

**UPWARD MOBILITY PROGRAM**  
**Annotated Guide**

**Target Title: Day Care Licensing Representative II**

**Position Title Code: 11472**

**Salary Grade: RC-063-15**

**Credential or Certificate: Credential**

Under supervision, the Day Care Licensing Representative II performs responsible licensing, monitoring investigative and enforcement functions in the day care licensing program as formulated by the agency. This position is utilized only by the Department of Children and Family Services.

**Minimum Training and Experience**

**UMP will only pay for degree in Early Childhood Development.**

Requires possession of a bachelor's degree from an accredited college or university with specialization in Childhood Development and two years professional experience in early childhood, day care center, kindergarten, or a day care licensing program.

**OR**

Possession of a bachelor's degree in Social Work or Human Services (\*as defined below) with 18 semester hours of directly related coursework (\*see list) and two years professional experience in early childhood, day care center, kindergarten, or a day care licensing program.

**OR**

Possession of a bachelor's degree in a non-Human Services field with 20 semester hours of directly related (\*see list) and 4 years experience in a program for children age birth to 8

**OR**

Possession of a bachelor's degree in any field with valid Illinois teaching certificate (Type 02 or 04) and 3 years experience in a teaching program for children age birth through grade three.

**\*Human Services Degrees:**

Early Childhood Development, Guidance and Counseling, Home Economics – Child Family Services, Human Service Administration, Human Services, Master of Divinity, Pastoral Care, Pastoral Counseling, Psychiatric Nursing, Psychiatry, Psychology, Public Administration, Social Science, Social Services, Sociology, and Therapeutic Recreation.

**\*\*Examples of directly related acceptable coursework (18 or 20 semester hours)(by title or content:**

Child Care, Child Care Center / Early Childhood Adm., Child Development: Implications for Practice, Child Psychology, Childhood Education, Children's Literature, Communications Techniques (work toward serving children, e.g. animated storytelling), Creative Dramatics, Cultural Diversity, Curriculum Development / Early Childhood Programs, Development Through Play, Developmental Psychology, Early Childhood Education, Educational Psychology, Exceptional Child, First Aid & Safety, Growth & Development of the Young Child, Health & Nutrition, Home Day Care Management, Human Growth & Development, Importance of Play, The Infant-Toddler Care, Interpersonal/Intergroup Relationships, Legislation & Public Policy (re: services to children & families), Management/Supervision/Staff Development, Math & Science for the Young Child, Methods of Instruction at the Pre-Primary Level, Parenting, Pediatric Nursing, Recreation for School Age Children, School-Age Programming, Screening, Assessment & Evaluation of Young Child, The Young Child, and Theory of Learning