

Tier II Provision for New Staff Members

Please take note that the following provision has been determined for Tier II standard #50 for child care centers participating in the Tiered Reimbursement Subsidy program:

Standard #50: All qualified program staff have at least 18 hours of professional development annually regardless of how many hours per week they are scheduled.

With regard to new staff members in a child care program, this Tier II standard requirement will be prorated depending on the length of time the staff member has been employed by the center. The Division will consider the employee's date of hire and prorate the professional development hours in 3-month increments. For example, an employee who was hired 6 months (1/2 year) prior to application for Tier II Reimbursement will be required to have completed at least 9 hours (1/2 of total required hours) of professional development by the time of application. Prorated professional development will follow the timeline below:

Months of Employment:	Hours of Professional Development:
0	0
3	4.5
6	9
9	13.5
12	18

This provision will apply only up to 25% of total program staff. The remaining staff members will be responsible for the entire amount of required professional development hours according to Tier II standards. For example, a child care center with 20 staff members may have only 5 "new" staff members that can receive prorated professional development requirements, with the remaining 15 staff members completing all 18 hours of required professional development.

Please contact Elizabeth Teel with any questions regarding Tier II standard requirements or this new provision at Elizabeth.D.Teel@wv.gov or by phone at (304) 356-4605. Thanks!