



Early Childhood Education

Available Certifications:

ACT 31- Mandatory Reporter

CDA- Ready Certificate

Getting Started with Center-Based Care

Pediatric First Aid CPR and AED

Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Orientation and Safety		
101	Follow school, classroom, and clinical rules and regulations.		
200	Professionalism		
201	Compare and contrast different types of early learning programs.		
202	Identify personal qualities for employment and career opportunities.		
203	Develop a professional portfolio to include clearances.		
204	Investigate the requirements of the CDA Credential and PA School-Age Credential.		
205	Examine NAEYC Standards and the Code of Ethical Conduct.		
206	RESERVED		
207	Participate in a professional advocacy event or training.		
208	Identify resources for professional development.		
209	Identify state, national, and international models of early learning programs.		
210	Investigate the Keystone Stars requirements.		
300	Health and Safety		
301	Identify Department of Human Services regulations and PA Department of Education codes.		
302	Obtain Pediatric First Aid and infant/child CPR certification		
303	Complete Mandated Reporter Training.		
304	Identify communicable diseases and chronic medical conditions.		
305	Identify characteristics of a safe, healthy environment.		
306	Describe infection control procedures, sanitation practices and prevention of illness policies.		
307	Identify nutritional requirements, including CACFP guidelines.		
308	Plan nutritious meals and snacks.		
309	Identify guidelines and procedures to care for the mildly ill child.		
310	Comply with industry standard adult health regulations.		
311	Complete a health and safety checklist and develop recommend changes for compliance.		
312	Describe safe transportation practices in childcare settings.		
313	Identify components of an emergency management plan for a childcare setting.		
314	Identify liability issues of childcare workers regarding children's safety in a childcare setting.		
315	Identify and describe program records, budgets, and reports.		

Task Number	Description	Hours	Level
316	Describe and apply best practices for reducing stress on children and caregivers in the early learning environment.		
317	Complete industry required health and safety training.		
400	Learning Environment (Physical Space)		
401	Examine the value of play and use best practices to support children's play.		
402	Examine the process and use best practices for developing children's creativity.		
403	Examine, evaluate, and use culturally responsive learning centers and materials.		
404	Evaluate and maintain the indoor and outdoor learning environments.		
405	Investigate classroom environment rating tools, e.g., ITERS, ECERS, SACERS, TPOT.		
500	Child Development (Social, Emotion, Physical, Intellectual, Language Development)		
501	Identify educational theorists and their concepts.		
502	Identify developmental stages and areas.		
503	Identify the stages of artistic and musical development.		
504	Identify characteristics of infant development.		
505	Identify characteristics of toddler development.		
506	Identify characteristics of preschool development.		
507	Identify characteristics of school-age development.		
508	Identify characteristics of children with special needs.		
509	Define early language and literacy development for school success.		
510	Integrate literacy/language development throughout all activities.		
511	Investigate the needs of dual language learners.		
600	Classroom Management and Positive Guidance		
601	Use positive methods to guide children's behavior.		
602	Describe the influence of environment and caregiver management techniques on children's behavior.		
603	Observe, supervise, and/or record the daily routines of children.		
700	Standards, Curriculum, and Assessment		
701	Use basic tools and types of observations.		
702	Observe, record, and assess children's learning and behavior.		
703	Develop appropriate learning experiences based on observations.		
704	Link the Pennsylvania Learning Standards for Early Childhood (infant-toddler, pre-kindergarten, and kindergarten) to all learning experiences.		
705	Demonstrate the connections between learning standards, curriculum, and assessment.		
706	Describe the elements of curriculum (individualized goals, family and environment, learning environment, content resources).		
800	Curriculum Development		
801	Investigate a variety of curriculum models.		
802	Develop long and short-range curriculum goals.		
803	Determine and write objectives.		

Task Number	Description	Hours	Level
804	RESERVED		
805	Compile a resource of learning materials including culturally responsive and diverse experiences.		
806	RESERVED		
807	Plan weekly curriculum.		
808	Develop daily lesson plans that link to the Pennsylvania Learning Standards for Early Childhood.		
900	Learning Activities/Experiences		
901	Prepare, present and reflect on self-care activities.		
902	Prepare, present and reflect on activities which promote a positive self-concept.		
903	Prepare, present and reflect on science activities.		
904	Prepare, present and reflect on music activities.		
905	Prepare, present and reflect on puppetry activities.		
906	Prepare, present and reflect on flannel board activities.		
907	Prepare, present and reflect on children's literature.		
908	Prepare, present and reflect on language and literacy activities.		
909	Prepare, present and reflect on math activities.		
910	Prepare, present and reflect on creative art activities.		
911	Prepare, present and reflect on food and nutrition related activities.		
912	Prepare, present and reflect on health and safety activities.		
913	Prepare, present and reflect on social studies activities.		
914	Prepare, present and reflect on fine motor activities.		
915	Prepare, present and reflect on gross motor activities.		
916	Prepare, present and reflect on transitions.		
917	Prepare, present and reflect on creative drama activities.		
918	Prepare, present and reflect on creative movement activities.		
919	Prepare, present and reflect on woodworking activities.		
920	Identify steps to plan field trips as a learning experience.		
921	Incorporate current technology in a developmentally appropriate way.		
1000	Program Partnerships		
1001	Communicate with families through written documentation.		
1002	Create a resource file of community services.		
1003	Describe and implement best practices for supporting children and families during daily and age group transitions.		
1004	Identify the family's role in developing individualized goal plans for children.		
1005	Identify the role that cultures and values of the family play in children's upbringing and individualize experiences for children.		
1100	Clinical Experience		
1101	Participate in an infant program.		
1102	Participate in a toddler program.		
1103	Participate in a preschool program.		
1104	Participate in an elementary/primary school program.		

Task Number	Description	Hours	Level
1105	Participate in a special needs and/or inclusive program.		
1200	RESERVED		
1201	RESERVED		
1202	RESERVED		
1203	RESERVED		
1204	RESERVED		
1205	RESERVED		
1206	RESERVED		
<i>*Local Task List</i>			
VA950	Prepare, present and reflect on outdoor learning activities.		
VA3513	13.2.11.A- Apply effective speaking and listening skills used in a job interview.		
VA3514	13.2.11.B- Apply research skills in searching for a job. (CareerLink, O-NET, Networking, Newspapers, Professional Associations, Resource Books (OOH), etc.		
VA3515	13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, Cover Letter, Resume, Post-Secondary Application, etc.		
VA3516	13.2.11.E- Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Communication, Health and Safety, Resilience, Integrity, Problem Solving, Teamwork and Communication.		
VA3517	13.3.11.A- Evaluate personal attitudes and work habits that support career retention and advancement, with focus on Resilience, Integrity, Problem Solving, Communication, Teamwork.		
VA3518	13.3.11.B-Evaluate team member roles and describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, and summarizing.		
VA3519	13.3.11.C- Evaluate conflict resolution skills as they related to the workplace.: constructive criticism, group dynamics, managing leaderships, mediation, negotiation, problem solving.		
VA3520	13.3.11.D- Develop a personal budget based on career choice, such as but not limited to : fixed/variable expenses, gross pay, net pay, saving, taxes.		