



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
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Memorandum
December 16, 2024

To: Licensed Child Care Providers

From: Heidi J.Q. Lujan
Chief Children's Services Administration,
Division of Children's Wellness, Department of Public Health & Social Services

Subject: **Guam's Plan for Professional Development (GPPD) Updates**

The Bureau of Child Care Services (BCCS), within the Department of Public Health and Social Services (DPHSS), requires all staff members of licensed child care facilities to be qualified through training, experience, skills, and education, as indicated in the Guam's Plan for Professional Development (GPPD) (26 GARR §1109.5). This stipulates that all child care providers (assistant teacher, lead teachers, assistant director, director) employed for compensation, who provide direct care to children in licensed child care settings, to maintain a valid GPPD Certification through Path A or Path B.

To provide a better service experience to our clients, BCCS is excited to announce the launch of a new application form, child care provider certificate, and improved processes to be **effective January 1, 2025**. The following changes are designed to streamline the application process, improve efficiency, and enhance the overall experience for applicants.

Launch of New Path A Certificate

In efforts to recognize the credential of each child care provider employed in licensed child care settings, BCCS will be implementing the issuance of a new **Path A Certification**.

The **Path A Certification** provides recognition that child care providers meet established training, experience, skills, and educational standards identified under Path A of the GPPD.

The **Path A Certification** provides a standardized way of recognizing the child care provider's qualifications, and shall be issued following the credential review and approval by the Guam Early Learning Council (GELC), Early Childhood Professional Development (ECPD) Subcommittee.

The **Path A Certification** shall remain valid for use/transfer within all licensed child care centers until expired. Child care providers are advised not to submit an application for re-evaluation when seeking employment in multiple child care centers.

Launch of New Application for Path A Certification

In efforts to improve our client's user experience, BCCS will be implementing the use of a new application form (titled: **Application for Path A Certification**) for all licensed child care providers seeking Path A Certification.

The new **Application for Path A Certification** is redesigned with a simplified structure that feature clear guidelines to reduce errors. The new form also features streamlined fields to enhance functionality, ensuring that applicants can easily understand and complete their submissions.

One of the key features in the new application includes the definitions of the different types of application:

- **New Application:** Initial application for newly employed childcare providers.
- **Renewal Application:** Path A Certification will expire in no less than two (2) months, or has expired.
- **Re-Evaluation Application:** Provider has a Path A Certification, and has since received additional training and/or education that may elevate certification level.

The following guidelines listed shall support the processes for the different types of applications:

- **Renewal Application:**
 - *Please note that if the provider does not meet the required hours for renewal they will not be renewed. The child care center is subject to be placed under a Corrective Action Plan until renewal requirements are met by non-renewed applicant(s) and has been resubmitted for re-evaluation.*
- **Re-Evaluation Application:**
 - *Re-Evaluation applications can only be submitted up to three times prior to expiration of Path A Certification.*
 - *Please note that all applicants seeking re-evaluation are required to submit a letter addressed to the GELC-ECPD Subcommittee to justify the need for their request.*

GPPD Path A Submission Timeframe

In efforts to ensure that Early Childhood Directors/Owners are provided extended time to prepare and submit applications, BCCS will be enforcing a change of schedule in receiving all GPPD Path A applications from licensed child care centers. **Applications for Path A Certification will be accepted for submission to BCCS within the first five (5) business days of each month.**

The Early Childhood Directors/Owners must maintain responsibility of reviewing, submitting, and receiving childcare providers' Applications for Path A Certification with supporting documents to BCCS. BCCS will conduct the preliminary review of each applicant's information with the Director/Owner upon submission, to ensure all information submitted and indicated in the application are accounted for.

All childcare providers' Applications for Path A Certification must be submitted to BCCS no later than sixty (60) days upon hire date or prior to the expiration date. Failure to meet submission deadlines and renewal requirements may result in noncompliance with licensing regulations.

Please note that any form of noncompliance with licensing regulations may be subject to a Letter of Warning or a Corrective Action Plan (CAP). Failure to comply with the CAP within the designated deadline may result in the issuance of a Provisional License or the revocation of License to operate a child care facility.

Launch GPPD Path A FAQs

BCCS will be launching a Frequently Asked Questions (FAQ) in efforts to provide further clarification and improve our client's user experience with the updated GPPD Path A processes. The FAQs can be accessed online at www.guamchildcare.com.

Path A Certification/Application Virtual Meeting

To assist with the transition of the new changes, BCCS will be offering a virtual stakeholder meeting to discuss the details of the new Path A Certification, application form, and improved processes. The purpose of the meeting is to help child care providers navigate the application and its processes smoothly and reduce confusion.

Please join our virtual stakeholder meeting scheduled on December 20, 2024 at 1 p.m.

Please see Zoom meeting link below:

<https://us02web.zoom.us/j/81086495629?pwd=gWHm0CpJ7r0iWabym4LuZ9rJDmzgJw.1>

Should you have any questions, please contact the Education, Training, Professional Development, and Outreach section at 671-735-7256 or email at childcare@dphss.guam.gov. Your support is greatly appreciated.

DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
Division of Children's Wellness (DCW) - Bureau of Child Care Services (BCCS)

GUAM'S PLAN FOR PROFESSIONAL DEVELOPMENT

Path A

CERTIFICATION

This certificate, valid for service in licensed child care facilities, is granted to

Adam Suharto

who has satisfied the requirements prescribed by the Guam Early Learning Council (GELC)
Early Childhood Professional Development (ECPD) Subcommittee to serve as

Early Childhood Assistant Provider - Level 1

Effective Date: 12/2024 - 12/2027

Certificate No.: 00000001



Heidi J. Quinata
Chief Children's Services
Administrator, DCW

Maria Nededog
Path A Management Analyst,
Bureau of Child Care Services



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIVISION OF CHILDREN'S WELLNESS
BUREAU OF CHILD CARE SERVICES (BCCS)

www.guamchildcare.com

671-735-7256



APPLICATION FOR PATH A CERTIFICATION

INSTRUCTIONS FOR FILLING OUT THIS FORM

To ensure you meet the deadline for certification, please follow these instructions carefully.

1. Complete this application and ensure all information is typed or printed legibly.
2. Attach clear copies of all supporting documents to the application.
For all applications:
 - Documents supporting highest education completed (Diploma/Transcript/Certificate)
 - Documents supporting new courses and/or trainings completed**For Renewal**
 - Previous Path A Certification**For Re-Evaluation**
 - Previous Path A Certification
 - Justification letter identifying need for re-evaluation**NOTE:**
 - Photos or “snapshots” will not be accepted.
 - Additional documents may be requested by the Guam Early Learning Council Early Childhood Professional Development Subcommittee (GELC ECPD Subcommittee).
 - BCCS will maintain all copies of documents submitted.
3. Submit this application and ALL supporting documents to your Early Childhood Director/Assistant Director/Child Care Owner for review. **NOTE:** Your Early Childhood Director/Child Care Owner is responsible for submitting your application and supporting documents to BCCS.
4. Deadline for submission is two months from hire date or two months before the expiration of your Path A Certification.
5. BCCS will only accept submission of Applications for Path A Certification during the first five (5) business days of the month. Should there be incomplete information and/or documentation upon the preliminary review, your application will be returned to your Early Childhood Director/Assistant Director/Child Care Owner.
NOTE: Applications and supporting documents will not be accepted electronically.
6. Your application and supporting documents will be reviewed by the GELC ECPD Subcommittee on the last Thursday of every month. The GELC ECPDS will validate or deny all Applications for Path A Certification.
7. Upon completion of review and certification by the GELC ECPD Subcommittee, BCCS will contact your Early Childhood Directors/Assistant Director/Child Care Owner for pick up via email.

Definitions:

1. **New Application:** Initial application for newly employed childcare providers.
2. **Renewal Application:** Path A Certification will expire in no less than two (2) months, or has expired.
3. **Re-Evaluation Application:** Provider has a Path A Certification, and has since received additional training and/or education that may elevate certification level.



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APPLICATION FOR PATH A CERTIFICATION

Section 1(a): APPLICANT INFORMATION

Type of Application for Path A Certification

NEW

RENEWAL

RE-EVALUATION

Child Care Center: _____

Name (Last, First, MI): _____

Previous Name(s): _____

Mailing Address: _____

Contact Number(s): _____

Email Address: _____

Job Title: _____

Date of Hire: _____

Section 1(b): FOR RENEWAL / RE-EVALUATION

Current Type of Early Childhood Provider: Assistant Provider Lead Provider Master Provider

Current Level of Early Childhood Provider: Pre-Credential 1 2 3 4

No. of Times Renewed at Current Level: _____

Last Certification Date: _____ Expiration Date: _____

Section 2: EMPLOYER INFORMATION

Immediate Supervisor: _____

Child Care Center Director/Owner: _____

Contact Number: _____

Email Address: _____

Section 3: COURSE/TRAINING INFORMATION

Please list the courses and/or trainings completed for this application. Each course and/or training indicated must be accompanied by documentation in the form of a certificate, letter, or transcript. **Attach supporting documents in the order listed below.** Unofficial transcripts within the last 3 years will be accepted. The subcommittee reserves the right to request for official transcript.

Official Use Only	No.	Name of Course or Training	Instructor/Sponsor
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		

*If additional information is needed to complete the Course/Training Information Section, please use a separate sheet of paper applying the same format above.

Section 3 (Continued): COURSE/TRAINING INFORMATION

Please list the courses and/or trainings completed for this application. Each course and/or training indicated must be accompanied by documentation in the form of a certificate, letter, or transcript. **Attach supporting documents in the order listed below.** Unofficial transcripts within the last 3 years will be accepted. The subcommittee reserves the right to request for official transcript.

Official Use Only	No.	Name of Course or Training	Instructor/Sponsor
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
	32		
	33		
	34		
	35		
	36		
	37		
	38		
	39		
	40		

*If additional information is needed to complete the Course/Training Information Section, please use a separate sheet of paper applying the same format above.

Section 4: BACKGROUND INFORMATION

1. **EDUCATION:** Please list your educational information.

A copy of High School Diploma/GED must accompany this application. However, if a higher degree was obtained and a transcript is submitted (Associate, Bachelor, Masters, or Doctorate) then evidence of a High School Diploma/GED is waived.

	School	Certificate or Degree Obtained	Date Received (Month/Year)
High School			
College			

2. **WORK EXPERIENCE:** Have you been employed in other center-based or group-based child care facilities? If yes, please list prior places of employment related to child care and/or caring for young children.

YES NO

Employer	Contact Number or Email Address	Start Date – End Date (Month/Year)	Reason for leaving

3. **EXPERIENCE:** Have you had any experience in caring for young children, ages birth to five years old?

Experience with relevant and appropriate age group include: camp counseling, baby-sitting, parenting, foster care, Head Start Parent, volunteer, or group/family/center child care.

Note: This will not be considered when applying for Certification as a Master Provider Level1-4.

YES NO

Experience with children birth through five years	Start Date – End Date (Month/Year)

I do hereby acknowledge that all information contained in this form and accompanying documents are accurate. If the form does not meet the requirements for completion, as stated in Guam’s Plan for Professional Development, BCCS will return the Application for Path A Certification indicating the reason(s) for disapproval to my Early Childhood Director/Child Care Owner. As a result, I will have to complete and resubmit my application and documentation for review and certification.

Name: _____

Signature: _____

Date: _____

Official Stamp Only



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**GUAM'S PLAN FOR PROFESSIONAL DEVELOPMENT (GPPD) PATH A
FREQUENTLY ASKED QUESTIONS (FAQ)**

What is the purpose of the Guam's Plan for Professional Development (GPPD)?

The GPPD provides a plan for early childhood assistants and teachers in all child care, HeadStart, and related early years settings, to advance in their profession. The GPPD shall be used by Early Childhood Professionals in planning their education, training, and other components of professional development, to ensure they are well prepared to provide quality care and education to young children.

What type of childcare providers are required to submit an application for Path A certification?

Early Childhood Providers employed for compensation who provide direct care in a licensed child care facility (assistant teachers, teachers, assistant director, director) must comply with the requirements promulgated in 26 GAR § 1109.5(a) which identifies each staff member must determine their educational qualifications to care for children, that is validated by the Guam Early Learning Council's (GELC) Early Childhood Professional Development (ECPD) Subcommittee.

Who is not required to submit an Application for Path A Certification?

Employees who do not provide direct care to children to include, but not limited to kitchen staff, maintenance staff, and administrative staff, are not required to submit an Application for Path A Certification.

Are child care providers allowed to work in a licensed facility without a valid GPPD Certification?

Child care providers are allowed to work at a licensed child care facility without a GPPD Certification, but is required to submit an application within two months from hire date or two months before expiration date. The licensed child care facility must maintain compliance with personnel requirements set forth in 26 GAR § 1109 or will be subject to a letter of warning and/or a corrective action plan issued by Licensing.

When do I submit my Application for Path A Certification?

Providers must submit their application within two months from hire date or two months before the expiration date. The Early Childhood Director/Owner is responsible for reviewing, submitting and receiving their center's employees' Application for Path A Certification. BCCS will accept the submission of Application for Path A Certification during the first five (5) business days of the month. Electronic submission will not be accepted and no appointments are needed.

Who validates the Application for Path A Certification?

The GELC ECPD Subcommittee will review and validate the credentials of a prospective Early Childhood Provider pursuing certification as an Early Childhood Professional under Path A of the GPPD. The GELC ECPD Subcommittee is comprised of one representative from the following entities: University of Guam, Guam Community College, Guam Department of Education, Guam Early Learning Council, and Guam Child Care and Development Association.

How long are Path A Certifications valid?

- Assistant Provider Pre-Credential & Lead Provider Pre-Credential Certification is valid for (1) year and must meet requirements for Level 1 within (1) year.
- Assistant Provider Levels 1 – 4, Lead Provider Levels 1 – 4, Master Provider Pre-Credential – 4 Certifications are valid for three (3) years.

Will I need to submit an application for Path A Certification if I work at another licensed child care facility or at multiple child care facilities?

No. As long as your Path A Certification has not expired, you may utilize the same Path A Certification for multiple child care facilities.



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What happens if I do not meet the renewal requirements past the certification period?

Failure to meet requirements within the length of Certification period will result in non-renewable application. All non-renewable applications will not receive a Path A Certification and must submit an application for re-evaluation once requirements are met.

Licensed child care centers with employees who received a non-renewable application will be subject to a letter of warning and/or a corrective action plan issued by Licensing, if personnel requirements set forth in 26 GAR § 1109 are not met.

When can I submit an application for re-evaluation?

You may submit an application for re-evaluation for any of the following reasons:

- If you have completed additional training or education that may elevate your current level of certification prior to the expiration of current Path A Certification.
- If you believe that your credentials were not properly evaluated.

BCCS requires any provider interested in requesting for a re-evaluation to submit a letter addressed to the GELC ECPD Subcommittee justifying your submission for re-evaluation. Request for re-evaluation may be submitted up to three (3) times during certification period. Submission for re-evaluation does not guarantee a higher certification level.

EDUCATION

Am I required to submit my high school diploma or GED?

For a new application, a copy of your high school diploma or GED must be submitted. Applications submitted for renewal are not required to provide evidence of a high school diploma or GED.

If I completed college courses but have not received my degree, do I need to submit evidence of having completed high school or my GED?

Yes. If you have not received a college degree, you must provide a copy of your high school diploma or GED for a new application.

If I completed some college courses but have not received my degree, do I need to submit evidence of my college credits?

Yes. If you have completed some college courses without a degree, you must provide evidence of college credits earned by providing an official or unofficial college transcript.

What courses can I take in lieu of CD285-Child Care Management?

In lieu of CD285-Child Care Management, you may complete a minimum 3 college credit course with key words of Early Childhood Education Administration or Management, from an accredited college.

If I received a college degree, do I need to provide a copy of my high school diploma or GED?

No. If you received a college degree, you only need to submit a copy of your college diploma or transcript.

If I received my college education from an international institution, what documents are needed to support my Application for Path A Certification?

The GELC ECPD Subcommittee may request for your college degree and/or transcripts from the international institution be converted to U.S. standards from U.S. evaluation companies.



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TRAINING

What type of training certificates are applied towards training and education in-service requirements?

Training certificates that meet the National Association for the Education of Young Children (NAEYC) from the following Early Childhood Education (ECE) core knowledge areas:

- Promoting Child Development and Learning
- Building Family and Community Relationships
- Observing, Documenting and Assessing
- Teaching and Learning
- Becoming a Professional

Training certificates that meet Child Care Development Fund (CCDF) Health & Safety Training Requirements:

- Prevention & control of infectious diseases (including immunization)
- Prevention of sudden infant death syndrome and use of safe sleeping practices
- Administration of medication, consistent with standards for parental consent
- Prevention and response to emergencies due to food and allergic reactions
- Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic
- Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment
- Emergency preparedness and response planning for emergencies resulting from a natural disaster
- Handling and storage of hazardous materials and the appropriate disposal of bio contaminants
- Appropriate precautions in transporting children, if applicable
- Pediatric first aid and cardiopulmonary resuscitation
- Recognition and reporting of child abuse and neglect

What information does the GELC ECPD Subcommittee validate on training certificates that apply towards CEU hours?

All training certificates must include at a minimum, the following information:

- Child Care Provider/Attendee Name
- Training Topic
- Date of training
- Hours of training (If not indicated on the training certificate, training will not apply to CEU requirement)
- Presenter/Institution

The GELC ECPD Subcommittee reserves the right to request for additional documents as needed.

What training certificates will not be accepted?

Certificates that are not relevant to Early Childhood Education will not be accepted. Certificates completed prior to your last certification and application date will not be accepted for renewal.

What qualifies as work experience with relevant & appropriate age group to satisfy the Master Provider Level 1 – 4 requirements?

Master Provider Levels 1 – 4 require compensated employment experience attained from working directly with children in the appropriate and relevant age group in a childcare setting (ex. Experience attained from working as a teacher in a childcare center).

Who do I contact regarding any questions regarding my application for Path A Certification?

You may contact the Education, Training, Professional Development, and Outreach (ETPDO) section within the Bureau of Child Care Services via email at childcare@dphss.guam.gov or call (671)735-7256.