



**Department of
Early Education and Care**

Out of School Time Minimum Hiring Requirements

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

OST ASSISTANT GROUP LEADER 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 within 2 month of hire

OPTION 1

- At least 16 years old
- Enrolled in or completed high school or equivalent

OPTION 2

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

OST GROUP LEADER 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
- Be at least 18 Years of Age
- Have a suitable BRC
- Complete Staff Orientation
- Complete EEC Essentials within 2 month of hire

OPTION 1

- 9 months **supervised** work experience or one practicum
- or**
- 3 months supervised work experience and Associate or Bachelor Degree
- Within 6 months: First Aid

OPTION 2

- 3 months **supervised** work experience with school-aged children
- 3 credits in Child Growth and Development, Human Development, Elementary Education, or Related field
- Within 6 months: First Aid

OPTION 3

- 6 months work experience with school age children including **at least 3 months of supervised experience** with school-aged children
- OR**
- 9 months work experience with school-aged children, including **at least 3 months of supervised experience** with any age group of children
- Within 6 months: First Aid & CPR

OPTION 4

The Following are all considered qualified:

- AA Degree or higher in child development, ECE, Elementary Ed., or Related Field
- School age childcare certification from an institution of higher education
- Montessori Elementary I certificate
- EEC-qualified to work in a Large FCC Program (Capacity of at least 8)

OST SITE COORDINATOR REQUIREMENTS

7 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 20 Years of Age
- Have a suitable BRC
- Complete Staff Orientation
- Complete EEC Essentials within 2 month of hire

OPTION 1

- 12 months **supervised** work experience or 1 practicum
- Within 6 months: First Aid

OPTION 2

- 9 months **supervised** work experience or 1 practicum
- AA or BA Degree in any field
- Within 6 months: First Aid

OPTION 3

- 6 months **supervised** work experience or 1 practicum
- BA Degree in ECE
- Within 6 months: First Aid

OPTION 4

- 6 months **supervised** work experience as an OST Group Leader
- AA Degree or higher in ECE, Education, or a related field of study
- Within 6 months:
 - First Aid
 - Completion of 3 credits or 45 PDPs in Category 14: Topics Specific to OST

OST SITE COORDINATOR REQUIREMENTS

7 OPTIONS

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



OPTION 5

- 9 months work experience as an EEC-qualified PreK Lead Teacher
- 3 credits or or 4.5 CEUs or 45 PDPs in Category 14: Topics Specific to OST
- Within 6 months:
First Aid
Completion of 3 credits or 45 PDPs in Category 14

OPTION 6

- 12 months **supervised** work experience as an OST Group Leader
- Within 6 months:
 - First Aid
 - Completion of 3 credits or 45 PDPs in Category 14

OPTION 7

- 36 months work experience with school age children as an EEC-qualified FCC Licensee in a Large FCC Program (Capacity of 10)
- 15 hours of training in Categories 11, 13, and 14
- Within 6 months:
 - First Aid
 - 3 additional credits or 4.5 CEUs or 45 PDPs in Categories 1,3,4,7,8,9,12, or 13.

OST PROGRAM ADMINISTRATOR 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
- Be at least 21 Years of Age
- Have a suitable BRC
- Complete Staff Orientation
- Complete EEC Essentials
- Within 6 months: First Aid

OPTION 1

- All the site Coordinator requirements

and

- 6 additional months of administrative experience

Note: experience can be replaced by 9 credits in management or administration subject areas from an accredited institute of higher Education

OPTION 2

- 6 months work experience as a Site Coordinator
- BA Degree or higher in ECE, Child Development, or a related field.
- Within 6 months: Completion of at least 15 hours or training in Category 11

OPTION 3

- 9 months supervised work experience as a Site Coordinator
- 20 hours of training related to administration, leadership, or management in Categories of Study 11, 13, and 14.
- Within 6 months: At least 15 hours of training in Category 11

OPTION 4

- 60 months of work experience with school age children as an EEC-qualified FCC Licensee in a Large FCC Program (Capacity of 10)
- 3 credits or or 4.5 CEUs or 45 PDPs in Child Growth and Development or Human Development
- 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