US Nanny Association

Credential programs are available in English and Español. If you need assistance, contact us at info@usnanny.org.

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About the US Nanny Association

Founded in 2019, the US Nanny Association (USNA) is committed to elevating the nanny profession to align with other skilled trades and childcare careers. USNA provides families and nannies with resources, tools, and guidance to navigate the complexities of in-home childcare employment.

To establish a professional standard, USNA has published **National Nanny Standards**, outlining the core competencies required for nannies, newborn and infant care specialists, and professional nannies. USNA's credential programs surpass the requirements of the most selective nanny agencies, setting the highest standard of excellence in the industry.

Unlike other organizations that certify nannies with a single quiz, **USNA credentials require verified childcare training, documented work experience, CPR and First Aid credential, a background check, and successful completion of a comprehensive exam based on the National Nanny Standards.**

By upholding rigorous standards, USNA ensures that credentialed nannies are well-trained, experienced, and prepared to provide high-quality childcare in private homes.

About the US National Nanny Standards

The US National Nanny Standards, established by the US Nanny Association, provide a comprehensive framework for in-home childcare professionals. These standards encompass diverse, proven methodologies and childcare skills that align with the varying needs of families and comply with U.S. laws. The National Nanny Standards are published at **usnanny.org/standards**.

Development of the National Nanny Standards

The standards were formulated through extensive research and collaboration with childcare educators and industry leaders. They align with national early childhood development curricula and authoritative organizations, including:

- National Association for the Education of Young Children (NAEYC)

- American Academy of Pediatrics (AAP)

- U.S. Centers for Disease Control and Prevention (CDC)

- U.S. Department of Agriculture (USDA)

While there are no federal laws mandating nanny standards in the United States, the US Nanny Association published these standards to define and elevate the in-home childcare industry.

Categories within the National Nanny Standards

The National Nanny Standards are divided into three categories to reflect the progression of skills and expertise:

1. **Nanny (N):** Focuses on establishing and maintaining a safe, clean, and healthy environment for children.

2. **Newborn and Infant (I):** Addresses specialized care techniques for newborns and infants, building upon the foundational Nanny standards.

3. **Professional Nanny (P):** Encompasses advanced childcare practices, professionalism, and ethical behaviors, incorporating both Nanny and Newborn and Infant standards.

Each standard is assigned an alpha-numeric reference number for easy identification. These levels align with the skills valued by nanny agencies, families, and employers, acknowledging that different families have varying expectations and requirements for childcare providers.

By adhering to these standards, nannies demonstrate their commitment to providing high-quality care, ensuring they are well-prepared to meet the diverse needs of children and families. The standards serve as a benchmark for training programs and credentials, fostering professionalism and consistency within the in-home childcare industry.

Why Invest in a US Nanny Association Credential?

Earning a credential from the US Nanny Association is an investment in your career, showcasing your expertise and commitment to high-quality childcare. Here's why it matters:

- **USNA sets the highest standards in the industry** – Our credentialing process exceeds the requirements of most agencies, ensuring that certified nannies meet rigorous, nationally recognized standards.

- **Demonstrate your expertise** – Stand out to employers, families, and agencies by proving you have the verified knowledge, experience, and skills to provide exceptional childcare.

- **Expand your job opportunities** – Many agencies and families now prefer or require professional credentials, aligning with the growing standards seen in daycare centers and early childhood education programs.

- **Gain a competitive advantage** – In a competitive job market, a credential based on published National Standards sets you apart and validates your professional qualifications.

- **Earn a respected designation** – Unlike informal credentials, a US Nanny Association credential represents a rigorous, unbiased assessment of your childcare expertise, requiring both training and experience.

Investing in a credential isn't just about meeting a requirement - it's about elevating your career and ensuring the best outcomes for the children in your care.

Why I Got Certified...

I live in an urban area with lots of competition for top nanny jobs. The agency I work with provides families with a few nannies to interview and a certification from the US Nanny Association helps me stand out.

RENADA SHARP
Certified Professional Nanny

I feel confident saying that I'm a professional nanny. With my investment in childcare training and years of work experience, I have earned the title and the salary that comes with it.

JENNIFER URRABUAZO
Certified Professional Nanny

Who Can Get Certified?

The US Nanny Association credentials are open to all individuals who meet the credential requirements, regardless of their membership status, nationality, or residency. These credentials are designed to recognize professional childcare expertise and uphold the highest standards in the industry.

Do I need to be a US Nanny Association member?

No. While membership in the US Nanny Association is encouraged, it is not required to earn a credential. However, all credential applicants must agree to follow the US Nanny Association Code of Ethics and Professional Conduct to maintain professional integrity within the industry.

Do I have to be a US Citizen or resident?

No. The US Nanny Association welcomes applicants from all countries. While our name reflects our commitment to US laws and industry standards, we encourage nannies and childcare professionals worldwide to pursue credential if they align with our mission and values. However, all applicants must provide a copy of their legal, government-issued identification, which includes their full legal name, photo, and date of birth as part of the credential process.

The US Nanny Association credentials are accessible to qualified nannies and childcare providers globally, ensuring that professional childcare standards can be recognized and upheld anywhere in the world.

US Nanny Association Credentials

The US Nanny Association (USNA) offers a comprehensive suite of credentials designed to recognize and validate the expertise of childcare professionals at various stages of their careers. These credentials not only uphold the highest standards in our industry but also provide nannies with the opportunity to demonstrate their commitment to excellence in childcare.

1. Nanny and Childcare Provider (NCP)
This foundational credential is tailored for nannies who are relatively new to the industry but have accumulated at least one year of professional experience. It emphasizes the essential skills and knowledge required to provide safe, nurturing, and developmentally appropriate care for children.

2. Newborn and Infant Care Professional (NICP)
Aimed at individuals specializing in the care of newborns and infants up to 18 months old, this credential focuses on the unique needs and developmental milestones of this age group. It ensures that caregivers are equipped with specialized knowledge to support early childhood development effectively.

3. Professional Nanny and Childcare Provider (PNCP)
Designed for experienced nannies seeking to advance their careers in childcare, the PNCP credential recognizes a higher level of expertise and commitment. It encompasses advanced childcare practices, leadership skills, and a deep understanding of child development.

Specialized Credentials for Diverse Backgrounds

Recognizing that not all dedicated childcare providers have formal high school educational credentials, USNA offers alternative credential pathways:

- **Nanny Specialist (NS)**
  Equivalent to the NCP credential, the NS credential caters to nannies who may not possess a high school diploma or equivalent. Instead, candidates can submit three professional references to demonstrate their experience and commitment. All other requirements mirror those of the NCP credential.

- **Newborn and Infant Specialist (NIS)**
  Parallel to the NICP credential, the NIS credential is for caregivers specializing in newborn and infant care without a high school diploma. Candidates may provide three professional references in lieu of formal educational qualifications, with all other criteria aligning with the NICP credential requirements.

By offering these diverse credential options, the US Nanny Association ensures that all nannies, regardless of their high school educational background, can validate their skills, enhance their professional standing, and contribute to the highest standards of childcare.

Credential Requirements

To ensure that certified nannies meet the highest industry standards, the US Nanny Association has established six core requirements for its credential programs. These criteria validate a candidate's education, experience, and professional readiness to provide exceptional childcare.

1. **Age requirement** – Candidates must be at least 18 years old for the Nanny and Childcare Provider (NCP) and Nanny Specialist (NS) credentials. The Newborn and Infant Care Professional (NICP), Newborn and Infant Specialist (NIS), and Professional Nanny and Childcare Provider (PNCP) credentials require candidates to be at least 21 years old.

2. **CPR and first aid credential** – All candidates must provide proof of current CPR and first aid credential for both adults and children.

3. **High school education or professional references** – Candidates for NCP, NICP, and PNCP must show proof of a high school diploma, GED, or equivalent secondary education. Those applying for NS and NIS may substitute three professional references in place of formal education credentials.

4. **Childcare training** – All applicants must complete childcare training from a reputable training organization, professional trade school, or accredited college.

5. **Childcare work experience** – Candidates must demonstrate hands-on experience in childcare:

   o At least 1 year (2,000 hours) for NCP and NS

   o At least 2 years (4,000 hours) for NICP and NIS

   o At least 3 years (6,000 hours) for PNCP

6. **Background check** – Applicants must submit documentation of a clean background check from a recognized screening provider.

7. **Competency exam** – To complete credential, candidates must pass a comprehensive exam based on the published National Nanny Standards to verify their childcare knowledge and professional skills.

Below is a summary of the requirements for each credential:

US Nanny Association Credential Requirements

Requirement	NCP	NS	NICP	NIS	PNCP
Minimum Age	18	18	21	21	21
CPR & First Aid Credential	☑	☑	☑	☑	☑
High School or References	High School Diploma or GED	3 Professional References	High School Diploma or GED	3 Professional References	High School Diploma or GED
Childcare Training	20 hours	20 hours	20 hours	20 hours	50 hours
Childcare Work Experience	1 Year (2,000 hours)	1 Year (2,000 hours)	2 Years (4,000 hours)	2 Years (4,000 hours)	3 Years (6,000 hours)
Background Check	☑	☑	☑	☑	☑
Competency Exam	100 questions	100 questions	100 questions	100 questions	200 questions

These requirements ensure that certified nannies are qualified, trained, and experienced professionals who provide safe, high-quality care for children in private homes.

Nanny and Childcare Provider (NCP) Credential

The Nanny and Childcare Provider (NCP) credential is designed for nannies who have at least one year of professional childcare experience and want to establish themselves as skilled and knowledgeable caregivers. This credential validates a nanny's expertise in childcare, safety, and early childhood development, providing a competitive edge in the job market.

Who Should Apply? The NCP credential is ideal for:

- Nannies with at least one year (2,000 hours) of paid childcare experience

- Childcare providers looking to increase their credibility and job opportunities

- Individuals who want to demonstrate their commitment to professional development in childcare

NCP Credential Requirements. To earn the NCP credential, applicants must meet the following criteria:

✓ Be at least 18 years old with a valid government-issued identification

✓ Hold a current CPR and First Aid credential for adults and children

✓ Have a high school diploma, GED, or equivalent secondary education

✓ Complete at least 20 clock hours or 3 credit hours of documented childcare training from a reputable training organization

✓ Have at least one year (2,000 hours) of paid childcare experience, documented through pay stubs or employer verification

✓ Submit a clean background check from a recognized screening provider

✓ Pass the NCP proficiency, which consists of 100 multiple-choice questions based on the National Nanny Standards

NCP Exam Information

- The NCP exam is an online test with 100 multiple-choice questions

- Candidates have two (2) hours to complete the exam.

- Candidates have two (2) attempts to pass the exam

- The exam is based on the National Nanny Standards, ensuring a strong foundation in childcare best practices

- A score of 80% or higher is required to pass

Here are two 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?

   o Etiquette

   o Authenticity

   o Humility

   o 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?

   o Patience

   o Perseverance

o Role model

o Forgiveness

Optional NCP Review class

For those who need additional preparation, the US Nanny Association offers an optional NCP Review class. This online, self-paced course:

- Provides 24/7 access to recorded lessons

- Covers all topics outlined in the National Nanny Standards

- Takes approximately 6.5 hours to complete

- Includes a certificate of attendance that can be used toward the NCP childcare training requirement

Note: This class is currently available in English only. Completing the review class is optional and does not guarantee a passing score on the proficiency exam. Review class fees are non-refundable.

Why Earn the NCP Credential?

✓ Enhance your professional credibility – Demonstrate your expertise and commitment to high-quality childcare

✓ Increase your job opportunities – Many families and agencies prefer or require professional credential

✓ Meet the increasing standards in childcare – Aligns with industry trends requiring credentials for early childhood professionals

✓ Gain recognition for your experience – Validate your practical skills and knowledge with a respected industry credential

The Nanny and Childcare Provider (NCP) credential helps childcare providers stand out in a competitive market, ensuring they are recognized for their expertise and dedication to professional childcare.

Nanny Specialist (NS) Credential

The Nanny Specialist (NS) credential is designed for nannies who have at least one year of professional childcare experience but may not have access to a high school diploma, GED, or equivalent documentation. This credential provides an alternative pathway for skilled and experienced nannies to demonstrate their expertise in childcare, safety, and early childhood development while maintaining the highest industry standards.

Who Should Apply? The NS credential is ideal for:

- Nannies with at least one year (2,000 hours) of paid childcare experience

- Childcare providers who do not have a high school diploma or equivalent but can provide professional references

- Individuals looking to increase their credibility and job opportunities in the nanny profession

- Nannies committed to professional development and continuing education in childcare

NS Credential Requirements. To earn the NS credential, applicants must meet the following criteria:

✓ Be at least 18 years old with a valid government-issued identification

✓ Hold a current CPR and First Aid credential for adults and children

✓ Provide three (3) professional references in lieu of a high school diploma, GED, or equivalent

✓ Complete at least 20 clock hours or 3 credit hours of documented childcare training from a reputable training organization

✓ Have at least one year (2,000 hours) of paid childcare experience, documented through pay stubs or employer verification

✓ Submit a clean background check from a recognized screening provider

✓ Pass the NS proficiency exam, which consists of 100 multiple-choice questions based on the National Nanny Standards

NS Exam Information

• The NS exam is an online test with 100 multiple-choice questions

• Candidates have two (2) hours to complete the exam.

• Candidates have two (2) attempts to pass the exam

• The exam is based on the National Nanny Standards, ensuring a strong foundation in childcare best practices

• A score of 80% or higher is required to pass

Here are two example NS 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?

- o Etiquette

- o Authenticity

- o Humility

- o 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?

- o Patience

- o Perseverance

- o Role model

- o Forgiveness

Optional NS Review class.

For those who need additional preparation, the US Nanny Association offers an optional NS Review class. This online, self-paced course:

• Provides 24/7 access to recorded lessons

• Covers all topics outlined in the National Nanny Standards

• Takes approximately 6.5 hours to complete

• Includes a certificate of attendance that can be used toward the NS childcare training requirement

Note: This class is currently available in English only. Completing the review class is optional and does not guarantee a passing score on the proficiency exam. Review class fees are non-refundable.

Why Earn the NS Credential?

✓ Validate your skills without a diploma – Gain professional recognition based on your experience and expertise, even without formal education credentials

✓ Increase your job opportunities – Many families and agencies prefer or require professional credential

✓ Meet the increasing standards in childcare – Aligns with industry trends requiring credentials for early childhood professionals

✓ Gain recognition for your experience – Demonstrate your practical skills and knowledge with a respected industry credential

The Nanny Specialist (NS) credential provides an accessible and professional pathway for nannies who want to elevate their careers, ensuring they are recognized for their dedication and expertise in childcare.

Newborn and Infant Care Professional (NICP) Credential

The Newborn and Infant Care Professional (NICP) credential is designed for childcare providers who specialize in the care of newborns and infants up to 18 months old. This credential validates a caregiver's expertise in infant development, sleep routines, feeding practices, and safety, providing an advantage in securing specialized childcare positions.

Who Should Apply? The NICP credential is ideal for:

• Nannies and newborn care specialists with at least two years (4,000 hours) of paid newborn and infant care experience

• Childcare providers who specialize in caring for infants up to 18 months old

• Individuals looking to advance their careers in newborn and infant care

• Nannies seeking to increase their credibility and job opportunities

NICP Credential Requirements. To earn the NICP credential, applicants must meet the following criteria:

✓ Be at least 21 years old with a valid government-issued identification

✓ Hold a current CPR and First Aid credential for adults and children

✓ Have a high school diploma, GED, or equivalent secondary education

✓ Complete at least 20 clock hours or 3 credit hours of documented newborn and infant care training from a reputable training organization

✓ Have at least two years (4,000 hours) of paid newborn and infant care experience, documented through pay stubs or employer verification

✓ Submit a clean background check from a recognized screening provider

✓ Pass the NICP proficiency exam, which consists of 100 multiple-choice questions based on the Newborn and Infant National Nanny Standards

NICP Exam Information

• The NICP exam is an online test with 100 multiple-choice questions

• Candidates have two (2) hours to complete the exam.

• Candidates have two (2) attempts to pass the exam

• The exam is based on the Newborn and Infant National Nanny Standards, ensuring a strong foundation in newborn care best practices

• A score of 80% or higher is required to pass

Here are two example NICP questions.

1. What are the American Association of Pediatrics (AAP) recommendations regarding breast feeding?

    o Continued breastfeeding for 18+ months

    o Exclusive breastfeeding for about 6 months

    o Breast and formula feed for 3 months

    o Formula feed after 12 months

2. What is the hive-like rash made up of red blotches with pale or yellowish bumps on the baby's skin?

    o Erythema toxicum

    o Vernix

    o Pustular melanosis

    o Lanugo

Optional NICP Review class

For those who need additional preparation, the US Nanny Association offers an optional NICP Review class. This online, self-paced course:

• Provides 24/7 access to recorded lessons

• Covers all topics outlined in the Newborn and Infant National Nanny Standards

• Takes approximately 10.5 hours to complete

• Includes a certificate of attendance that can be used toward the NICP newborn care training requirement

Note: This class is currently available in English only. Completing the review class is optional and does not guarantee a passing score on the proficiency exam. Review class fees are non-refundable.

Why Earn the NICP Credential?

✓ Validate your skills without a diploma – Gain professional recognition based on your experience and expertise, even without formal education credentials

✓ Increase your job opportunities – Many families and agencies prefer or require professional credential

✓ Meet the increasing standards in childcare – Aligns with industry trends requiring credentials for early childhood professionals

✓ Gain recognition for your experience – Demonstrate your practical skills and knowledge with a respected industry credential

The Newborn and Infant Care Professional (NICP) credential is an essential credential for caregivers specializing in newborn and infant care, ensuring they are recognized for their skills, expertise, and commitment to high-quality childcare.

Newborn and Infant Specialist (NIS) Credential

The Newborn and Infant Specialist (NIS) credential is designed for experienced caregivers who specialize in caring for newborns and infants up to 18 months old but may not have access to a high school diploma, GED, or equivalent documentation. This credential provides an alternative pathway for skilled nannies and newborn care specialists to validate their expertise and professionalism in infant care.

Who Should Apply? The NIS credential is ideal for:

• Nannies and newborn care specialists with at least two years (4,000 hours) of paid newborn and infant care experience

• Childcare providers who do not have a high school diploma or equivalent but can provide professional references

• Individuals specializing in newborn and infant care who want to demonstrate their expertise

• Nannies looking to increase their credibility and job opportunities in the childcare industry

NIS Credential Requirements To earn the NIS credential, applicants must meet the following criteria:

✓ Be at least 21 years old with a valid government-issued identification

✓ Hold a current CPR and First Aid credential for adults and children

✔️ Provide three (3) professional references in lieu of a high school diploma, GED, or equivalent

✔️ Complete at least 20 clock hours or 3 credit hours of documented newborn and infant care training from a reputable training organization

✔️ Have at least two years (4,000 hours) of paid newborn and infant care experience, documented through pay stubs or employer verification

✔️ Submit a clean background check from a recognized screening provider

✔️ Pass the NIS proficiency exam, which consists of 100 multiple-choice questions based on the Newborn and Infant National Nanny Standards

NIS Exam Information

• The NIS exam is an online test with 100 multiple-choice questions

• Candidates have two (2) hours to complete the exam.

• Candidates have two (2) attempts to pass the exam

• The exam is based on the Newborn and Infant National Nanny Standards, ensuring a strong foundation in newborn care best practices

• A score of 80% or higher is required to pass

Here are two example NIS questions.

1. What are the American Association of Pediatrics (AAP) recommendations regarding breast feeding?

- o Continued breastfeeding for 18+ months

- o Exclusive breastfeeding for about 6 months

- o Breast and formula feed for 3 months

- o Formula feed after 12 months

2. What is the hive-like rash made up of red blotches with pale or yellowish bumps on the baby's skin?

- o Erythema toxicum

- o Vernix

- o Pustular melanosis

- o Lanugo

Optional NIS Review class

For those who need additional preparation, the US Nanny Association offers an optional NIS Review class. This online, self-paced course:

• Provides 24/7 access to recorded lessons

• Covers all topics outlined in the Newborn and Infant National Nanny Standards

• Takes approximately 10.5 hours to complete

• Includes a certificate of attendance that can be used toward the NIS newborn care training requirement

Note: This class is currently available in English only. Completing the review class is optional and does not guarantee a passing score on the proficiency exam. Review class fees are non-refundable.

Why Earn the NIS Credential?

✓ Validate your skills without a diploma – Gain professional recognition based on your experience and expertise, even without formal education credentials

✓ Increase your job opportunities – Many families and agencies prefer or require professional credential

✓ Meet the increasing standards in childcare – Aligns with industry trends requiring credentials for early childhood professionals

✓ Gain recognition for your experience – Demonstrate your practical skills and knowledge with a respected industry credential

The Newborn and Infant Specialist (NIS) credential provides an accessible and professional pathway for experienced nannies and newborn care providers, ensuring they are recognized for their skills, expertise, and commitment to high-quality infant care.

Professional Nanny and Childcare Provider (PNCP) Credential

The Professional Nanny and Childcare Provider (PNCP) credential is designed for highly experienced nannies who are committed to advancing their careers in childcare. This credential recognizes experienced childcare professionals with advanced training and extensive hands-on experience in child development, safety, and professional best practices. The PNCP credential sets nannies apart in a competitive job market and aligns with the highest industry standards.

Who Should Apply? The PNCP credential is ideal for:

• Nannies with at least three years (6,000 hours) of paid childcare experience

• Childcare providers who want to demonstrate advanced skills and professional expertise

• Nannies seeking career growth and higher-level opportunities in childcare

• Professionals looking to differentiate themselves with a nationally recognized credential

PNCP Credential Requirements. To earn the PNCP credential, applicants must meet the following criteria:

✓ Be at least 21 years old with a valid government-issued identification

✓ Hold a current CPR and First Aid credential for adults and children

✓ Have a high school diploma, GED, or equivalent secondary education

✓ Complete at least 50 clock hours or 6 credit hours of post-secondary training in nanny care, childcare, or early childhood education from a licensed college, trade school, or accredited institution

✓ Have at least three years (6,000 hours) of paid childcare experience, documented through pay stubs or employer verification

✓ Submit a clean background check from a recognized screening provider

✓ Pass the PNCP proficiency exam, which consists of 200 multiple-choice questions based on the National Nanny Standards

PNCP Exam Information

• The PNCP exam is an online test with 200 multiple-choice questions

• Candidates have four (4) hours to complete the exam.

• Candidates have two (2) attempts to pass the exam

• The exam is based on the National Nanny Standards, ensuring a strong foundation in advanced childcare principles

• A score of 80% or higher is required to pass

Here are two 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?

    o Analytical

    o Intuitive

    o Functional

    o 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?

   o No, because Lori was not at fault for the accident

   o Yes, because Lori did not use the ordinary standard of care, as standard care requires the proper use of a car seat

   o No, because the child is over the age of 2 and a car seat or restraint is not required

   o No, because they hired Lori to care for their child and therefore trusted her judgement

Optional PNCP Review class

For those who need additional preparation, the US Nanny Association offers an optional PNCP review class. This online, self-paced course:

• Provides 24/7 access to recorded lessons

• Covers all topics outlined in the National Nanny Standards

• Takes approximately 17 hours to complete

• Includes a certificate of attendance that can be used toward the NCP, NS, NICP or NIS childcare training requirement but this review class **CAN NOT** be used for the PNCP childcare training requirement. The PNCP childcare training requires a professional trade school, college or university transcript and USNA does not meet this requirement.

Note: This class is currently available in English only. Completing the review class is optional and does not guarantee a passing score on the proficiency exam. Review class fees are non-refundable.

Why Earn the PNCP Credential?

✓ Validate your skills without a diploma – Gain professional recognition based on your experience and expertise, even without formal education credentials

✓ Increase your job opportunities – Many families and agencies prefer or require professional credential

✓ Meet the increasing standards in childcare – Aligns with industry trends requiring credentials for early childhood professionals

✓ Gain recognition for your experience – Demonstrate your practical skills and knowledge with a respected industry credential

The Professional Nanny and Childcare Provider (PNCP) credential is the gold standard for experienced nannies seeking career advancement, ensuring they are recognized for their dedication, expertise, and professionalism in childcare.

Detailed Instructions for Applicants

The US Nanny Association credential process is designed to uphold the highest professional standards and ensure credibility and integrity in the industry. All applicants must review and agree to the US Nanny Association Code of Ethics and Professional Conduct before applying.

Certified individuals can earn one or more of the following credentials:

- Nanny and Childcare Provider (NCP) or Nanny Specialist (NS)
- Newborn and Infant Care Professional (NICP) or Newborn Specialist (NS)
- Professional Nanny and Childcare Provider (PNCP)

Each credential is valid for three (3) years, after which renewal is required.

Step 1: Review the Code of Ethics and application agreement

✓ All applicants must read and agree to the US Nanny Association Code of Ethics and Professional Conduct, which promotes accountability, professionalism, and trust within the childcare industry.
✓ The Code of Ethics and Conduct is available at **usnanny.org/about/code-conduct.**
✓ The US Nanny Association has a formal complaint and ethics review process, which may result in credential revocation or ineligibility for future credential.

Step 2: Confirm Eligibility and Gather Required Documents

Before signing up and paying the fee, ensure you meet the requirements and have digital copies of the required documents.

✓ Minimum age requirement. NCP and NIS require at least 18 years old. NICP, NIS, and PNCP require at least 21 years old. In the United States, the legal age to work part-time is 16 and the legal age to work full-time is 18. In addition to the legal definition of paid work, age and maturity differentiate supervisory babysitting from professional nanny work.

✓ Legal identification – Take a photo to create a digital copy of a government-issued ID (passport, driver's license, or state ID) with your legal name, photo, and date of birth.

✓ High school education or professional references.

- High School Diploma or GED (Required for NCP, NICP, and PNCP)
  - Get or create an electronic copy of your high school diploma, GED, or equivalent.
  - If the document is in another language, you must provide both a copy of the original and an English translation.
- Professional References (Required for NS and NIS)

- A professional reference must come from an employer, supervisor, or a family for whom you have provided paid childcare services. References from relatives or friends are not accepted.

- Get three (3) professional references. References must come from previous employers or colleagues. References from family members are not accepted.

- References must include the employment dates, age of children and the job roles and responsibilities. The reference must also verify demonstration of acceptable childcare skills.

- References can write their own content, or applicants can ask former employers to complete a form that is available to download when applicants sign up for the credential program.

- The reference must include their contact information, and they may be contacted to verify the document.

✓ CPR and First Aid Credential – Get or create a digital copy of a current credential that includes both adult and child CPR and First Aid from any recognized training organization (e.g., American Red Cross, American Heart Association). Expired credentials are not accepted.

✓ Childcare training – See step 3 for more information.

✓ Work experience documentation. See step 4 for more information.

✓ Background check. All applicants must submit a comprehensive background check from a reputable screening provider to verify their eligibility for credential. The US Nanny Association reserves the right to deny credential to applicants whose background check results indicate conduct that violates the US Nanny Association Code of Ethics and Professional Conduct or suggests they may not be suitable for professional childcare.

- The background check must be official, complete, and obtained from a reputable provider.
- It must include the applicant's full legal name, current address, and government-issued identification number (such as a driver's license or passport number) for identity verification.
- It must include a search of:
    o Federal/national criminal records
    o State and local criminal records
    o Sex offender registries
    o Motor vehicle records
    o Any other relevant background information
- The background check provider's name and contact information must be included and may be verified.
- Background checks must be dated within 9 months of the date of submitting the credential application. Background checks older than 9 months are not accepted.

Important Notes on Background Checks:

- Applicants with criminal offenses, misdemeanors, or other violations that are inconsistent with the US Nanny Association Code of Ethics and Professional Conduct

may be disqualified from the credential program at the sole discretion of the US Nanny Association.

- The background check is for credential purposes only and does not replace employer-mandated background screenings. Employers remain responsible for conducting their own due diligence when hiring a nanny or childcare provider.

- The US Nanny Association offers an optional, discounted background check through an approved provider. However, applicants are NOT required to use this provider and may obtain their background check from any legitimate screening service that meets the outlined requirements.

By submitting a background check, applicants acknowledge that the US Nanny Association reserves the right to review and assess all background check results to ensure compliance with credential standards and industry best practices.

Step 3: Childcare Training Requirements

To qualify for a US Nanny Association credential, applicants must complete verified childcare training from a reputable training provider. Training ensures nannies have the knowledge and skills necessary to provide safe, high-quality childcare, in alignment with the National Nanny Standards.

What qualifies as childcare training?

✓ Training must be directly related to childcare, early childhood education, or infant care. Training can be completed in any language.

✓ Training must follow industry guidelines from recognized authorities such as the American Association of Pediatrics and the CDC.

✓ Applicants should select training that aligns with the National Nanny Standards to ensure they are well-prepared for the credential exam.While this is not a requirement, it can help applicants select the most beneficial training programs.

✓ For NCP, NS, NICP and NIS, the training must be delivered by a reputable training organization that issues a certificate of completion. The certificate of completion or transcript must include a way to contact and/or verify the training was complete and the qualifications of the trainer (school name, phone number, email and/or website). Training that cannot be validated will not be accepted.

✓ For PNCP, the training must be completed at a post-secondary training school with classes focused on nanny, childcare and/or early childhood education. Investing in post-secondary (college) classes confirms the applicant completed training taught by approved and credentialed instructors and teachers. College classes also require a performance metric to ensure the student comprehends the material. An official copy of a transcript must be submitted. Post-secondary institutions include professional trade schools, community colleges and universities. Certificates of attendance are not accepted for PNCP.

Where should I take childcare training?

The US Nanny Association does not endorse specific training providers but requires training to come from a reputable organization. USNA suggests, but NOT require training programs that teach to the USNA National Nanny Standards. Suggested training programs can be viewed at **usnanny.org/childcaretraining**.

✓ For NCP and NICP, training from any reputable source (e.g., childcare conferences, online courses, or childcare credential programs) is acceptable.

✓ For PNCP, training must be from an accredited post-secondary institution such as a professional trade school, community college or university.

What documentation is accepted?

Applicants must submit digital copies of their training documentation, including:
✓ Certificates of attendance, credentials, or transcripts from a reputable provider

✓ Training documentation must be clear, legible, and submitted in a digital format (PDF, JPG, PNG, DOC, or DOCX).

✓ Documentation that includes the following information:

- Applicant's full name

- Date of training or completion

- Title of the training program or course

- Total number of hours or credit hours completed

- Training organization name and contact information (address, phone number, email, and website)

✓ Applicants may submit childcare training from multiple reputable providers and the total hours or credits must meet or exceed the required hours.

✓ If the training document is in another language, you must provide both a copy of the original and an English translation.

✓ Incomplete or unverifiable training documentation will be rejected, and applicants will be asked to submit valid proof.

Training requirements by credential

✓ NCP, NS and NICP, NIS:

- Minimum of 20 clock hours or 3 credit hours of childcare or newborn and infant training.

- Training must be completed at a reputable organization, professional trade school, or college. Certificates of attendance from parenting, foster care, or childcare-related training programs are accepted.

- USNA exam review classes are accepted

  o   Optional NCP and NS review class is 6.5 hours. Available in English only.

  o   Optional NICP and NIS review class is 10.5 hours. Available in English only.

  o   Optional PNCP review class is 17 hours. Available in English only.

✓ **PNCP:**

- Minimum of 50 clock hours or 6 credit hours of post-secondary training focused on nanny care, childcare, and/or early childhood education.

- Must be from an accredited trade school, community college, or university.

- Certificates of attendance are NOT accepted—a formal college transcript is required.

- Post-secondary education ensures coursework is taught by credentialed faculty and includes assessments to confirm competency and comprehension.

By meeting the childcare training requirements, applicants demonstrate their commitment to professional development and ensure they have the skills necessary to succeed in a nanny or childcare role.

Step 4: Work Experience Documentation

To qualify for a US Nanny Association credential, applicants must provide documented, paid childcare work experience. Work experience is a critical component of the credential process, ensuring that candidates have practical experience in a professional childcare setting.

What qualifies as childcare work experience?

✓ Work must be paid and include direct, independent supervisory responsibility for at least one child:

- For NCP, NS and PNCP: Ages 0-12 or up to age 18 for children with special needs.

- For NICP and NIS: Ages 0-12 months.

✓ Qualifying childcare roles include: Sitter, nanny, daycare worker, teacher, pediatric medical assistant, pediatric nurse, camp counselor and other roles that require direct and independent supervision of children in a home or childcare setting

✓ What Does NOT Qualify?

- Caring for siblings, family members, or dependents (even when paid)

- Unpaid childcare or volunteer work

- Work experience gained before the age of 16

Work experience requirements by credential.

- NCP & NS: At least 1 year (2,000 hours) of paid childcare work experience
- NICP & NIS: At least 2 years (4,000 hours) of paid newborn and infant care experience
- PNCP: At least 3 years (6,000 hours) of paid childcare work experience

What documentation is required?

✓ All applicants must submit documentation to verify their work experience.

✓ The US Nanny Association may contact employers to confirm employment details.

✓ Accepted Forms of Documentation:

1. Paystubs and/or W-2 Forms. Must include dates of employment and hourly rate to calculate total hours worked.

2. Signed letter of employment verification or reference. Must include:

   o Employer's name and contact information (email and/or phone)

   o Dates of employment

   o Weekly hours worked

   o Ages of children cared for

   o Job duties and responsibilities

3. Signed Nanny Work Agreements and/or Contracts. Must include an employer's name, contact information, and job details.

4. Completed and Signed Employer Verification Form (a form will be available to applicant to downloadable upon registering for the credential). This form allows employers to attest to an applicant's work experience when other forms of verification are unavailable.

✓ All documentation must be clear, legible, and contain accurate information.

✓ Once submitted, work experience documentation will be reviewed for authenticity and completeness.

✓ If any documentation is missing or unverifiable, applicants will be contacted and must submit valid proof before their application can be approved.

What If I Worked Off the Books (Undocumented Employment)?

- While the US Nanny Association encourages legal employment, it recognizes that many childcare providers are paid in cash and may not have traditional payroll documentation.

- If paystubs or tax forms are not available, applicants must provide:

   o A signed employment verification letter from their employer

   o A completed Employer Verification Form

What If My Employer Refuses to Provide Documentation?

- If an employer is not willing to verify employment, that work cannot be counted toward the work experience requirement.

- Applicants should ensure they can provide at least one accepted form of documentation for each role they wish to submit.

By providing verified work experience, applicants demonstrate their hands-on expertise in childcare and ensure they meet the US Nanny Association's high standards for professional credential.

Step 5: Sign up and get started

To apply for a US Nanny Association credential, applicants must complete the online application, pay the credential fee, and upload all required documents through their private student account.

How to sign up and pay the credential fee

✓ Go to the US Nanny Association website and select a credential. Complete the payment process.

✓ After payment, you will receive an email confirmation with instructions to set up your private student account. Check your spam or junk folder if you do not see the email within a few minutes.

Important payment information

✓ Credential fees are non-refundable under all circumstances, including:

- If an applicant does not meet the eligibility criteria.

- If an applicant does not complete the application within the required timeframe.

- If an applicant does not pass the proficiency exam.

✓ The US Nanny Association does not offer financial aid. However, applicants may seek support from nanny agencies, family employers, childcare businesses and industry leaders who may offer their own scholarships or reimbursement programs.

✓ Applications remain active for 90 days. All required steps, including submitting documentation and taking the exam, must be completed within this timeframe. We encourage applicants to complete all the requirements and gather their documents before signing up and paying the credential fee. If an application is not completed within 90 days, it will be closed without a refund.

✓ If an application expires after 90 days, applicants must restart the process and pay the credential fee again. Previously submitted documents cannot be transferred to a new application.

Accessing and using your private and secure student account

✓ After paying the credential fee, applicants will receive an email with a private login link to create their student account.

✓ Log in to your account to access application instructions and submit required documents.

✓ Files must be uploaded digitally and can be submitted in the following formats: PDF, JPG, JPEG, PNG, DOC, or DOCX.

Submitting your application

✓ Upload all required documents based on the credential requirements.

✓ Once all documents are uploaded, check each box on the submission checklist and submit your application for review. Do not submit for a review until you have uploaded all the required documents. We do not review incomplete submissions. If the checklist form is not working, you can email info@usnanny.org and communication your application is ready for a review.

✓ After submission, your application will be reviewed for completeness and accuracy.

Application review

✓ The US Nanny Association reviews applications within 5-10 business days.

✓ If additional documentation is required, an administrator will email the applicant with instructions.

✓ Audits may be conducted to verify work experience, education, or training. Audits may include:

- Contacting employers to confirm childcare experience.

- Verifying educational institutions to ensure training was completed at a reputable organization.

The purpose of audits is to uphold the credibility of the credential process and maintain industry standards.

By following these step-by-step instructions, applicants can successfully apply for credential, ensuring their application is complete, accurate, and processed in a timely manner.

Step 6: Prepare for the Proficiency Exam

While your application and documents are under review, use this time to prepare for the proficiency exam. Proper preparation ensures you are ready to demonstrate your knowledge and skills as outlined in the National Nanny Standards.

Review the National Nanny Standards. The proficiency exam is based on the National Nanny Standards, which outline essential childcare knowledge, best practices, and safety protocols. Reviewing the standards ensures you are familiar with the topics and expectations covered in the exam.

Watch the video quiz game. A video quiz game is available to provide additional practice in an interactive format. This tool helps reinforce key concepts from the National Nanny Standards in a fun and engaging way.

Take the practice exam

Take the Practice Exam. The credential process includes a practice exam to help applicants prepare.

- The practice exams include:
    - 25 questions for the NCP and NICP exams.
    - 50 questions for the PNCP exam.
- Practice exams are not timed or proctored, allowing applicants to:
    - Retake the practice exam as many times as needed.
    - Review correct answers to missed questions for better understanding.

Use the practice exam to identify areas where you need additional review. If you do not score at least 80% on the practice exam, consider investing in an optional review class.

By utilizing these study tools and resources, applicants can increase their confidence and improve their chances of passing the proficiency exam on the first attempt.

Step 7: Take the Proficiency Exam

The proficiency exam is the final step in the credential process, assessing an applicant's childcare knowledge and skills based on the National Nanny Standards.

Exam rules and requirements

- The exam is online and must be taken independently—without notes, external materials, or assistance.
- Each applicant will receive a private, single-use link to access the exam.
- The exam must be completed within three (3) weeks of receiving access.

- Applicants are allowed two (2) exam attempts to achieve a passing score.
- The exam is available in English and Spanish.
- The exam must be taken in a secure testing environment—the exam site may request permission to access your camera and web browser to monitor activity during the test. Images may be used to verify identity against the government identification submitted with the application.

Exam grading and timing. A passing score is 80% or higher.

Once an application is approved, the online proficiency exam will be added to the applicant's student account.

✓ NCP, NS and NICP, NIS exams are 100 multiple-choice questions with a 2-hour time limit

✓ PNCP exam is 200 multiple-choice questions with a 4-hour time limit

Retaking the exam

If you do not pass, the second exam attempt will lock out for 7 days to encourage applicants to review materials and prepare. Applicants who do not study after failing the first attempt rarely pass on the second attempt. Applicants only get two attempts.

If an applicant does not pass both exam attempts, they must restart the certification process, which includes paying the full credential fee again. The US Nanny Association strongly encourages additional childcare training or participation in a review class before reapplying.

Step 8: Receive your credential

Applicants who complete all credential requirements and pass the exam can immediately download their credential from their student portal.

Digital certificates are issued immediately upon passing and can be found in your student account. Printed certificates for U.S. residents are mailed within 2-4 weeks after final approval.

Credential holders can choose to:

- Upload a photo and receive a social media badge to showcase their achievement.

- Opt-in to be listed on the USNA credential website, allowing agencies and employers to verify their credential.

Whenever possible, your credential should include the dates of validity, such as Jane Smith, PNCP 2025-2028.

You are also authorized to use the NCP, NICP, PNCP, NS, or NIS logos on resumes, LinkedIn, and job boards to enhance your professional profile.

All credentials are valid for three (3) years, after which renewal is required to maintain credential.

Step 9: Credential Renewal Due Every 3 Years

To maintain your credential, you must renew your credential every three (3) years. This ensures that all certified nannies and childcare professionals stay up to date with industry best practices, safety protocols, and continuing education. If a credential is not renewed within one year after expiration, the applicant must restart the certification process, including retaking the exam and submitting all required documents.

When to Renew Your Credential
Your credential expires three (3) years after the issue date.
- You can renew anytime from 12 months before the expiration date until 12 months after the expiration date.
- If more than four (4) years have passed since the issue date, you must restart the credential process, including retaking the exam. No exceptions or extensions are granted.

NEWBORN AND INFANT CARE PROFESSIONAL (NICP)

ELIZABETH MALSON
EXECUTIVE DIRECTOR

11/27/2023.
CERTIFICATION EXPIRES
3 YEARS FROM THIS DATE

US NANNY ASSOCIATION
USNANNY.ORG

Renewal Requirements.

To renew your credential, you must submit the following:

✔ Current CPR and First Aid Credential

- Must be valid at the time of renewal. Expired credentials will not be accepted.
- Courses must cover adult and child CPR and First Aid and be completed through a recognized training provider (e.g., American Red Cross, American Heart Association, local community colleges).

✔ 20 Clock Hours or 5 Credit Hours of Continuing Education Training

- Training must be childcare-related and completed at any time during your credential period or within 12 months after expiration.
- Training used for your initial credential cannot be used again for renewal.
- Acceptable training includes industry conferences, childcare courses, and online or in-person training from reputable providers.

✔ Background Check

- The background check must be official, complete, and obtained from a reputable provider.
- It must include name, address, government ID verification, and a search of:
  - ○ Federal and state criminal records
  - ○ Sex offender registry
  - ○ Motor vehicle records (if applicable)
- You may obtain a background check from any reputable provider or use the USNA-approved discounted background check service.

✔ Payment of the Renewal Fee

- The renewal fee covers the cost of document verification, administrative review, and credential processing.
- This fee does not include childcare training, CPR and First Aid training, or background checks—these must be paid separately to providers.
- Renewal applications must be completed within 90 days of payment, or the application will be closed without a refund.

How to Renew Your Credential

Step 1: Gather All Required Documents

- Ensure your CPR and First Aid credential, background check, and continuing education training are up to date and ready for upload.
- Digital files must be clear, legible, and in PDF, JPG, PNG, DOC, or DOCX format.

Step 2: Sign Up and Pay the Renewal Fee

- Apply online through your USNA student account.
- Pay the $199 renewal fee (non-refundable).

- Upon payment, you will receive an email confirmation and can log into your student account to complete the renewal process.

Step 3: Submit Your Application and Documentation

- Log into your student account and complete the renewal application form.
- Upload all required documents and review the checklist before submitting.

Step 4: Application Review

- Processing time is 2 to 10 business days. If additional documentation is required, an administrator will contact you via email.
- Some applicants may be randomly selected for an audit, where the US Nanny Association verifies work experience, education, or training by contacting employers or institutions.

Step 5: Receive Your Renewed Credential

- Once approved, your updated digital credential will be emailed to you.
- If you are in the United States, a printed copy will be mailed to the address listed in your student account.
- If you do not receive confirmation within 7 business days after submission, contact info@usnanny.org for assistance.

By renewing your credential on time, you maintain your professional standing, demonstrate continued commitment to high-quality childcare, and ensure agencies and employers can verify your active credential.

Frequently Asked Questions

Are there any exceptions to the credential requirements? No, all applicants must meet the stated eligibility criteria, including training, work experience, background checks, and passing the proficiency exam. There are no exceptions or waivers for any requirements.

Is financial aid available? The US Nanny Association does not provide direct financial aid. Many private organizations, nanny agencies, family employers, and childcare businesses offer scholarships or financial assistance for professional development.

Are there any discounts available? Placement agencies, nanny groups, or businesses purchasing five (5) or more review classes and/or credentials may be eligible for a discounted group rate. For details, contact info@usnanny.org.

Will earning a credential help me get a U.S. visa? No. US Nanny Association membership and credential do not assist with obtaining a visa to the United States or any other country. Credential also does not facilitate visa sponsorship or immigration for nannies.

Are the National Standards, review classes, and exams available in other languages? Currently, they are available in English and Spanish only. The US Nanny Association plans to expand translations as resources become available.