

Early Care & Education

Study Guide

Assessments:

7101 Entry Level Child Care Training (ELCCT)

7103 Master Teacher

7104 Infant/Toddler Child Care Provider

7105 Child Care Director

7108 Teacher Assistant

Endorsed by:



Aligned with the National Standards
for Family and Consumer Sciences
Education and Child Development
Association (CDA)

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The logo for Oklahoma Works. It features a stylized graphic of three overlapping shapes in blue, orange, and yellow, resembling a 'W' or a mountain range. Below the graphic, the words "OKLAHOMA" and "WORKS" are written in a bold, sans-serif font, with "OKLAHOMA" in blue and "WORKS" in orange.

OKLAHOMA
WORKS

Overview

This study guide is designed to help students prepare for the Early Care & Education assessments. It not only includes information about the assessment, but also the skills standards upon which the assessments are based and test taking strategies.

Each of the four sections in this guide provides useful information for students preparing for the Early Care & Education assessments.

- CareerTech and Competency-Based Education: A Winning Combination
- Early Care & Education assessments
 - ▶ Assessment Information
 - ▶ Standards and Test Content
 - ▶ Sample Questions
 - ▶ Abbreviations, Symbols, and Acronyms
- Strategies for Test Taking Success
- Notes

This assessment is aligned with the National Standards for Family and Consumer Sciences Education and Child Development Association (CDA).

Information about these standards can be found at:

National Standards for Family and Consumer Sciences Education: www.nasafacs.org

Child Development Association: www.okhighered.org

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CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Certification Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, certification assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Certification assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Early Care & Education Assessment Information

What are the Early Care & Education assessments?

The Early Care and Education assessments are for students completing the Entry Level Child Care Training (ELCCT), Master Teacher, Infant and Toddler Child Care Provider, Child Care Director, and/or Teacher Assistant programs. The assessment provides an indication of student mastery of basic knowledge in the area tested.

How was the assessment developed?

The assessment was developed by the CareerTech Testing Center. Items were developed and reviewed by a committee of subject matter experts from across Oklahoma.

The committee assigned frequency and criticality ratings to each skill, which determines the significance of each task for test development:

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

1 = less than once a week 2 = at least once a week 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

1 = slight 2 = moderate 3 = extreme

What does the assessment cover?

The assessment is aligned to the National Association of State Administrators of Family and Consumer Sciences and the Child Development Association. Specifically, the test includes 55 multiple-choice test items over the NASAFACS Standard 4.0 Education and Early Childhood.

ELCCT (55 Questions)

4.1 Analyze career paths within early childhood, education & related services	13%
4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services	16%
4.3 Demonstrate integration of curriculum and instruction to meet children's developmental needs and interests	20%
4.4 Demonstrate a safe and healthy learning environment for children	31%
4.5 Demonstrate techniques for positive collaborative relationships with children	11%
4.6 Demonstrate professional practices and standards related to working with children	9%

Teacher Assistant (55 Questions)

4.1 Analyze career paths within early childhood, education & related services	9%
4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services	21%
4.3 Demonstrate integration of curriculum and instruction to meet children's developmental needs and interests	16%

4.4 Demonstrate a safe and healthy learning environment for children	29%
4.5 Demonstrate techniques for positive collaborative relationships with children	16%
4.6 Demonstrate professional practices and standards related to working with children	9%

Master Teacher (55 Questions)

4.1 Analyze career paths within early childhood, education & related services	11%
4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services	9%
4.3 Demonstrate integration of curriculum and instruction to meet children’s developmental needs and interests	21%
4.4 Demonstrate a safe and healthy learning environment for children	24%
4.5 Demonstrate techniques for positive collaborative relationships with children	24%
4.6 Demonstrate professional practices and standards related to working with children	11%

Infant & Toddler (55 Questions)

4.1 Analyze career paths within early childhood, education & related services	2%
4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services	25%
4.3 Demonstrate integration of curriculum and instruction to meet children’s developmental needs and interests	40%
4.4 Demonstrate a safe and healthy learning environment for children	24%
4.5 Demonstrate techniques for positive collaborative relationships with children	9%

Director (55 Questions)

4.1 Analyze career paths within early childhood, education & related services	15%
4.2 Analyze developmentally appropriate practices to plan for early childhood, education, and services	16%
4.3 Demonstrate integration of curriculum and instruction to meet children’s developmental needs and interests	14%
4.4 Demonstrate a safe and healthy learning environment for children	16%
4.5 Demonstrate techniques for positive collaborative relationships with children	12%
4.6 Demonstrate professional practices and standards related to working with children	27%

What are the benefits of using these assessments?

Students receive a certificate for each assessment that he/she passes. This certificate may be included in his/her portfolio and used to communicate the student’s mastery of the subject matter to potential employers.

When should the assessments be taken?

The CareerTech Testing Center recommends that students take this assessment as soon as possible after receiving all standards-related instruction, rather than waiting until the end of the school year.

Are the assessments timed?

No. Although students may take as long as they need, most finish the assessment within one hour.

What resources can students use on these assessments?

Students are allowed to use calculators and scratch paper on CTTC assessments; however, these items must be provided by the testing proctor and returned to the proctor before the student's exam is submitted for scoring. Calculator apps on cell phones and other devices may not be used on these assessments.

What accommodations can be made for students with Individualized Education Plans (IEPs)?

Accommodations are allowed for students with an Individualized Education Plan. Examples of allowable accommodations include:

- Extended time — This assessment is not timed; therefore, students may take as much time as needed to finish. The assessment must be completed in one testing session.
- Readers — A reader may be used to read the assessment to a student who has been identified as needing this accommodation.
- Enlarged text — Students needing this accommodation can activate this feature by clicking the **AA** icon in the upper right corner of the screen.

What can students expect on Test Day?

All CTTC assessments are web-based and delivered exclusively by a proctor in the school's assessment center. The proctor **cannot** be an instructor or anyone who was involved with the student during instruction.

Assessments are delivered in a question-by-question format. When a question is presented, the student can select a response or leave the question unanswered and advance to the next question. Students may also flag questions to revisit before the test is scored. All questions must be answered before the test can be submitted for scoring.

Can students retake the test?

Students may retake the test unless their school or state testing policies prohibit retesting. Students who can retake must wait at least three days between test attempts.



Standards and Test Content

7101 Entry Level Teacher (ELCCT)

Duty 4.0 Education and Early Childhood

- 4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services. **(1/2)**
- 4.1.2 Analyze opportunities for employment and entrepreneurial endeavors. **(1/1)**
- 4.1.3 Summarize education and training requirements and opportunities for career paths in early childhood, education, and services. **(1/2)**
- 4.1.5 Create an employment portfolio for use with applying for internships and work-based learning opportunities in education and early childhood. **(1/1)**
- 4.2.1 Analyze child development theories and their implications for educational and childcare practices. **(1/1)**
- 4.2.2 Apply a variety of assessment methods to observe and interpret children's growth and development. **(1/2)**
- 4.2.4 Analyze abilities and needs of children and their effects on children's growth and development. **(2/2)**
- 4.2.5 Analyze strategies that promote children's growth and development. **(2/2)**
- 4.3.1 Analyze a variety of curriculum and instructional models. **(1/1)**
- 4.3.2 Implement learning activities in all curriculum areas that meet the developmental needs of children. **(2/2)**
- 4.3.3 Implement an integrated curriculum that incorporates a child's language, learning styles, early experiences, and cultural values. **(1/1)**
- 4.3.4 Demonstrate a variety of teaching methods to meet individual needs of children. **(2/1)**
- 4.3.5 Arrange learning centers that provide for children's exploration, discovery, and development. **(2/2)**
- 4.3.6 Establish activities, routines, and transitions.
- 4.4.1 Manage physical space to maintain a learning environment that is safe and healthy and encourages physical activity. **(3/2)**
- 4.4.2 Apply safe and healthy practices that comply with state regulations. **(2/2)**
- 4.4.3 Implement strategies to teach children health, safety, and sanitation habits. **(2/2)**
- 4.4.4 Plan safe and healthy meals and snacks. **(1/1)**
- 4.4.5 Document symptoms of child abuse and neglect and use appropriate procedures to report suspected abuse or neglect to the designated authorities. **(2/2)**
- 4.4.6 Implement basic health practices and prevention procedures for workers and children regarding childhood illness and communicable diseases. **(2/2)**
- 4.4.7 Demonstrate security and emergency procedures. **(2/2)**

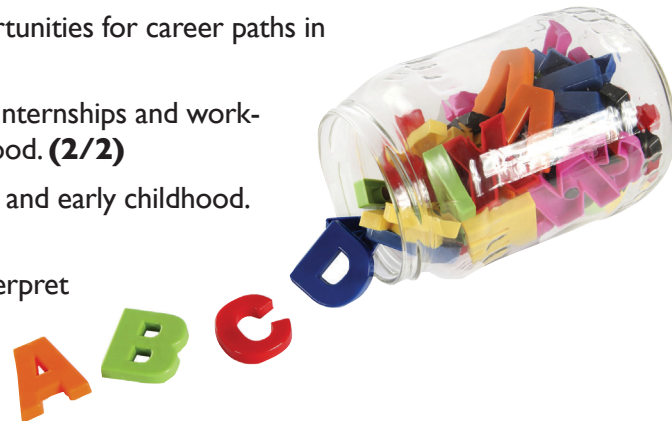


- 4.5.1 Apply developmentally appropriate guidelines for behavior. **(2/1)**
- 4.5.2 Demonstrate problem-solving skills with children. **(2/1)**
- 4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children. **(2/1)**
- 4.5.4 Implement strategies for constructive and supportive interactions between children and families. **(2/1)**
- 4.5.5 Analyze children's developmental progress and summarize developmental issues and concerns. **(2/1)**
- 4.6.1 Utilize opportunities for continuing training and education. **(1/2)**
- 4.6.2 Apply professional ethical standards as accepted by the recognized professional organizations. **(1/2)**
- 4.6.3 Implement federal, state, and local standards, policies, regulations, and laws that affect children, families, and programs. **(2/1)**
- 4.6.5 Apply business management skills to planning businesses in early childhood, education, and services. **(1/1)**

27103 Master Teacher

Duty 4.0 Education and Early Childhood

- 4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services. **(1/1)**
- 4.1.2 Analyze opportunities for employment and entrepreneurial endeavors. **(1/2)**
- 4.1.3 Summarize education and training requirements and opportunities for career paths in early childhood, education, and services. **(1/2)**
- 4.1.5 Create an employment portfolio for use with applying for internships and work-based learning opportunities in education and early childhood. **(2/2)**
- 4.1.6 Analyze the role of professional organizations in education and early childhood. **12/2)**
- 4.2.2 Apply a variety of assessment methods to observe and interpret children's growth and development. **(2/3)**
- 4.2.4 Analyze abilities and needs of children and their effects on children's growth and development. **(2/2)**
- 4.2.5 Analyze strategies that promote children's growth and development. **(2/2)**
- 4.3.2 Implement learning activities in all curriculum areas that meet the developmental needs of children. **(2/2)**
- 4.3.3 Implement an integrated curriculum that incorporates a child's language, learning styles, early experiences, and cultural values. **(2/2)**
- 4.3.4 Demonstrate a variety of teaching methods to meet individual needs of children. **(2/1)**
- 4.3.5 Arrange learning centers that provide for children's exploration, discovery, and development. **(2/2)**
- 4.3.6 Establish activities, routines, and transitions. **(3/3)**
- 4.4.1 Manage physical space to maintain a learning environment that is safe and healthy and encourages physical activity. **(3/3)**
- 4.4.2 Apply safe and healthy practices that comply with state regulations. **(2/2)**
- 4.4.3 Implement strategies to teach children health, safety, and sanitation habits. **(3/2)**



- 4.4.5 Document symptoms of child abuse and neglect and use appropriate procedures to report suspected abuse or neglect to the designated authorities. **(2/2)**
- 4.4.6 Implement basic health practices and prevention procedures for workers and children regarding childhood illness and communicable diseases. **(3/2)**
- 4.4.7 Demonstrate security and emergency procedures. **(2/3)**
- 4.5.1 Apply developmentally appropriate guidelines for behavior. **(3/3)**
- 4.5.2 Demonstrate problem-solving skills with children. **(2/2)**
- 4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children. **(3/3)**
- 4.5.4 Implement strategies for constructive and supportive interactions between children and families. **(2/1)**
- 4.5.5 Analyze children's developmental progress and summarize developmental issues and concerns. **(2/1)**
- 4.6.2 Apply professional ethical standards as accepted by the recognized professional organizations. **(2/3)**
- 4.6.3 Implement federal, state, and local standards, policies, regulations, and laws that affect children, families, and programs. **(2/2)**
- 4.6.5 Apply business management skills to planning businesses in early childhood, education, and services. **(1/1)**

7104 Infant/Toddler Child Care

Duty 4.0 Education and Early Childhood

- 4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services. **(1/1)**
- 4.2.2 Apply a variety of assessment methods to observe and interpret children's growth and development. **(2/2)**
- 4.2.4 Analyze abilities and needs of children and their effects on children's growth and development. **(1/1)**
- 4.2.5 Analyze strategies that promote children's growth and development. **(1/1)**
- 4.3.2 Implement learning activities in all curriculum areas that meet the developmental needs of children. **(2/2)**
- 4.3.3 Implement an integrated curriculum that incorporates a child's language, learning styles, early experiences, and cultural values. **(2/2)**
- 4.3.4 Demonstrate a variety of teaching methods to meet individual needs of children. **(2/2)**
- 4.3.5 Arrange learning centers that provide for children's exploration, discovery, and development. **(2/2)**
- 4.3.6 Establish activities, routines, and transitions. **(2/2)**
- 4.4.1 Manage physical space to maintain a learning environment that is safe and healthy and encourages physical activity. **(2/2)**
- 4.4.2 Apply safe and healthy practices that comply with state regulations. **(2/2)**



- 4.4.4 Plan safe and healthy meals and snacks. **(2/2)**
- 4.4.6 Implement basic health practices and prevention procedures for workers and children regarding childhood illness and communicable diseases. **(2/2)**
- 4.4.7 Demonstrate security and emergency procedures. **(2/3)**
- 4.5.1 Apply developmentally appropriate guidelines for behavior. **(2/2)**
- 4.5.2 Demonstrate problem-solving skills with children. **(1/1)**
- 4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children. **(2/2)**

7105 Child Care Director

Duty 4.0 Education and Early Childhood

- 4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services. **(1/2)**
- 4.1.2 Analyze opportunities for employment and entrepreneurial endeavors. **(2/2)**
- 4.1.3 Summarize education and training requirements and opportunities for career paths in early childhood, education, and services. **(2/2)**
- 4.1.6 Analyze the role of professional organizations in education and early childhood. **(1/2)**
- 4.2.1 Analyze child development theories and their implications for educational and childcare practices. **(1/1)**
- 4.2.2 Apply a variety of assessment methods to observe and interpret children's growth and development. **(2/2)**
- 4.2.3 Analyze cultural and environmental influences when assessing children's development. **(2/2)**
- 4.2.4 Analyze abilities and needs of children and their effects on children's growth and development. **(2/2)**
- 4.2.5 Analyze strategies that promote children's growth and development. **(2/2)**
- 4.3.1 Analyze a variety of curriculum and instructional models. **(2/2)**
- 4.3.2 Implement learning activities in all curriculum areas that meet the developmental needs of children. **(2/2)**
- 4.3.3 Implement an integrated curriculum that incorporates a child's language, learning styles, early experiences, and cultural values. **(2/2)**
- 4.3.4 Demonstrate a variety of teaching methods to meet individual needs of children. **(2/2)**
- 4.3.5 Arrange learning centers that provide for children's exploration, discovery, and development. **(2/2)**
- 4.3.6 Establish activities, routines, and transitions. **(2/2)**
- 4.4.2 Apply safe and healthy practices that comply with state regulations. **(2/2)**
- 4.4.3 Implement strategies to teach children health, safety, and sanitation habits. **(2/2)**
- 4.4.4 Plan safe and healthy meals and snacks. **(2/2)**
- 4.4.5 Document symptoms of child abuse and neglect and use appropriate procedures to report suspected abuse or neglect to the designated authorities. **(2/2)**
- 4.4.6 Implement basic health practices and prevention procedures for workers and children regarding childhood illness and communicable diseases. **(2/2)**



- 4.4.7 Demonstrate security and emergency procedures. **(2/2)**
- 4.5.1 Apply developmentally appropriate guidelines for behavior. **(3/3)**
- 4.5.2 Demonstrate problem-solving skills with children. **(2/2)**
- 4.5.3 Demonstrate interpersonal skills that promote positive and productive relationships with children. **(3/2)**
- 4.5.4 Implement strategies for constructive and supportive interactions between children and families. **(2/2)**
- 4.5.5 Analyze children's developmental progress and summarize developmental issues and concerns. **(2/2)**
- 4.6.1 Utilize opportunities for continuing training and education. **(2/2)**
- 4.6.2 Apply professional ethical standards as accepted by the recognized professional organizations. **(3/2)**
- 4.6.3 Implement federal, state, and local standards, policies, regulations, and laws that affect children, families, and programs. **(2/2)**
- 4.6.4 Demonstrate enthusiasm, initiative, and commitment to program goals and improvements. **(2/2)**
- 4.6.5 Apply business management skills to planning businesses in early childhood, education, and services. **(2/2)**



27108 Teacher Assistant

Duty 4.0 Education and Early Childhood

- 4.1.1 Explain the roles and functions of individuals engaged in early childhood, education, and services. **(1/1)**
- 4.1.2 Analyze opportunities for employment and entrepreneurial endeavors. **(1/2)**
- 4.1.3 Summarize education and training requirements and opportunities for career paths in early childhood, education, and services. **(1/1)**
- 4.1.5 Create an employment portfolio for use with applying for internships and work-based learning opportunities in education and early childhood. **(1/2)**
- 4.1.6 Analyze the role of professional organizations in education and early childhood. **(1/1)**
- 4.2.1 Analyze child development theories and their implications for educational and childcare practices. **(1/2)**
- 4.2.2 Apply a variety of assessment methods to observe and interpret children's growth and development. **(1/2)**
- 4.2.4 Analyze abilities and needs of children and their effects on children's growth and development. **(2/2)**
- 4.2.5 Analyze strategies that promote children's growth and development. **(2/2)**
- 4.3.1 Analyze a variety of curriculum and instructional models. **(1/1)**
- 4.3.2 Implement learning activities in all curriculum areas that meet the developmental needs of children. **(2/1)**



- 4.3.4 Demonstrate a variety of teaching methods to meet individual needs of children. **(2/2)**
- 4.3.5 Arrange learning centers that provide for children's exploration, discovery, and development. **(2/1)**
- 4.3.6 Establish activities, routines, and transitions. **(3/2)**
- 4.4.1 Manage physical space to maintain a learning environment that is safe and healthy and encourages physical activity. **(3/2)**
- 4.4.2 Apply safe and healthy practices that comply with state regulations. **(1/2)**
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- 4.5.1 Apply developmentally appropriate guidelines for behavior. **(2/2)**
- 4.5.2 Demonstrate problem-solving skills with children. **(2/2)**
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- 4.6.3 Implement federal, state, and local standards, policies, regulations, and laws that affect children, families, and programs. **(2/1)**
- 4.6.4 Demonstrate enthusiasm, initiative, and commitment to program goals and improvements. **(1/2)**
- 4.6.5 Apply business management skills to planning businesses in early childhood, education, and services, children, families, and programs. **(1/1)**



Sample Questions

Entry Level Child Care Training (ELCCT)

- _____ 1. A child's attendance record includes:
- arrival and departure times.
 - birth date and nickname.
 - a description of any disabilities.
 - emergency telephone numbers.
- _____ 2. Evidence of possible child abuse is reported to the DHS by:
- submitting a police report.
 - calling the child abuse hot line.
 - completing an abuse report.
 - making an appointment with a caseworker.
- _____ 3. The most important consideration when caring for a contagious child is to:
- force liquids.
 - isolate the child from other children.
 - motivate them to be active.
 - use aspirin.
- _____ 4. Paint used in an art center must be:
- non-toxic.
 - pre-mixed.
 - quick drying.
 - water based.
- _____ 5. In a preschool classroom, rules should be:
- inflexible.
 - short and simple.
 - specific and include consequences.
 - made by the children.
- _____ 6. At which stage of development does a child begin cooperative play?
- adolescence
 - infant
 - preschool
 - toddler

Master Teacher

- _____ 1. A Master's responsibilities include record keeping, arranging the classroom and:
- conducting parent conferences.
 - attending community events.
 - hiring support staff.
 - patronizing parents' businesses.
- _____ 2. In assessing personal readiness for master teacher responsibilities, the child care worker should:
- ask friends.
 - avoid admitting any weaknesses.
 - be sensitive and nurturing.
 - be willing to evaluate personal skills honestly.
- _____ 3. Fire drills and emergency practices are required to meet:
- building codes.
 - city zoning requirements.
 - parents' concerns.
 - state and local safety requirements.
- _____ 4. In the event of a playground accident, teaching staff is responsible for:
- administering medication.
 - completing and retaining a discipline form.
 - completing and retaining an injury report form.
 - notifying authorities.
- _____ 5. An acceptable format for recording observations is to use:
- developmental checklists.
 - diagnostic testing.
 - psychological profiling.
 - standardized testing.
- _____ 6. No child should be punished with treatment such as:
- hitting or spanking.
 - logical consequences.
 - redirection.
 - taking away privileges.

Infant/Toddler Child Care Provider

- _____ 1. Small toys are a concern at a child care facility because they are:
- difficult to grasp.
 - easily lost.
 - hard to clean.
 - a choking hazard.
- _____ 2. Children's medications should be labeled and stored in:
- dark locations.
 - locked areas.
 - the refrigerator.
 - the child's cubby.
- _____ 3. During the daily routine, infants and toddlers learn:
- school readiness skills.
 - how to get the caregiver's attention.
 - the importance of predictability.
 - independence and self-concept.
- _____ 4. Teaching children to learn words when sharing ideas and feelings helps develop:
- coping skills.
 - language skills.
 - motor skills.
 - self-help skills.
- _____ 5. As children learn to express their feelings and ideas, they develop:
- emotionally.
 - intellectually.
 - morally.
 - physically.

Child Care Director

- _____ 1. An ethical practice in the child care profession is:
- misrepresenting services offered by the center.
 - sharing family information with staff.
 - hiring child care teachers with no knowledge of child development.
 - maintaining confidentiality of individual family information.
- _____ 2. Involving child care staff in every program phase can:
- decrease enrollment.
 - decrease productivity.
 - increase staff morale.
 - increase turnover.
- _____ 3. Income from a childcare business must be reported to the:
- Internal Revenue Service.
 - Department of Human Services.
 - Oklahoma State Department of Health.
 - Resource and Referral Agency.
- _____ 4. In order to more effectively use shared space, teaching staff should develop a/an:
- individual education plan.
 - learning center.
 - plan of action.
 - schedule.
- _____ 5. When developing a career ladder, increased education and training is rewarded with:
- better work hours.
 - career advancement.
 - early retirement.
 - less job responsibilities.
- _____ 6. What type of funding is used to make improvements in existing facilities?
- federal matching funds
 - employee withholding
 - grants
 - proceeds from the sale of stock

Teacher Assistant

- _____ 1. What types of problems are gifted children better able to deal with?
- concrete
 - physical
 - social
 - abstract
- _____ 2. The best way to guide a two-year-old when she wants another child's toy is to:
- ask the child to share the toy.
 - explain that the other child had the toy first.
 - ignore the situation.
 - provide other toy choices.
- _____ 3. Active play must be balanced with quiet activities such as:
- building blocks.
 - crafts.
 - story time.
 - swimming.
- _____ 4. Placement of children with special needs in a regular classroom is called:
- enrichment.
 - imitation.
 - inclusion.
 - self containment.
- _____ 5. Gaining control over the movements of various parts of the body is called:
- ambulation.
 - mental aptitude.
 - motor skill development.
 - socialization.
- _____ 6. Child care journals can be used to develop a:
- scrapbook.
 - bulletin board.
 - portfolio.
 - resource file.

Sample Questions — Key

Entry Level Child Care Training (ELCCT)

1. A child's attendance record includes:
 - a. arrival and departure times. **Correct**
 - b. birth date and nickname. **Incorrect**
 - c. a description of any disabilities. **Incorrect**
 - d. emergency telephone numbers. **Incorrect**

2. Evidence of possible child abuse is reported to the DHS by:
 - a. submitting a police report. **Incorrect**
 - b. calling the child abuse hot line. **Correct**
 - c. completing an abuse report. **Incorrect**
 - d. making an appointment with a caseworker. **Incorrect**

3. The most important consideration when caring for a contagious child is to:
 - a. force liquids. **Incorrect**
 - b. isolate the child from other children. **Correct**
 - c. motivate them to be active. **Incorrect**
 - d. use aspirin. **Incorrect**

4. Paint used in an art center must be:
 - a. non-toxic. **Correct**
 - b. pre-mixed. **Incorrect**
 - c. quick drying. **Incorrect**
 - d. water based. **Incorrect**

5. In a preschool classroom, rules should be:
 - a. inflexible. **Incorrect**
 - b. short and simple. **Correct**
 - c. specific and include consequences. **Incorrect**
 - d. made by the children. **Incorrect**

6. At which stage of development does a child begin cooperative play?
 - a. adolescence **Incorrect**
 - b. infant **Incorrect**
 - c. preschool **Correct**
 - d. toddler **Incorrect**

Master Teacher

1. A Master's responsibilities include record keeping, arranging the classroom and:
 - a. conducting parent conferences. Correct
 - b. attending community events. Incorrect
 - c. hiring support staff. Incorrect
 - d. patronizing parents' businesses. Incorrect

2. In assessing personal readiness for master teacher responsibilities, the child care worker should:
 - a. ask friends. Incorrect
 - b. avoid admitting any weaknesses. Incorrect
 - c. be sensitive and nurturing. Incorrect
 - d. be willing to evaluate personal skills honestly. Correct

3. Fire drills and emergency practices are required to meet:
 - a. building codes. Incorrect
 - b. city zoning requirements. Incorrect
 - c. parents' concerns. Incorrect
 - d. state and local safety requirements. Correct

4. In the event of a playground accident, teaching staff is responsible for:
 - a. administering medication. Incorrect
 - b. completing and retaining a discipline form. Incorrect
 - c. completing and retaining an injury report form. Correct
 - d. notifying authorities. Incorrect

5. An acceptable format for recording observations is to use:
 - a. developmental checklists. Correct
 - b. diagnostic testing. Incorrect
 - c. psychological profiling. Incorrect
 - d. standardized testing. Incorrect

6. No child should be punished with treatment such as:
 - a. hitting or spanking. Correct
 - b. logical consequences. Incorrect
 - c. redirection. Incorrect
 - d. taking away privileges. Incorrect

Infant/Toddler Child Care Provider

1. Small toys are a concern at a child care facility because they are:
 - a. difficult to grasp. **Incorrect**
 - b. easily lost. **Incorrect**
 - c. hard to clean. **Incorrect**
 - d. a choking hazard. **Correct**

2. Children's medications should be labeled and stored in:
 - a. dark locations. **Incorrect**
 - b. locked areas. **Correct**
 - c. the refrigerator. **Incorrect**
 - d. the child's cubby. **Incorrect**

3. During the daily routine, infants and toddlers learn:
 - a. school readiness skills. **Incorrect**
 - b. how to get the caregiver's attention. **Incorrect**
 - c. the importance of predictability. **Incorrect**
 - d. independence and self-concept. **Correct**

4. Teaching children to learn words when sharing ideas and feelings helps develop:
 - a. coping skills. **Incorrect**
 - b. language skills. **Correct**
 - c. motor skills. **Incorrect**
 - d. self-help skills. **Incorrect**

5. As children learn to express their feelings and ideas, they develop:
 - a. emotionally. **Correct**
 - b. intellectually. **Incorrect**
 - c. morally. **Incorrect**
 - d. physically. **Incorrect**

Child Care Director

1. An ethical practice in the child care profession is:
 - a. misrepresenting services offered by the center. Incorrect
 - b. sharing family information with staff. Incorrect
 - c. hiring child care teachers with no knowledge of child development. Incorrect
 - d. maintaining confidentiality of individual family information. Correct

2. Involving child care staff in every program phase can:
 - a. decrease enrollment. Incorrect
 - b. decrease productivity. Incorrect
 - c. increase staff morale. Correct
 - d. increase turnover. Incorrect

3. Income from a childcare business must be reported to the:
 - a. Internal Revenue Service. Correct
 - b. DHS. Incorrect
 - c. OSDH. Incorrect
 - d. Resource and Referral Agency. Incorrect

4. In order to more effectively use shared space, teaching staff should develop a/an:
 - a. individual education plan. Incorrect
 - b. learning center. Incorrect
 - c. plan of action. Incorrect
 - d. schedule. Correct

5. When developing a career ladder, increased education and training is rewarded with:
 - a. better work hours. Incorrect
 - b. career advancement. Correct
 - c. early retirement. Incorrect
 - d. less job responsibilities. Incorrect

6. What type of funding is used to make improvements in existing facilities?
 - a. federal matching funds Incorrect
 - b. employee withholding Incorrect
 - c. grants Correct
 - d. proceeds from the sale of stock Incorrect

Teacher Assistant

1. What types of problems are gifted children better able to deal with?
 - a. concrete Incorrect
 - b. physical Incorrect
 - c. social Incorrect
 - d. abstract Correct

2. The best way to guide a two-year-old when she wants another child's toy is to:
 - a. ask the child to share the toy. Incorrect
 - b. explain that the other child had the toy first. Incorrect
 - c. ignore the situation. Incorrect
 - d. provide other toy choices. Correct

3. Active play must be balanced with quiet activities such as:
 - a. building blocks. Incorrect
 - b. crafts. Incorrect
 - c. story time. Correct
 - d. swimming. Incorrect

4. Placement of children with special needs in a regular classroom is called:
 - a. enrichment. Incorrect
 - b. imitation. Incorrect
 - c. inclusion. Correct
 - d. self containment. Incorrect

5. Gaining control over the movements of various parts of the body is called:
 - a. ambulation. Incorrect
 - b. mental aptitude. Incorrect
 - c. motor skill development. Correct
 - d. socialization. Incorrect

6. Child care journals can be used to develop a:
 - a. scrapbook. Incorrect
 - b. bulletin board. Incorrect
 - c. portfolio. Incorrect
 - d. resource file. Correct

Abbreviations, Symbols and Acronyms

The following is a list of abbreviations, symbols, and acronyms used in the Early Care study guide and on the Early Care tests.

'	Feet
CPR	Cardiopulmonary Resuscitation
DHS	Department of Human Services
FBI	Federal Bureau of Investigation
IQ	Intelligence Quotient
OSDH	Oklahoma State Department of Health
TANF	Temporary Assistance for Needy Families

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and “eat right” several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



