Rolling Enrollment – Start Anytime

Program End Date: 180 days from enrollment date

Textbook Information: No textbook is required to complete this certificate program.

Program Description: The FCCPC Staff Credential Renewal Certificate program of study is designed to provide the 45 clock hours of professional development required by the Florida Department of Children and Families Credentialing Unit to renew a current Florida Birth Through Five Staff Credential.

Program Objectives: Upon satisfactorily completing the FCCPC Staff Credential Renewal Certificate program of study, students should be able to:

- Demonstrate ways to employ the NAEYC Code of Ethical Code Conduct to validate professional standards for children, families, staff, and community
- Identify strategies to promote healthy brain development
- Identify major developmental milestones related to movement and fine motor skills from birth through age 5
- Define separation anxiety
- Identify common hazards throughout the school facility
- Identify ways in which infectious diseases are spread
- Identify safe practices for preventing the spread of bloodborne pathogens in the child care setting
- Define SIDS
- Identify the purpose of therapy for children with attention disorders
- Identify the purpose of various assessment tools
- Define social development, emotional development, and temperament
- Identify the roles of parents and child care providers in providing guidance to children
- Recognize the role of empathy in communication
- Identify important strategies for increasing retention through internal marketing and parent communication

Assessment Methodologies Used: Students enrolled in FCCPC Staff Credential Renewal Certificate program of study are assessed using the following methods:

- Competency based multiple choice questions
- Student written essays with written feedback
- Student activity and/or observations with written feedback
- End of course quizzes in multiple choice format
- Cumulative Final Exam in multiple choice format

Enrollment Requirements:

- Must be 18 years of age or older
- Must possess a high school diploma or GED obtained from institutions accredited and recognized by U. S. Department of Education and submit documentation as proof. High school diplomas issued by private schools that are registered with the Florida Department of Education will also be accepted. If a high school diploma is earned outside the U. S., it must be translated by someone who is a member of the American Translators Association, an approved credential evaluation agency approved by the Bureau of Educators Certification, or an accredited college/university.
- Must have access to a computer and printer
- Must have a valid email address
- Must have access to the Internet through a JavaScript enabled web browser (i.e. Internet Explorer 7.0 or higher, Mozilla Firefox 3.0 or higher, etc.)
- Must be able to speak, read, and write well enough in the language the course is presented in to understand and complete the course material
- Several courses within this program require observation, assessment, and practical application of learning principles in an early childhood learning environment. Students must be working in or have access to an early childhood environment to successfully complete these courses.

Program Completion Requirements: All of the following requirements must be met in order for a student to graduate and receive a certificate of completion for the FCCPC Staff Credential Renewal Certificate program of study.

- Complete all assigned coursework and readings
- Receive a passing grade of 70% or better on all quizzes
- Receive a passing grade on all essay assignments
- Pass a cumulative final exam in multiple choice format with a 70% or better
- Submit all documentation forms that are required for the program including but not limited to proof of high school diploma or GED

About the Coursework:

Competency Based Courses

These courses are content driven, and measure the student's comprehension of the stated course objectives. These courses contain competency based questions that do not allow the participant to move forward in the course unless questions are answered correctly. If a student answers incorrectly, the course redirects the student to the section of the course that presents the correct information.

Practical Application Courses - These courses end in P or P1 or P2

These courses require the student to apply concepts they have learned by doing actual exercises in the field or classroom. These courses may also require observation and assessment work. The student must complete a series of written exercises designed around the exercises in the course. Each written exercise must be reviewed and approved as satisfactory by the student's assigned Education Coach to complete the course.

Completion of CCEI Coursework: Students may complete a maximum of six (6) courses each day. Submission of final coursework should occur at least two (2) weeks before end-of-program deadline to allow for grading and revisions. After completion of all required documentation and coursework, student will have access to final exam. Please refer to the Student Handbook for specific Academic Policy requirements.

FCCPC Staff Credential Renewal Certificate Course Assignments

CCEI110A Indoor Safety in the Early Childhood Setting

This course introduces early childhood professionals to indoor safety standards in an early childhood setting.

CCEI110B Outdoor Safety in the Early Childhood Setting

This course identifies common outdoor injuries and appropriate ways to prevent them.

HLTH104 Basic Health and Hygiene Practices for the Early Childhood Setting

This course provides basic information everyone should know about preventing the spread of infectious diseases in the child care setting.

HLTH100 Early Childhood Obesity

This course discusses early childhood obesity and shares strategies for addressing obesity in the early care setting.

ADM103 Basic Transportation and Field Trip Safety for Child Care Centers

This course presents recommended practices and policies for the safe, developmentally appropriate transport of young children to and from child care centers. Information is based primarily on federal safety standards, which are generally used as the basis for state standards, though specific regulations vary from state to state.

NFS100 Healthy Habits: Nutrition and Fitness Practices

This course offers ideas for promoting healthy eating and active play in the early childhood environment.

ADM100 The Eco-Friendly Child Care Center, Part 1: Green Lifestyle and Environmental Health

The goal of this course is to provide an overview of what constitutes an eco-friendly child care environment, with a major focus on the hazards of environmental exposure and recommended practices for maintaining a safe, healthy environment for young children.

SOC102 From Chaotic to Calm: Managing Stress in the Classroom

This course will provide an understanding of childhood stress and will give information, activity ideas, and tools for easing children's anxieties and worries in the classroom.

CCEI117 Sudden Infant Death Syndrome

This course is designed to increase knowledge about Sudden Infant Death Syndrome and to inform early care professionals of risk reduction strategies.

CCEI112A Child Abuse: Signs of Abuse and Reporting Requirements for Early Childhood Professionals

This course identifies and defines the major categories of child abuse, explains the responsibilities of mandated reporters, lists methods of reporting, and emphasizes the importance of visual checks.

CCEI854 Developmental Delights: Birth to Six Months

This course provides a brief overview of the physical, cognitive, social, and emotional development of infants during their first six months of life. Courses in this series introduce early childhood development to child care workers and educators and suggest practical applications for the childcare setting.

CCEI855 Developmental Delights: Six to Twelve Months

This course provides a brief overview of the physical, social, and educational development of children during the six to twelve month period of life.

CCEI861 Developmental Delights: Twelve to Twenty-Four Months

This course provides a brief overview of the physical, social, and educational development of children during the 12- to 24-month period of life.

CCEI857 Developmental Delights: Two-Year-Olds

This course provides a brief overview of the physical, social, and educational development of children ages two to three years.

CCEI881 Developmental Delights: Three Year Olds

This course provides a brief overview of the physical, social, and educational development of children ages three to four years.

CCEI882 Developmental Delights: Four and Five-Year-Olds

This course provides a brief overview of the physical, social, and educational development of four and five year old children.

CCEI968 Inclusion and Children with Special Needs

This course provides participants with a greater understanding of the importance of including children with disabilities in the early childhood environment.

SPN101 Understanding Autism Spectrum Disorders

The goal of this course is introduce participants to autism spectrum disorders (ASD) and the characteristics of children who are diagnosed with autism spectrum disorders.

SPN102 Attention Deficit Disorders

This course presents basic facts about attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD), including characteristics of children diagnosed with ADD and ADHD and recommended classroom accommodations and guidance strategies.

SOC103 Gender Bias and Stereotypes

This course explores the development of gender identity and stereotypes.

SOC104 Promoting Empathy and Other “Prosocial” Behaviors

This course examines recent social research into empathy and other “prosocial” behaviors, as well as recommended strategies and practices for guiding young children through the early phases of empathy’s long developmental process.

CCEI4001 Positive Guidance, Part 1: What Is Positive Guidance and Why Is It Important?

Upon successful completion of this course, students should be able to define the term positive guidance and explain why it is valuable for caregivers to use it during the early childhood years.

GUI100 Bullying in the Preschool Environment

Bullying is one of the most concerning social interactions facing children and schools today. While the media picks up stories of bullying in high school, researchers have shown that bullying behaviors are learned much earlier in life.

CCEI963 Advocacy for The Center, Parents, Children and Staff

This course examines the many reasons educators should advocate for their center, parents, children and staff and effective ways of doing so.

FAM100P Family Involvement: A Practical Application Course

This practical application course is designed for advanced professional development for the early childhood teacher.

CCEI520 Parent Communication: Building Partners in the Educational Process

This course examines the importance of open communication between parents and teachers.

CCEI520P1 Parent Communication: A Practical Application Course

This course examines the application of positive parent communication. It reviews positive listening and speaking skills, nonverbal communication, and how to manage barriers to parent communication.

CCEI3022 Parent-Teacher Conferences

This course explores the parent’s role in parent-teacher conferences.

CCEI960 Staff Communication: Educational Partnerships

This course provides directors, administrators, and aspiring directors with a greater understanding of the value of good communication skills, as well as various techniques for listening and responding appropriately to staff, parents, and children.

CHD101 Promoting Speaking and Listening Skills

This course emphasizes the central role of speaking and listening skills in the development of communication and early literacy skills.

CHD104 The Importance of Play in Early Childhood

This course provides an overview of the importance of play for promoting optimal development across all domains during early childhood and beyond.

CHD105 Focusing on Expressive Play and Artistic Development

This course focuses on the importance various forms of play have on the development of the whole child, with emphasis on expressive play, which can be incorporated throughout most activities in the early childhood environment.

COG101 Critical Thinking Skills in the Preschool Environment

Critical thinking skills are essential for good decision-making and long-term academic and professional success.

CCEI059T Principles from the NAEYC Code of Ethical Conduct

This course gives participants the opportunity to explore the principles behind NAEYC's Code of Ethical Conduct and Statement of Commitment and the need for such a document in the early childhood profession.

CCEI959 Legal and Regulatory Issues for Child Care Centers

This course, intended for directors and administrators, focuses on legal issues that affect early care and education centers.

CCEI770 Making Time! Time Management Skills for Administrators

This course outlines effective time management skills for program administrators or directors.

CCEI800 The Professional Portfolio: Fostering and Documenting Professional Development

This course introduces early childhood professionals to the practice of developing a professional director/teacher portfolio as a means of enhancing professional growth.

CCEI805P1 Professionalism Applied: Creating an Autobiography

This practical application course requires students to write a professional autobiography dealing with experiences in early childhood education.