



GOVERNMENT OF BERMUDA
Department of Health

Day Care Providers

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 Day Care Providers engage in a minimum of 6 hours of continuous professional development annually effective 1st January 2020 as per the Child Care Standards 2018. These hours will be reviewed during the annual inspections.

Day Care Providers 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.
- Workshops, conferences, seminars, lectures, correspondence courses and home study courses.
- Skills review as part of reregistration 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 year.
- 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 Programme

On or before December 31st of each year, Day Care Providers should have a completed the CPD Declaration Form and have a copy of the relevant certificates or Non-Certificate Professional Development form for their files. Day Care Providers shall present the form and copies of certificates to the Child Care Regulation Officer for review during their annual inspection. For the purposes of inspections, hours will be looked at for the prior calendar year. For example, professional development completed between January 1st 2025- December 31st 2025 will be reviewed during the 2026 inspection period.



Continued Professional Development Declaration Form

The Child Care Regulation Programme recommends that all Day Care Providers engage in a minimum of 6 hours of Continuing 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. Jan – Dec 2024):

Total CPD Hours for the calendar year:

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.

Day Care Provider Name: _____

Day Care Provider 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:

- 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:	
<div><div>1.</div><div>This activity enhanced my professional skills and/or added to my knowledge base.</div></div> <div><div>2.</div><div>This activity was relevant to the professional practice of Early Childhood Studies.</div></div>	
Signature:	Date: