



GOVERNMENT OF BERMUDA

Department of Health

Day Care Centre Personnel

Continuous Professional Development (CPD) Hours

The National Association for the Education of Young Children (NAEYC) believes that all early childhood professionals should have a broad knowledge of development and learning across the birth to 8 range, (our primary focus is birth to 5 yrs.) and should be familiar with appropriate curriculum and assessment approaches across that age span. As with any profession, developments in these skills and best practice are always evolving.

The Child Care Regulation Programme recommends that all personnel, including substitutes, working in Day Care Centres engage in a minimum of 10 CPD hours annually as per the Child Care Standards 2018. These hours will be reviewed during the inspection period.

Early childhood educators should attend and undertake training to develop their skills for teaching children birth to 5 years. The following trainings can count towards CPD hours:

- Formal courses resulting in credits or continuing education units either online or through Bermuda College (transcripts required as proof of active study)
- Workshops, conferences, seminars, lectures, correspondence courses and home study courses
- Skills review as part of relicensing process – assesses understanding of Standards and real-life scenarios (can be done every other year)
- Either CPR/ First Aid training OR SCARS training, but not both in one period
- Webinars
- Being an active member of a committee, board or steering groups related to Early Childhood Education
- Giving a presentation at a workshop for Early childhood Educators
- Planning or running a staff development activity or event

Providing evidence of CPD hours to the Child Care Regulation Officer

It is the responsibility of the individual to record professional development details on the CCRP Continuing Professional Development Declaration Form and maintain copies of certificates. Where certificates are not issued, individuals should complete the Non-Certificate Professional Development Documentation Sheet to document learning and mark the hours on the CPD Declaration Form. Each person is responsible for sharing these documents with their current or future employer/Person in Charge and keep a copy for their personal records.

For the purposes of inspections, hours reviewed will be for the prior licencing year. For example, professional development completed between September 1 2024– August 30 2025 will reviewed during the 2026 inspection period.



Continued Professional Development Declaration Form

The Child Care Regulation Programme recommends that all Early Childhood Educators who work in Day Care Centres engage in a minimum of 10 hours of Continuous Professional Development annually.

Date	Number of Hours	Name of Presenter	Name of sponsoring organization (if applicable)	Name of Course/Activity	Topics Covered	Instructional Method (e.g. webinar)

Professional Development Period (e.g Sept. 2024- Aug. 2025):

Total CPD Hours for the period:

I hereby declare that this is an accurate record of the training and professional development I have completed for the period stated and I submit these hours to fulfill my annual requirement.

Educators Name: _____

Educators Signature: _____

Person-in-charge name: _____

Person-in-charge Signature: _____



**Child Care Regulation Programme Non – Certificate Continuing Professional Development
Summary Form**

Instructions: This Non-Certificate Continuing Professional Development Summary Form is to be used to record training where no certificate is produced. A separate form must be completed for each activity and kept with your continuing professional development declaration form in lieu of a certificate. This form should be completed in its entirety to document:

- In house trainings offered by Person in Charge or Deputies.
- Educational videos from a recognized bodies (governments or universities) on YouTube;
- Webinars where certificates are not produced.
- Giving a presentation at a workshop for Early childhood Educators

Name:	
Title of Training:	Instructor/Organization:
Instructional Method:	Date of Training:
Training Duration:	Credit Hours Earned*:
Website Link:	

**Please note credit hours are limited to the documented video length.*

Description of Activity:

Description of how you will apply your new knowledge to your practice:

I affirm that this activity merits CPD credit in that it meets the following criteria:
1. This activity enhanced my professional skills and/or added to my knowledge base.
2. This activity was relevant to the professional practice of Early Childhood Studies.

Signature:	Date:
------------	-------