



Nanny Credential Exam

Information

Booklet

Introduction

The INA Nanny Credential Exam is designed to assess a nanny's practical knowledge of child care. It is a comprehensive exam intended to test the skills of a professional nanny.

The objective of the exam is to test the nanny's working knowledge and understanding of a wide array of child care related subjects, including children's physical, emotional and social growth and development, nutritional needs and health and safety issues.

The INA Nanny Credential Exam is a valuable tool that is helpful in determining a nanny's level of professional competence. While the exam is helpful in evaluating a nanny's ability to observe, plan, and create an age-appropriate schedule and daily routine, it should be used in conjunction with other screening tools to enhance, not replace, an agency's or a prospective employer's own means of assessment.

The INA encourages nannies to actively continue their education by enrolling in continuing education programs, attending professional child care training sessions and conferences and by reading child care related books and articles (see Resources for Professional Nannies).

Areas of Assessment

- **Child Development:** Demonstrate an understanding of physical, cognitive, social, emotional, and language development of children from birth to twelve years of age. Demonstrate the ability to recognize developmental delays.
- **Child Guidance:** Demonstrate an understanding of skillful behavior management with children by giving positive guidance when working with behavioral problems.
- **Learning Environment:** Demonstrate knowledge of what constitutes healthy, exploration-oriented environments for children.
- **Safety:** Demonstrate knowledge of general hygiene, sanitation, children's immunization schedules, and mildly ill child care.
- **Nutrition:** Demonstrate knowledge of the nutritional requirements of children ages birth to twelve years.
- **Family/Provider Communication:** Demonstrate knowledge of keeping a child's daily activities journal, communicating professionally with parents regarding the employee/employer work agreement, and the importance of regular meetings to discuss issues regarding the child or duties. Demonstrate tolerance and an open attitude toward working with families of different religions or cultures.
- **Multicultural/Diversity Awareness:** Demonstrate awareness of stereotypes and prejudice in children as well as biases in books and the media.
- **Personal Qualities of a Nanny:** Demonstrate the ability to identify the characteristics of a professional child care provider.
- **Management Skills:** Demonstrate the ability to assess and record children's behavior.
- **Professionalism:** Demonstrate an understanding of early childhood theories and practices. Demonstrate awareness of professional organizations related to child care and the importance of being an advocate for children.

International Nanny Association Credential Exam

This booklet contains information about the INA Nanny Credential Exam. Read the booklet carefully and keep it for reference until you receive the results of your exam.

Suggested Minimum Requirements

- Have a minimum of 2,000 hours (the equivalent of 1 year full time) experience as a provider of in-home child care.
- Be currently employed in the in-home child care industry.

Requirements

- Current Infant/Child CPR and First Aid Certification.
- Photo Identification

Nanny Instructions

The International Nanny Association Nanny Credential Exam is available for nannies to take online.*

Once you have registered with INA, you will need to arrange for an exam proctor. The exam proctor will verify your identity with a picture ID before you take your credential exam and will provide the login information for your exam. Proctors may be professional educators, librarians or individuals who are on the staff of a college or university assessment center or other similar facility. Once you have selected a proctor, please give the proctor the INA instruction letter and agreement form for completion. You must email, fax or mail the completed agreement along with your application, fee, a copy of your CPR/First Aid documentation, and the date and time you plan to take your exam, to the INA office. INA will email the exam login information directly to your proctor one day prior to the scheduled exam date. During the exam, you and the proctor should be alone and in a quiet setting. The proctor is not allowed to assist you during this exam. Any fees requested by the proctor or institution for professional services, parking or room use should be discussed before the agreement is signed. These additional fees, if any, are your responsibility. The proctor is a vital link in the administration of this exam. If you are not taking the exam through a placement agency or institution, choose your proctor carefully.

*A paper exam is available to those who do not have Internet access. A paper exam is also offered each year at the annual INA conference.

Sample Nanny Credential Exam Questions

Sample Question 1

Attention Deficit Disorder in children is most accurately diagnosed

- a) before a child starts kindergarten.
- b) through school performance on tests and assignments.
- c) during an interview with a pediatrician or neurologist.
- d) by using a collection of observations made by parents, teachers, and others who interact regularly with the child.

(Correct response is D)

Sample Question 2

Which statement does not describe the typical physical development of children?

- a) An infant who does not have normal reflexes may have brain or nerve damage.
- b) Coordination develops in large muscle groups before small muscle groups.
- c) The sequence of motor development differs with each child.
- d) Physical skills such as running become easier as a child's body proportions change.

(Correct response is C)

Sample Question 3

Which four nutrients should be included daily in a child's menu?

- a) thiamin, riboflavin, calcium, iodine
- b) calcium, iron, Vitamin A, Vitamin C
- c) Vitamin E, Vitamin A, protein, calcium
- d) fiber, iron, Vitamin E, folate

(Correct response is B)

Sample Question 4

Children have the ability to imagine how another person thinks and feels as early as ____.

- a) two-three
- b) four-five
- c) seven-eight
- d) ten-eleven

(Correct response is B)

Sample Question 5

A nanny should get help immediately when a child

- a) is under four months and has forceful vomiting more than once.
- b) is three and has greenish drainage from the nose.
- c) is five and has not urinated at least once in four hours.
- d) is seven and has an axillary (armpit) temperature of 100 degrees Fahrenheit.

(Correct response is A)

How do I find out my exam results?

The exam consists of 90 multiple-choice questions. When you complete the online exam, your exam score will be displayed. Complete information about your exam results will be sent to INA automatically. A record of exam scores and responses will be kept on record at the International Nanny Association. All nannies who pass the exam (score of 70% or better) will receive a certificate in the mail.

What if I don't pass the Nanny Credential Exam?

You will have the opportunity to retest, but not sooner than six months from the date of your first attempt. You must re-apply and pay another fee. The retest will not be identical to your first exam. While you are waiting, we encourage you to enroll in an educational program or attend conferences and workshops regarding early childhood education. In addition, you may want to read some of the books on the suggested study list below. We encourage you to try again. Don't give up!

Proctor Instructions

You will receive the nanny's login information the day before the scheduled Nanny Credential Exam date.

The link to the exam will be in the body of the email you receive from INA. The exam link will only work once, so do not open the link until you are ready to have the nanny begin her exam..

The INA Nanny Credential Exam is hosted on Hostedware.com and for security purposes; you MUST allow pop-ups to be temporarily enabled for the exam to open. The only popup you will receive is the exam itself.

On the day of the exam:

1. Please verify the nanny's identity by checking a school, federal or state issued photo ID.
2. The nanny should have no study aids available during the exam.
3. The time limit for the exam is 90 minutes. The exam must be taken in one sitting.
4. All browser buttons are to be disabled during the exam.
5. The exam consists of 90 multiple-choice questions. When the nanny completes the exam, her/his grade will be displayed. Complete information about the nanny's exam results will be sent to INA automatically. Exam scores and responses will be kept on record at the International Nanny Association office. All nannies who pass the exam (score of 70% or better) will receive a certificate in the mail.

About the Author

Sara McCormack-Hoffman received her M.S. in psychology from Iowa State University in 1982 and her B.A. in English from Pomona College in 1977. She has been the director of the Professional Nanny Program at Minnesota State College – Southeast Technical in Red Wing since 1989. She has taught classes for the Associate in Applied Science Program and supervises the children's labs and field experiences. Sara is currently developing an on-line curriculum, training, and continuing education program. Prior to her work in Red Wing, Minnesota, Sara worked as a family therapist and taught adult education classes in personality styles, communication and relationship skills. She has two years experience as a nanny. Sara received first prize for outstanding student research for her master's thesis from the American Psychological Association. She meets regularly with Minnesota child care instructors to develop curriculum and to promote the credentialing of child care providers. Sara was on the board of the Women's Association of the Minnesota Orchestra, where she assisted in the development of several children's educational programs. She also coordinates a school-age program in Red Wing in which children and senior citizens discuss the events of this century.

Resources for Professional Nannies

Basset, Monica M., *The Professional Nanny*, Albany, NY: Delmar Publishers, 1998.

Colker, Laura J., Dodge, Diane Trister, Koralek, Derry G., *Caring for Children in Family Care, Vol. 1 & 2*. Washington, D. C., Teaching Strategies, Inc., 1993.

Colker, Laura J., Dodge, Diane Trister, Koralek, Derry G., *Caring for Children in School-Age Programs, Vol. 1 & 2*. Washington, D. C., Teaching Strategies, Inc., 1995.

Colker, Laura J., Dodge, Diane Trister, Koralek, Derry G., *Caring for Infants and Toddlers, Vol. 1 & 2.*, Washington, D. C., Teaching Strategies, Inc., 1991.

Colker, Laura J., Dodge, Diane Trister, Koralek, Derry G., *Caring for Preschool Children, 2nd Ed., Vol. 1 & 2.*, Washington, D. C., Teaching Strategies, Inc., 1989.

McCormack-Hoffman, Sara., Interactive Computer CD-ROM:, *Childcare in Action for Infants and Toddlers, Preschool and School Age*. CDs \$25 each,\$60 set. Delmar Publishers. To order online: www.delmarlearning.com. Click on link "Early Childhood Education." Next click on "CDA Training."

Merchant, A.M., *The Nanny Textbook*, Lincoln, NE: Writers Showcase, 2003.

About the Study Guide

Designed for use by those wishing to expand their knowledge of child care, [Beyond Parenting Basics: The International Nanny Association's Official Guide to In-Home Child Care](#) is perfect for those preparing for a career as an in-home child care provider or those already working in the field who wish to take the International Nanny Association's Nanny Credential Exam to become an INA Credentialed Nanny. Beyond Parenting Basics is available for purchase at nanny.org and was authored by Sara McCormack-Hoffman and Michelle LaRowe.

Completing the Application

Please type or print clearly. Answer each question completely.

1. Print your legal name in the appropriate area. You will be expected to provide your proctor with a photo identification at the time of testing. Your name will appear on your certificate exactly as you have written it.
2. Please indicate the address to which we should mail your exam information and certification.
3. Provide a phone number where you may be reached during the day.
4. Supplying your social security number is optional. It may be used to ensure your identification.
5. In the space provided, print the testing location including the city and state of the location. Please indicate the date and time you will be taking the exam. Note: the exam can only be given on the date you and your proctor have indicated. No refunds will be given if the test is not taken on that date. You must reapply to be rescheduled for another exam. This means submitting a new application and fee.
6. Exam fees are set at \$40.00 for INA members and \$50.00 for non-members. Exam fees are nonrefundable. Please do not send cash; you may pay by check, money order or credit card.
7. You must sign and date your application at the bottom verifying that you meet the suggested minimum requirements for the examination.
8. After completing and checking your application, email, fax or mail it with your payment, copies of your CPR and First Aid documentation and an executed proctor agreement form to the INA Office at:

Email: Memberservices@nanny.org Fax: 508-638-6462

Mail: International Nanny Association
P.O Box 1299
Hyannis, MA 02601

For more information on joining INA please contact (888) 878-1477 or visit our website at www.nanny.org.

International Nanny Association Nanny Credential Exam Application

Read this application carefully prior to filling out. The application must be 100% complete to be accepted.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Social Security Number:
(optional) _____

Exam Date and Time _____ Test Location (City/State): _____

Have you taken the exam before? Yes No If yes, when: _____

Payment and Method

INA Member (\$40.00)

Non-Member (\$50.00)

I wish to pay by: Check # _____ (enclosed) Visa Mastercard American Express Discover

Card Number: _____

Exp. Date: _____

Name on Card: _____

Signature: _____

Submit your completed application, CPR and First Aid documentation, proctor agreement and payment to:

Email: Memberservices@nanny.org Fax: 508-638-6462

Mail: International Nanny Association

P.O Box 1299

Hyannis, MA 02601

The INA Commitment to Professional Excellence:

- *Respect the contributions of individuals involved in professional in-home child care.*
- *Maintain high standards of professional conduct.*
- *Respect and support families in their task of nurturing children.*
- *Promote the physical, emotional, intellectual and social development of children.*
- *Support the lifelong process of personal growth and professional development.*

I verify that I have read the INA Nanny Credential Exam Information Booklet, meet the suggested minimum requirements, and am qualified to take the exam. I further agree to uphold the INA Commitment to Professional Excellence that is noted above.

Signature _____ Date _____

Nanny Credential Exam Proctor's Agreement

Dear Proctor,

We appreciate your participation in INA's Nanny Credential Exam.

The International Nanny Association (INA) will send you the exam login information for the nanny you will proctor one day prior to the scheduled exam date.

Do not open the link within the email until you are ready to proctor the exam. The link will only work once.

On the day of the exam:

1. Please verify the nanny's identity by checking a federal, state or school issued photo ID.
2. The nanny should have no study aids available during the exam
3. The time limit for the exam is 90 minutes. The exam must be taken in one sitting.
4. All browser buttons are to be disabled during the exam.
5. The exam consists of 90 multiple-choice questions. When the nanny completes the exam, her/his grade will be displayed. Complete information about the nanny's exam results will be sent to INA automatically. A record of exam scores and responses will be kept on file at the International Nanny Association. All nannies who pass the exam (score of 70% or better) will receive a certificate in the mail.

Please tear off and give to the nanny who you will be proctoring.

I understand and agree to follow the policies and procedures as outlined above regarding the administration of the Nanny Credential Exam.

Proctor's Name (please print): _____

Occupation/Company Name: _____

Address: _____

Phone: _____

Email: _____

Nanny whom you are proctoring: _____

I will be proctoring the exam on (date/time) _____

in (city & state) _____

at (facility) _____

Signature: _____

Date: _____