



# Westford Recreation

## PHASE 2

# **Town of Westford Employment Packet**

*EEC Requirements*

# Westford Recreation **Employment Packet** ***EEC Requirements***

## **What is EEC?**

### Massachusetts Department of Early Education and Care

The Department of Early Education and Care's mission is to support the healthy growth and development of all children by providing high quality programs and resources for families and communities.

In May of 2022, Westford Recreation completed the Massachusetts EEC certification program. With this certification, are mandatory requirements set forth by the EEC to ensure that our WPC After School programming consistently follows important guidelines that maintain the program's quality and safety.

Please use the following: **PHASE 2 EEC Check List** to check of the requirements as they are completed.



**Town of Westford Recreation Department**

65 Main Street, 3rd Floor

Westford, Massachusetts 01886

Office: (978) 692-5532 Fax: (978) 392-4471

**PHASE 2: Westford Recreation**  
**EEC Early Education and Care Requirements Check List**

New employees must complete the following requirements as requested by the MA Department of Early Education and Care. Please hand in, or email, the signed checklist once all items are checked.

Check off each item once the action is performed:

**PLEASE SUBMIT THE FOLLOWING DOCUMENT:**

- 1) Current Physical form with two MMR vaccination dates (measles, mumps, rubella vaccination). Physical's and associated documentation must be updated annually.

**FILL OUT AND SUBMIT THE FOLLOWING FORMS:**

- 2) Staff Information form
- 3) EEC Verification of School Age Experience form (site leaders only)

**CREATE AN ONLINE ACCOUNT TO ACCESS YOUR:**

- 4) Professional Qualifications Registry - PQR number
- 5) Strong Start 12 Essentials Training Modules (will need your new PQR number)

**REGISTER FOR**

- 6) First Aid and CPR course

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Info page #1**

Submit the following document:  
**Annual Physical**

- The EEC requires the annual submission of a physical, along with MMR vaccination (measles, mumps, rubella vaccination) documentation outlining the two MMR dates.

Submit your most recent physical whether it has expired or not. If it has expired, please set up an appointment for the physical as soon as possible.

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**Info page #2**

Fill out and submit the following:  
Staff Information form

- Please sign and date the form.

*Form to follow.*

The Commonwealth of  
Massachusetts Department of **Early**  
**Education and Care**

**STAFF INFORMATION FORM**

(This form must be completed by each staff person)

**PROGRAM NAME:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Social Security #:(optional) \_\_\_\_\_  
Current Position: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

**ADMINISTRATIVE AND TEACHING STAFF:**

Circle age group(s) you are caring for:

Infant (birth - 15 mos.)                      Infant / Toddler (birth - 2 yrs. 9 mos.)  
Toddler (15 mos. - 33 mos.)                Toddler / Preschool (15 mos. - K.)  
Preschool (2 yrs. 9 mos. - K.)              Preschool / SA (2 yrs. 9 mos. - 9 yrs.)  
School Age (5 yrs. - 14 yrs.)                Kindergarten / SA (5 yrs. - 14 yrs.)  
Multi-Age Group (birth -14 yrs.)

Do you have a Department of Early Education and Care or Office of Child Care Services  
Certificate of Qualifications?

No \_\_\_\_\_ Yes \_\_\_\_\_ Applied \_\_\_\_\_

Certificate # \_\_\_\_\_ Level \_\_\_\_\_ (Copy of Certificate, if applicable,  
must be on file at center)

Please list any licenses, certifications, or registrations you have (i.e. teacher certification, social  
worker's license, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Date of EEC Professional Registry \_\_\_\_\_

Date of EEC Educator Orientation (if applicable) \_\_\_\_\_

I attest that the above information is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Info page #3**

Fill out and submit the following:

EEC Verification of  
School Age Experience form

- **This form is for SITE LEADERS only.**
- Please verify your experience caring for school-age children 5 years of age to 14 years of age or up to 16 years of age with special needs and/or your administrative experience.

*Form to follow.*

The Commonwealth of Massachusetts  
Department of Early Education and Care  
VERIFICATION OF SCHOOL AGE WORK EXPERIENCE

Educator Name: \_\_\_\_\_

Educator Address: \_\_\_\_\_

Program/School (where experience was gained) \_\_\_\_\_

Program/School Address: \_\_\_\_\_

EEC Program # (if applicable): \_\_\_\_\_

To be qualified by EEC, this educator must have evidence of qualifications as required by 606 CMR 7.09(19)(a)(1-4). The educator must be able to verify his/her experience caring for school-age children 5 years of age to 14 years of age or up to 16 years of age with special needs and/or his/her administrative experience. Please complete a separate section for each position held. If the educator held more than two positions please copy this form. Experience of an instructional nature i.e. coaching, dance instruction, art lessons, or karate lessons may count for 50% of the required school age experience.

**To be filled out by Employer/Licensed Provider where School Age work experience was gained**

Position Held: \_\_\_\_\_

**Circle one age group:**  
5-8 years 5-14 years

Was this work experience \_\_\_\_\_ or practicum \_\_\_\_\_?

**From: Mo/Day/Year to: Mo/Day/Year**  
\_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

**Circle one type of year:**  
Full year School year Summer only

Was experience at least 12 hours per week consistently? \_\_\_\_\_  
If not, total # of hours worked per week \_\_\_\_\_

Did position include administrative experience (Management, H.R., Finance)? Yes \_\_\_\_\_ No \_\_\_\_\_

Position Held: \_\_\_\_\_

**Circle one age group:**  
5-8 years 5-14 years

Was this work experience \_\_\_\_\_ or practicum \_\_\_\_\_?

**From: Mo/Day/Year to: Mo/Day/Year**  
\_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

**Circle one type of year:**  
Full year School year Summer only

Was experience at least 12 hours per week consistently? \_\_\_\_\_  
If not, total # of hours worked per week \_\_\_\_\_

Did position include administrative experience (Management H.R., Finance)? Yes \_\_\_\_\_ No \_\_\_\_\_

**I attest that the above is correct, to the best of my knowledge.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
(of employer) (of employer)

Title \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_



## School Age Qualifications

To work in a licensed school age child care program, the educator must have evidence of qualifications as required by 7.09(19)(a)1-4 Additional requirements for Large group and School Age Child Care programs serving school age children. There are four levels of qualifications: Assistant Leader, Group Leader, Site Coordinator and Program Administrator.

### 1. Assistant Leader

An Assistant Leader assists the group leader in carrying out his/her responsibilities, and must meet

one of the following:

- Be at least 16 years of age, work under the direct supervision of a group leader and (1) have a high school diploma or equivalent or (2) be enrolled in a high school program or equivalent.
- Be 18 years or older and work under the general supervision\* of a Group Leader.

**\* General supervision is defined as being on the same floor level in an adjacent space and the Group Leader is able to hear and/or see the Assistant Leader.**

### 2. Group Leader

- Must be at least 18 years old and
- Must meet one of the following:
  - Have a Bachelor's or Associate's degree and have three months of experience working with school age children.
  - Have a high school diploma or equivalent and six months of experience working with school age children including three months of supervised experience at a school age child care program.
  - Have nine months of experience with school age children including three months of supervised experience at a school age child care program.
- **In order for experience to be counted, it must be a minimum of 12 hours per week or if less than 12 hours a week, every block of 50 hours counts for one month.**

### 3. Site Coordinator

- Must be at least 20 years old and
- Must meet one of the following:
  - Have a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and 6 months of experience working with school age children.
  - Have a Bachelor's Degree in any field or an Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have nine months of experience working with school age children.
  - Have a high school diploma or equivalent and one year of experience working with school age children.

## School Age Qualifications

- **In order for experience to be counted, it must be a minimum of 12 hours per week or if less than 12 hours a week, every block of 50 hours counts for one month.**

### Experience to be Group Leader or Site Coordinator may include the following:

- An EEC licensed school age program.
- An EEC licensed group child care program with documented evidence of having worked in a mixed preschool/school age classroom.
- A EEC licensed Family Child Care program with documented evidence of supervised experience by at least a qualified Site Coordinator. Supervised experience must occur every other month for the number of months required for the level of qualification.
- A licensed DPH camp.
- A public school as a paraprofessional or teacher.
- An approved private organized educational system.
- Experience that is of an instructional nature i.e. coaching, karate, dance instruction, or art lessons may count for 50% of the required experience.

- **Experience as a nanny, babysitter, Sunday School teacher or home schooling does not count as experience.**

### 4. Program Administrator

- Must be 21 years old and
- Must meet the qualifications of a Site Coordinator
- Must meet one of the following:
  - Have 6 months of administrative experience\*
  - Have evidence of satisfactory completion of at least nine credits in management or administration in subject areas from an accredited institution of higher learning.
- Experience may include working in an EEC licensed child care program as a Director I or Director II with documented evidence of an EEC Preschool Lead Teacher Certificate.

\*Evidence of administrative experience includes; any position of leadership that is responsible for administrative management, human resources, or finances of any business.

- The experience to verify a Group Leader's, Site Coordinator's or Program Administrator's qualifications must be recorded on the form "Verification of School Age Experience" and be maintained in the educator's file.

# Westford Recreation

## **Employment Packet**

### ***EEC Requirements***

### **Info page #4**

Create an online account to access your:  
**Professional Qualifications Registry - PQR number**

- If you are working in early education or out-of-school time in an EEC-licensed center-based program you will need to register and create a profile with the EEC PQ Registry.
- As part of the registration you will receive a **PQR number**. (You will need this number when creating a Strong Start account for accessing the 12 Essential training modules.)
- **PQ Registry link:** [https://www.eec.state.ma.us/SSI\\_V2/ProfileSetup/LoginUN.aspx](https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx)

#### PLEASE NOTE!

Once registered, you will receive the ***Professional Qualifications Registration Confirmation*** letter by email (see example). Your PQR number is on the top right of that letter.

*Submit a copy of the letter with your paperwork or email it to [rfredkin@westfordma.gov](mailto:rfredkin@westfordma.gov).*



MASSACHUSETTS

Department of  
Early Education and Care

Amy Kershaw, Acting Commissioner

## Early Education and Care Professional Qualifications Registration Confirmation

**Registrant Information:**

Jane Smith  
Main Street, Westford MA  
01886-2302

**EXAMPLE ONLY**

**Example of the letter you will  
receive once you have registered.**

**Registration Number (Status):**

9877604 (Active)

**Where to find your  
personal PQR number**

**Registration Date:**

September 27, 2022

**Renewal Date:**

September 27, 2023

This registration is valid for one year from the above Registration Date and is not transferable. The educator has affirmed that information provided to the Professional Qualifications (PQ) Registry is accurate; unless otherwise noted, this information has not been verified by EEC.

*Neither being listed in the PQ Registry nor this notice constitutes an EEC Professional Certificate attesting to the individual's qualifications or an EEC license to provide early education and care.*

### Instructions for Educators

- Please share this notice with your current employer(s) so they may properly list you among the active educators working in their program.
- Periodically update your registration information to keep your Professional Profile current.
- Save a printed copy of this confirmation for your records. Make note of your Registration Number and EEC Single Sign In username and password (if you have one) to access your information at a later date.

### Instructions for Employers

If this educator is not already listed as a staff member of your program, you may add them to your employee/volunteer list by clicking the "[Record an Employee/Volunteer Registration](#)" link on your "[My Programs](#)" page in the PQ Registry. Enter the information exactly as stated below to add this educator as a current staff member. *You must be an approved program user to manage your program's staff in the PQ Registry.*

**Last Name:** Smith

**Date of Birth:** 1/01/2006

**Registration Number:** 9877604

Under 606 CMR 7.09(4), it is the responsibility of programs/providers licensed by EEC as family child care, small group and school age, and large group and school age programs to maintain a complete staff listing in the PQ Registry and to assure that employees/volunteers register as required. Programs not subject to EEC licensure may also need to register their staff if it is required by their participation in an EEC funded contract, grant or initiative.

# Westford Recreation

## **Employment Packet**

### ***EEC Requirements***

#### **Info page #5**

## Create an online account to access your: StrongStart EEC Essentials Training

StrongStart "EEC Essentials" training is comprised of 12 training modules on topics that early education staff need to know about, such as health, safety, and child development.

- **Create an account at** <https://strongstart.eoe.mass.gov/ets/home>
- Enter your PQR number to **access your 12 training modules**. (The PQR number is discussed on Info Page #4.)
- Though these modules can be done on your own time, we strongly recommend you **do the trainings while at work**. Please discuss scheduling with your Site Director. They expect you to work on the modules as part of your day with WPC.
- When all 12 modules are completed, you will take a quiz that summarizes your learnings, and receive the **StrongStart Certificate of Completion**.
- **Please print out the certificate and provide a copy to the Recreation Dept.**

***This Training is Mandatory. If you have any concerns, let us know!***

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**Info page #6**

**Register for our First Aid Course:**

- You will need to take a **First Aid** course as part of this process – training that is always good to have! Most courses pair both First Aid and CPR. If you are already certified in one or both, and the certification has not expired, please submit a copy of the card/paperwork to the Recreation department.
- If not, **Westford Recreation offers the course**, which can be found at [westfordma.myrec.com](http://westfordma.myrec.com), under programs. Please register as soon as possible!
- Certification expires every two years.