



US Nanny Association Credentials

The US Nanny Association is committed to elevating the nanny profession to mirror other professional trades and align with other childcare and child education opportunities. US Nanny Association credentials recognize quality training and work experience for an agile, 21st-century workforce. Like teachers, nurses, and social workers, earning credentials demonstrates a commitment to quality with a focus on the skills needed to succeed in childcare.

The US Nanny Association offers the Nanny and Childcare Provider (NCP) Certification and Professional Nanny and Childcare Provider Credential (PNCP) Certification to recognize childcare education, competency and work experience.

US Nanny Association Credentials and Certifications do not replace interviews and background checks required by agencies and families for employment.

Why Get a US Nanny Association Credential?

Why should you invest the time, money and effort to earn a Credential from the US Nanny Association?

- Demonstrate to employers, clients, and colleagues that you are a nanny who possesses childcare knowledge, experience, and skills that enable you to provide higher quality care.
- Qualify for jobs and work with agencies that require childcare credentials. While credentials are not required to be a Nanny, it is becoming more common to mirror the requirements of daycare workers and early childhood education teachers.
- Elevate your candidacy in competitive job markets with a respected credential based on published National Standards.
- Earn a prestigious designation that provides an unprejudiced assessment of your childcare knowledge. Let's be honest, it takes time and effort to earn a US Nanny Association credential.
- Be recognized for your investment in continuing education to stay current on the advancements in childcare and early childhood education.

How is the US Nanny Association Credential Different?

US Nanny Association certifications have 6 requirements for the Nanny and Childcare Provider (NCP) and Professional Nanny and Childcare Provider Credentials:

- Must be at least 18 years old (NCP) or 21 years old (PNCP)
- Must show proof of current CPR and First Aid certification (adult and child)
- Must show proof of a high school diploma, general education diploma (GED) or equivalent secondary education
- Must show proof of childcare training
- Must show proof of childcare work experience (at least 1 year for NCP and 3 years for PNCP)
- Must pass a competency exam based on the published National Nanny Standards

What are the Nanny and Childcare Professional (NCP) Requirements?

- Be at least 18 years old and have a valid form of identification issued by a state or national government which includes your legal name, photo, and birthday.
- Have current adult and child CPR and First Aid training and certification.



- Have earned a high school diploma, general education diploma (GED) or equivalent secondary education
- Have completed at least 20 clock hours or 3 credit hours of documented childcare and/or early childhood education training from any reputable training organization.
- Have at least 2,000 hours (1 year) of documented, paid childcare experience. Documentation includes a pay stub or submitting a form completed by an employer.
- Pay the \$145 Credential fee. Credential fees are non-refundable.
- Pass the NCP proficiency exam. The NCP proficiency exam has 100 multiple choice questions based on the National Nanny Standards. You get two (2) attempts to pass the exam.

Note: There is an optional NCP review course offered by the US Nanny Association. For those who need training hours or need training on topics listed in the [National Nanny Standards](#), you can take the [NCP Review Class](#). The NCP review class is online with 24/7 access, takes 6.5 clock hours to complete and costs \$75). If you complete the course in its entirety, you will get a certification of attendance that can be used towards the NCP or continuing education training requirement.

What are the Professional Nanny and Childcare Professional (PNCP) Requirements?

- Be at least 21 years old and have a valid form of identification issued by a state or national government which includes your legal name, photo, and birthday
- Have current adult and child CPR and First Aid training and certification.
- Have earned a high school diploma, general education diploma (GED) or equivalent secondary education
- Have completed at least 50 clock hours or 6 credit hours of post-secondary training focused on nanny, childcare and/or early childhood education. Post-secondary institutions include community colleges, trade schools, and universities licensed by the US Department of Education or accredited by an agency approved by the US Department of Education.
- Have at least 6,000 hours (3 years) of documented, paid childcare experience. Documentation includes a pay stub or submitting a form completed by an employer.
- Pay the \$295 Credential fee. If you have a current BNCP Credential, the PNCP upgrade fee is \$145. Credential fees are non-refundable.
- Pass the PNCP proficiency exam. The PNCP proficiency exam has 200 multiple choice questions and is based on the National Nanny Standards (Nanny and Professional). You get two (2) attempts to pass the exam.

Note: There is an optional PNCP review course offered by the US Nanny Association. For those who need training on topics listed in the [National Nanny Standards](#), you can take the [PNCP Review Class](#). The PNCP review class is online with 24/7 access, takes 13.5 clock hours to complete and costs \$150). If you complete the course in its entirety, you will get a certification of attendance that can be used towards the NCP or continuing education training requirement. The PNCP review class does not count towards PNCP training as the US Nanny Association is not a licensed college.

Frequently Asked Questions

- Do I have to be a US Nanny member to earn a Credential? No. US Nanny Association Member is encouraged but not required. However, Credential applicants must agree to follow the Code of Ethics and Professional Conduct.
- Do I have to be a United States citizen or resident? No. Our Association is named the US Nanny Association to communicate a commitment to US laws and customs. The US Nanny Association welcomes all persons who embrace the mission and values.



- Why are there minimum age requirements? In the United States, the legal age to work part-time is age 16 and the legal age to work full-time is age 18. Although exceptions exist, these age-work requirements mean applicants should be aged 18 and 21, in order to complete the required 1 and 3 years of paid childcare experience. Age and maturity are also factors that differentiate supervisory babysitting from nanny work.
- Can the CPR and First Aid certification be expired? No. All credential applicants must have current certification in adult and child CPR and first aid from a reputable training organization. First Aid and CPR classes are available in local communities and online.
- How do I submit the required documents? When you sign up, you will immediately receive a link to a private student account. Check your spam or junk folder if you don't see the email in your inbox. After signing in, you will link to the instructions and location to upload files. Files must be submitted digitally and are accepted in the following formats: pdf, jpg, jpeg, png, doc, or docx.
- What qualifies as childcare training? Childcare and early childhood education is a very broad category and you are empowered to choose any reputable training course or program. The National Standards provide insights on the skills and knowledge needed to pass the proficiency exams. A reputable training organization provides a certificate of attendance, transcript, diploma or certificate that includes the applicant's name, date of training, title of the training program or course, and number of hours or credit hours of training completed.
- What training program or classes should I sign up and take? We recommend one of our organization partners but you can choose your training based on your goals, skills and interest. Any reputable organization that issues a certificate of completion will count toward the NCP and continuing education requirements. The PNCP training requires an official trade school, college, or university transcript.
- Do parenting and foster classes count for training? Yes, the NCP and continuing education programs recognize any reputable child-related training program.
- What education and training documentation is required? To document a high school diploma, general education diploma (GED) or equivalent secondary education, submit a copy of your high school diploma, GED or equivalent. International high school equivalent (secondary) education is accepted but must be submitted in its original form and translated into English. To document training for the NCP and continuing education requirement, submit a certificate of attendance that includes the applicant's name, date of training, title of the training program or course, and number of hours or credit hours of training completed. To document training for the PNCP requirements, submit a transcript from a post-secondary institution (community colleges, trade schools, and universities licensed by the US Department of Education or accredited by an agency approved by the US Department of Education).
- Why does the PNCP credential require college classes? While any reputable training that issues a certificate of completion is accepted for NCP and continuing education, the PNCP credential is designed to ensure high quality training and requires a college transcript. Community colleges and trade schools are an affordable and flexible option for this training. Investing in post-secondary (college) classes confirms the candidate completed training taught by approved and credentialed faculty and is part of an approved childcare curriculum. College classes also require a performance metric to ensure the student comprehends the material. Transcripts communicate this information as well as the organization providing the training to confirm the college or trade school complies with the US Department of Education standards (or international equivalent).
- Is the US Nanny review course required? No, the US Nanny review course is an optional resource. The review course is a recorded presentation that can viewed online and on-demand using a computer or smartphone. The course reviews every standard in order and comes with a study guide that can be downloaded and filled out as you take the course. The course and study guide can be used to prepare for the proficiency exam.
- What qualifies as childcare work experience? To qualify as childcare work experience, a paid position must include direct supervisory responsibility to care for at least one child between the ages of 0 and 13 and/or up to age 18 if the child has been diagnosed as special needs. Childcare experience includes working as a babysitter, nanny, daycare worker, teacher, pediatric nurse, summer camp counselor and other child centric positions. Caring for siblings, family members, dependents, and/or childcare experience when the applicant was less than 16 years old does not qualify.



- What work experience documentation is required? To communicate paid childcare work experience, you will complete a work experience form and provide a form of verification. In the work experience form, you will provide information about the employer, dates, location, job title, type of childcare, hours worked, address, and contact information. Verification of employment can be provided by submitting a paystub or W2. If these documents are not available, the employer can complete and sign a verification form.
- What if I worked for a family off the books (undocumented)? While the US Nanny Association encourages legal employment, it is common in the US for childcare providers to be paid in cash and not declared as domestic employees. If paystubs and/or W2 documents are not available, a verification form can be provided to current and former employers who can complete and sign the form, attesting to an applicant's work experience.
- Is financial aid available? No but the US Nanny Association offers some scholarships to members and scholarships may pay for the review courses and credential fees. Many private organizations and individuals including nanny agencies, family-employers, industry leaders, and childcare business offer scholarships and financial aid.
- Are there any discounts? Yes. If you are an organization, agency, nanny group or business seeking to invest in more than 5 review classes and/or credentials, you may be eligible for a discounted group rate. Contact info@usnanny.org for additional information.
- How much time is allowed to take the exam? When your application has been reviewed and approved, you will receive a link to take the exam. The link will be single use and private to your account. Upon receiving the exam link, you will have up to 3 weeks to complete the exam. The exams are online and are digitally monitored. The NCP credential exam has 100 multiple choice questions and you have two (2) hours to complete the exam. The NCP exam requires at least 80% to pass. The PNCP credential exam has 200 multiple choice questions. You have four (4) hours to complete the exam. The PNCP exam requires at least 80% to pass. You will not get your score right away as an administrator will review the applicant's government identification with the digital monitored exam.
- Can I see example exam questions? Yes. The credential program includes a practice exam with the NCP practice including 25 questions and the PNCP practice has 50 questions.

Here are some example NCP questions.

1. Conforming to conventional expectations of social behavior by not texting and driving, making eye contact when speaking with another person, and wearing appropriate clothes to work is demonstrating which of the following professionalism traits?
 - Etiquette
 - Authenticity
 - Humility
 - Integrity
2. Smiling and saying thank you to the checkout clerk, not swearing at the driver who cut you off, and putting aside your phone when talking with others is demonstrating which professionalism trait?
 - Patience
 - Perseverance
 - Role model
 - Forgiveness

Here are some example PNCP questions.

1. Amanda is a nanny for 6-year-old Connor. When communicating with Connor, Amanda likes to share details, timelines and communicates well thought-out plans in a step by step manner. What type of communication style is Amanda using?
 - Analytical
 - Intuitive
 - Functional
 - Personal



2. Lori failed to properly secure her 3-year-old charge in the back of the car for a quick trip to the corner store. Lori's car was hit by another car, the accident was not Lori's fault, and the child was injured. The parents are suing Lori for negligence. Do they have a basis for this lawsuit?
 - No, because Lori was not at fault for the accident
 - Yes, because Lori did not use the ordinary standard of care, as standard care requires the proper use of a car seat
 - No, because the child is over the age of 2 and a car seat or restraint is not required
 - No, because they hired Lori to care for their child and therefore trusted her judgement
- How is the exam proctored? The exam is proctored virtually. You can take the exam when you are ready, in your home. Your computer camera will be activated and the session will be recorded.
- Will a Credential help me get a US visa? No. US Nanny Association membership and/or earning a NCP or PNCP Credential will in no way help individuals obtain a visa to the US or any other country nor will it help companies gain a visa or immigration for their nannies to another country.
- Are the National Standards, Review Courses and Exams available in other languages? Not yet but we plan to invest in translations as soon as resources are available or we get a sufficient number of qualified volunteers.

Step by Step Guide

The application process requires several steps and is designed to ensure the integrity of the process and genuinely elevate those who earn US Nanny Association credentials. Applicants must review and agree to the US Nanny Association Code of Ethics and Professional Conduct. Nannies and childcare providers can earn the NCP and PNCP credential, which are valid for three years.

Complete steps #1-7 **BEFORE SIGNING UP FOR A CREDENTIAL**

1. Applicants must review and agree to the US Nanny Association Code of Ethics and Professional Conduct. The Code of Ethics and Professional Conduct is designed to ensure accountability, responsibility, professionalism and trust within the US Nanny Association membership and childcare communities. The US Nanny Association has a formal process to investigate ethics and conduct complaints and members of the US Nanny Association may be censured or expelled for cause. Expulsion applies to US Nanny Association member, may revoke a credential, and/or make a person ineligible to receive a credential from the US Nanny Association. The Code of Ethics and Conduct are posted on the US Nanny Association website at usnanny.org.
2. Make sure you have a legal identification from any country (passport, driver's license, state identification card) that has a photo, your legal name and birthday. You must be at least 18 years old for the NCP and 21 years old for PNCP credential. Applicants do not have to be a United States citizen or resident. Applicants do not have to be a US Nanny Association member to earn and maintain a Credential.
3. Find you high school diploma, general education diploma (GED) or equivalent secondary education. You will need to submit an electronic copy or photo of your diploma and if needed, have the document translated into English.



4. Complete a course or find your current CPR and First Aid certification for adults and children. You will need to submit an electronic copy of photo of your certification from a reputable organization. Many organizations including the American Red Cross, American Heart Association, local community colleges, and others offer these courses. Expired certifications will not be accepted.

5. Confirm you have completed the education requirements. International education is accepted but must be submitted in its original form and translated into English.

- For NCP, you must have completed at least 20 clock hours or 3 credit hours of documented childcare and/or early childhood education training from any reputable training organization. Childcare and early childhood education is a very broad category and you are empowered to choose any reputable training course or program. A reputable training organization provides a certificate of attendance, transcript, diploma or certificate that includes the applicant's name, date of training, title of the training program or course, and number of hours or credit hours of training completed.
- For PNCP, you must have completed at least 50 clock hours or 6 credit hours of post-secondary training focused on nanny, childcare and/or early childhood education. Post-secondary institutions include community colleges, trade schools, and universities licensed by the US Department of Education or accredited by an agency approved by the US Department of Education. The PNCP credential is designed to ensure high quality training and requires a college transcript. Investing in post-secondary (college) classes confirms the candidate completed training taught by approved and credentialed faculty and is part of an approved childcare curriculum. College classes also require a performance metric to ensure the student comprehends the material. Transcripts communicate this information as well as the organization providing the training to confirm the college or trade school complies with the US Department of Education standards (or international equivalent).

6. The US Nanny Association National Standards are available at usnanny.org and should be used as a study guide as proficiency exam is based on the published National Nanny Standards. After reviewing the standards, decide if you want to invest in the optional review course. **The review class is not required**, they are optional and you can sign up at usnanny.org. The US Nanny Association has review classes to help fill gaps in a knowledge and prepare for the exam.

The review course is a recorded presentation that can viewed online with 24/7 access. The course review goes through each standard, in order and provides information on that topic. The review course has a study guide that can be downloaded and filled out while taking the course. If you sign up and complete a US Nanny Review course you will receive a certificate of completion and the clock hours can be submitted towards the NCP and continuing education training requirements. The US Nanny Association is not a college and thus, the coursed do not apply towards the PNCP credential. The NCP review class takes 6.5 hours and the PNCP review course is 13.5 hours.

7. Complete the work experience requirement documentation. Applicants must complete the work experience form and provide documentation of completed paid childcare work experience. Work experience documentation includes pay stubs, tax forms, and written references that include the dates of employment, total hours of employment, type of employment, name of employer, signature of employer and employer contact information. The US Nanny Association may contact employers to confirm employment.

While the US Nanny Association encourages legal employment, it is not uncommon in the US for childcare providers to be paid in cash and not declared as domestic employees. If paystubs and/or W2 documents are not available, an employment verification form can be provided to current and formers employers who can complete and sign the form, attesting to an applicant's work experience. The employment verification form is available as the last 2 pages of this document and can also be downloaded from the usnanny.org website.



Childcare experience includes working as a babysitter, nanny, daycare worker, teacher, pediatric nurse, summer camp counselor and other child centric positions. To qualify as childcare work experience, a paid position must include direct supervisory responsibility to care for at least one child between the ages of 0 and 13 and/or up to age 18 if the child has been diagnosed as special needs. Caring for siblings, family members, dependents, unpaid volunteer work, and/or childcare experience when the applicant was less than 16 years old does not qualify.

8. Sign up and pay the Credential fee. The US Nanny Association does not provide financial aid. Many private organizations and individuals including nanny agencies, family-employers, industry leaders, and childcare business offer scholarships and/or financial aid. If you are an organization, agency, nanny group or business seeking to invest in more than 5 review classes and/or credentials, you may be eligible for a discounted group rate. Contact info@usnanny.org for additional information.

When you start an application, it will remain active for **90 days**. All steps to earn the credential must be completed within these 90 days. The US Nanny Association does not issue refunds for incomplete or closed applications. The US Nanny Association does not issue refunds to applicants who do not meet the criteria or who do not pass the proficiency exam.

After paying the fee, you will **immediately** receive an email to create your private login and password. Check your junk or spam folder right away to make sure you see the email as this is the only way to access your application.

9. Complete the online application, submitting all the forms and documentation required. After signing in, you will see the instructions and location to upload files. Files must be submitted digitally, and multiple files can be uploaded, if needed to meet a requirement. Digital files are accepted in the following formats: pdf, jpg, jpeg, png, doc, or docx.

After uploading all the files to meet all the requirements, you will see a checklist. When you check each box and hit submit, the US Nanny Association will receive your application. Administrators will then verify that the application and all submitted documents meet the eligibility criteria. Typically, the application review period takes 5 to 10 business days. If the US Nanny Association has any questions about an application, an administrator will email the applicant with further instructions and/or directions.

Applicants are randomly selected for an audit. US Nanny Association conducts application audits to confirm the experience and education documented on credential applications. Audits may include contacting employers and educational institutions to confirm provided documentation. The purpose of the audit is to ensure the credibility of the credential program and of the credential holders.

10. Submit the application for review. The US Nanny Association will verify that the application meets the eligibility criteria and that the experience and education are valid. If the US Nanny Association has any questions about an application, the staff will email the applicant with further instructions and/or directions.

11. Complete the NCP or PNCP practice exam. While the administrators are reviewing your application, you can finish preparing for the proficiency exam by completing the practice exam. The credential process includes a practice exam comprised of 25 questions to help you prepare for the NCP exam or 50 questions to help prepare for the PNCP exam. The practice exams are not timed or proctored so you can take them as many times as you want and can review the correct answers to any missed questions.

12. Take the proficiency exam. When your application is approved, you will receive emailed instructions and a link to a single-use, online proficiency exam. The link is customized for each student, can only be used once, and must be completed within three (3) weeks from the day you receive the exam link.



When you click the link, you will go to a separate, online exam site that has online proctoring. The exam must be taken without any aids so all notes must be put away, web browsers closed, and phones placed out of reach. The exam site will ask permission to view your camera and web browsers to supervise your activity while taking the exam. The images taken during the exam will be checked against the government identification submitted by the applicant.

You will receive your exam results immediately. US Nanny Association will review the exam results and proctoring. Applicants who complete all credential requirements and pass the exam are notified by email and will then be able to immediately download their credential. If you do not pass the exam on the first attempt, you will receive a new link for a second attempt. You will have three (3) weeks to complete the second attempt.

The NCP credential exam has 100 multiple choice questions and you have two (2) hours to complete the exam. The NCP exam requires at least 80% to pass. The PNCP credential exam has 200 multiple choice questions and you have four (4) hours to complete the exam. The PNCP exam requires at least 80% to pass.

13. Gain Credential. Applicants who complete all credential requirements and pass the exam are notified by email and can immediately download their credential. If you reside in the United States, a printed copy of your certification will be mailed to the address listed in your student account. Credentials are good for three (3) years and recipients are authorized to use the NCP and PNCP logos for personal use on resumes, LinkedIn, and job boards. Whenever possible, the Credential should be communicated with correct dates. For example, Jane Smith, PNCP 2020-2023.

14. Maintain Credential. Credentials are good for three (3) years. At 3 years, to maintain the credential, you will need to submit a current CPR and First Aid certification, 20 clock hours or 5 credit hours of continuing education training from any reputable training organization and pay a renewal fee of \$75. If you hold a current credential, you do not have to retake the proficiency exam. If your credential has expired, you will have to sign up and repeat the credential process.





Childcare Work Experience Form

Applicant Full Name (First and Last) _____

Applicant Birthday (mm/dd/yyyy) _____

Instructions: This form is to be completed by the **applicant**. Input the requested information and upload the completed form to your account. Use as many copies of this form as needed to list all work experience documentation for the required hours. You must also submit a form of documentation including a W2, paystub or have current and past employers complete page 2 of this document to verify the work experience.

Childcare Work Experience

Supervisor Name: _____ Family/Company: _____

Employer Address: _____
Street Address City, State, and Zip Code

Employer Email: _____ Employer Phone: _____

Job Title: _____

Dates of Employment: From: _____ To: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Total Number of Hours of Employment: _____

List the number of children, ages of children, and duties performed:

Name of person at Family or Company who can confirm this employment:

Name: _____
Email: _____
Phone: _____

Documentation provided (pick one):

- Copies of pay stubs, tax forms and/or references from employers that include employer contact information, employee job title, dates, and hours worked. The financial information is private and can be redacted.
- Signed employment verification form (next page)



US Nanny Association
info@usnanny.org



Employment Verification Form

Applicant Full Name (First and Last) _____

Applicant Birthday (mm/dd/yyyy) _____

Instructions: This form is to be completed by the **employer**. Input the requested information and return it to the applicant or email it to info@usnanny.org. Childcare experience includes working as a babysitter, nanny, daycare worker, teacher, pediatric nurse, summer camp counselor and other child centric positions. To qualify as childcare work experience, a paid position must include direct supervisory responsibility to care for at least one child between the ages of 0 and 13 and/or up to age 18 if the child has been diagnosed as special needs. Caring for siblings, family members, dependents, unpaid volunteer work, and/or childcare experience when the applicant was less than 16 years old does not qualify.

Childcare Work Experience

Supervisor Name: _____ Family/Company: _____

Employer Address: _____
Street Address City, State, and Zip Code

Employer Email: _____ Employer Phone: _____

Employee Job Title: _____

Dates of Employment: From: _____ To: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Total Number of Hours of Employment: _____

List the number of children, ages of children, and duties performed:

Name of person at Family or Company who can confirm this employment:

Name: _____
Email: _____
Phone: _____

I hereby certify the above work experience is true and correct to the best of my knowledge. The US Nanny Association conducts random application audits to confirm the experience and education documented on credential applications. I agree that I may be contacted as part of an audit.

Employer Signature (First, Last Name) _____ Printed (First, Last Name) _____ (mm/dd/yyyy) _____

Electronic signatures are accepted and shall have the same validity and enforceability as a manually executed signature based on the Uniform Electronic Transactions Act.