



**Department of
Early Education and Care**

Center-based Minimum Hiring Requirements

<https://www.mass.gov/service-details/minimum-hiring-requirements-for-educators>

ASSISTANT TEACHER REQUIREMENTS

2 OPTIONS

**YOU MUST HAVE ALL
OF THE ITEMS IN AN
OPTION PLUS
EVERYTHING IN
FOUNDATION**



FOUNDATION

All educators must:

- ☐ Have a suitable BRC
- ☐ Complete Staff Orientation
- ☐ Complete EEC Essentials

OPTION 1

- ☐ At least 16 years old
- ☐ Enrolled in or completed high school or equivalent, which may include, but is not limited to, a Chapter 74 approved voc tech high school program in Early Education or another approved Massachusetts high school program in Early Education

OPTION 2

- ☐ At least 18 years old
- ☐ Have completed 10th grade
- ☐ In the process of obtaining a high school diploma or equivalent

TEACHER REQUIREMENTS

4 OPTIONS

YOU MUST HAVE **ALL**
OF THE ITEMS IN AN
OPTION PLUS
EVERYTHING IN
FOUNDATION



FOUNDATION

All educators
must:

- ☐ Have a High School Diploma or be at least 21 Years of Age
- ☐ Have a suitable BRC
- ☐ Complete Staff Orientation
- ☐ Complete EEC Essentials

OPTION 1

- ☐ 9 months supervised work experience or one practicum
- ☐ 3 credits in Child Growth and Development

OPTION 2

- ☐ 3 months supervised work experience
- ☐ 3 credits in Child Growth and Development
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 2, 7, 8, or 12

OPTION 3

- ☐ 6 months supervised work experience
- ☐ 4.5 CEUs in Child Growth and Development
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 2, 7, 8, or 12

OPTION 4

- ☐ 9 months supervised work experience
- ☐ 45 hours of training in Child Growth and Development
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 2, 7, 8, or 12

Note: Completion of a Chapter 74 or EEC-approved voc-tech high school program in ECE automatically meets requirements.

LEAD TEACHER REQUIREMENTS

9 OPTIONS

YOU MUST HAVE **ALL**
OF THE ITEMS IN AN
OPTION PLUS
EVERYTHING IN
FOUNDATION



FOUNDATION

All educators must:

- ☐ Have a High School Diploma
- ☐ Be at least 21 Years of Age
- ☐ Have a suitable BRC
- ☐ Complete Staff Orientation
- ☐ Complete EEC Essentials

OPTION 1

- ☐ 36 months supervised work experience
- ☐ 12 credits in at least four categories of study except Category 13. Must include three credits in Category 1 and three credits in Category 7 (for those working with infants or toddlers).

OPTION 2

- ☐ 27 months supervised work experience
- ☐ Child Development Associate (CDA)
- ☐ CDA must include 12 credits in at least four categories of study except Category 13, including three credits in Category 1 and three credits in Category 7 (for those working with infants or toddlers)

OPTION 3

- ☐ 18 months supervised work experience
- ☐ AA or BA Degree in unrelated field
- ☐ Degree must include 12 credits in at least four categories of study except Category 13, including three credits in Category 1 and three credits in Category 7 (for those working with infants or toddlers)

OPTION 4

- ☐ 9 months supervised work experience
- ☐ BA Degree in Early Education
- ☐ Degree must include 12 credits in at least four categories of study except Category 13, including three credits in Category 1 and three credits in Category 7 (for those working with infants or toddlers)

LEAD TEACHER REQUIREMENTS

9 OPTIONS

YOU MUST HAVE **ALL**
OF THE ITEMS IN AN
OPTION PLUS
EVERYTHING IN
FOUNDATION



OPTION 5

- ☐ 9 months supervised work experience
- ☐ AA Degree or higher in ECE, child development, or elementary ed with a kindergarten or PreK Special Needs specialization, or a Related Field of Study
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 1,3,4,7,8,9,12, or 13.

OPTION 6

- ☐ 18 months supervised work experience
- ☐ Completed one of the following:
 - CDA
 - Community College Certificate in ECE, Child Development, or Elementary Ed
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 1,3,4,7,8,9,12, or 13.

OPTION 7

- ☐ 24 months supervised work experience
- ☐ AA Degree or higher in unrelated field
- ☐ 12 credits in the Categories of Study
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 1,3,4,7,8,9,12, or 13.

OPTION 8

- ☐ 36 months work experience in Large (10) FCC or as Out-of-School Time Site Coordinator
- ☐ 12 credits in the Categories of Study, including 3 in Category 1
- ☐ Within 2 months: 15 hours training in Category 8
- ☐ Within 6 months:
 - First Aid & CPR
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 1,3,4,7,8,9,12, or 13.

OPTION 9

The Following are all considered qualified:

- DESE PreK-3 or PreK-8 Licensure
- DPH Early Intervention Certificate
- Montessori Certificate appropriate to the ages of children to be served

DIRECTOR REQUIREMENTS

4 OPTIONS

YOU MUST HAVE **ALL**
OF THE ITEMS IN AN
OPTION PLUS
EVERYTHING IN
FOUNDATION



FOUNDATION

All educators must:

- ☐ Have all the Lead Teachers requirements and all those in an option
- ☐ Be at least 21 Years of Age
- ☐ Have a suitable BRC
- ☐ Complete Staff Orientation
- ☐ Complete EEC Essentials

OPTION 1

- ☐ 6 additional months of work experience
- ☐ 2 additional credits or 3 CEUs or 30 PDPs in Category 13
- ☐ 2 additional credits or 3 CEUs or 30 PDPs in Category 11

OPTION 2

- ☐ 15 months work experience as a Lead Teacher or Program Manager
- ☐ BA Degree or higher in ECE, Child Development, or a related field.
- ☐ 2 additional credits or 3 CEUs or 30 PDPs in Category 13

OPTION 3

- ☐ 24 months supervised work experience
- ☐ BA Degree or higher in unrelated field
- ☐ 12 credits or equivalent in the Categories of Study, including a minimum of 2 credits or 3 CEUs in Category of Study 13
- ☐ Within 6 months: At least 15 hours of training in Category 11

OPTION 4

- ☐ 42 months supervised work experience
- ☐ 16 credits or equivalent in the Categories of Study, including a minimum of 2 credits or 3 CEUs in Category of Study 13
- ☐ Within 6 months: At least 15 hours of training in Category 11



Categories of Study

- **Category of Study 1:** Child Growth and Development, Birth – Eight Years
- **Category of Study 2:** Planning Programs and Environments for Young Children
- **Category of Study 3:** Curriculum for Early Childhood Settings
- **Category of Study 4:** Child and Classroom Management
- **Category of Study 5:** Advanced or Specialized Early Childhood Education or Development
- **Category of Study 6:** Children with Special Needs, Birth – Sixteen Years
- **Category of Study 7:** Infant and Toddler Development, Care, and Program Planning
- **Category of Study 8:** Health and Safety in Early Childhood
- **Category of Study 9:** Families and Community
- **Category of Study 10:** Child Care Policy
- **Category of Study 11:** Supervision or Staff Development in Early Childhood Education
- **Category of Study 12:** Child Observation, Documentation, and Assessment
- **Category of Study 13:** Child Care Administration
- **Category of Study 14:** Topics Specific to Out of School Time