

# INA

International Nanny Association

## Nanny Credential Exam Information Booklet

## Introduction

*The Nanny Credential Exam is designed to test a nanny's practical knowledge of children. It addresses a nanny's understanding of a child's emotional, social, and physical development, nutritional needs, and health and safety issues. A nanny's professional skills such as her/his ability to observe, schedule, and plan a child's daily routines are also addressed.*

*The examination questions range from easy to difficult, but overall are challenging. The questions are geared toward the professional nanny, not a beginning nanny or mother's helper.*

*Although the exam is not meant to replace an interview by agencies and prospective employers, or thorough reference checks, it is valuable in assessing a nanny's child care knowledge.*

*This exam is one tool for assessment; however, we also encourage nannies to continue their education, either formally or informally. Reading child care related books (see *Resources for Professional Nannies*), taking child care courses, and attending professional training are some of the ways nannies can become more skillful in their work with children.*

## Areas of Assessment

- **Child Development:** Be able to 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 development delays.
- **Child Guidance:** Be able to demonstrate an understanding of skillful behavior management with children both in giving positive guidance and working with behavioral problems.
- **Learning Environment:** Show knowledge of what constitutes healthy, exploration-oriented environments for children.
- **Safety:** Show knowledge of general hygiene and sanitary practices, children's immunizations, and mildly sick child care.
- **Nutrition:** Be able to demonstrate an understanding of nutritional needs in children ages birth to twelve years.
- **Family/Provider Communication:** Show the ability to record a child's daily activities. Understand the importance of communication with parents regarding the employee/employer work agreement, and the importance of regular meetings to discuss work issues and/or issues regarding their child. Demonstrate the ability to work with families that have different religious practices and families from different 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:** Show the ability to identify positive and professional characteristics in child care providers.
- **Management Skills:** Demonstrate the ability to observe, record, and assess a child's behavior.
- **Professionalism:** Show an understanding of early childhood theories and practices and child advocacy. Demonstrate knowledge of professional organizations related to child care.

## 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.

### Choosing a Proctor

You will need to find a test proctor in your area who can administer the Nanny Credential Exam. Proctors may be professional educators, librarians, persons who are on the staff of college/university assessment centers or other like facilities.

When you have found a proctor, please give the proctor the INA instruction letter and agreement form for completion. You must mail the completed agreement along with your application, fee and a copy of your CPR/First Aid documentation to the INA office. After the INA office receives the information, they will mail the sealed exam directly to the proctor only to be opened on the day of the exam.

During the test, you and the proctor should be alone in a quiet setting. The proctor is not allowed to assist you during this test.

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.

## Tips for taking the Nanny Credential Exam

1. **RELAX!** Your prior education and experience will be an asset to you. Read the description of the exam to prepare yourself. Remember to bring your current CPR and First Aid certificate and photo identification if they were not submitted with your application. The proctor will return the completed exam to the INA office.
2. Get a good night's rest and eat a nutritionally balanced meal prior to taking the exam. Arrive a few minutes early, use the restroom and take time to "pull together" your thoughts before the test begins. Only number 2 pencils and an eraser may be in your possession during the test.
3. The test is 90 minutes in length and contains 90 multiple choice questions. Read each question carefully and select the single best response. Watch for items that ask you to select the "least likely" or "incorrect" option.
4. Ask questions if you do not understand the directions **BEFORE** the test begins. Proctors are not allowed to help you with the test content.
5. Pace yourself. Answer the easier questions first to gain confidence; skip over the difficult ones. Completely erase stray marks, leaving only one answer selected.
6. Read each question carefully until you understand what is being asked. Be sure to answer **EVERY** item. It's better to guess than not to answer. An unanswered question is automatically incorrect.
7. If there is time, go back and check to see that you have answered all questions. Your first choice answer is usually correct. But don't be afraid to change an answer if you think that the answer is wrong.
8. If you have a problem or a question during the test, raise your hand to get the proctor's attention. At the end of the 90 minutes, turn in your exam. The proctor will return the completed exam in the self-addressed envelope. This will be done in your presence. The proctor will then mail the envelope to the INA office.

## Sample Questions

Candidates will mark their responses on the answer sheet. The score will reflect whether the candidate has passed the exam.

### Sample Question 1

Attention Deficit Disorder in children is most accurately diagnosed

- a) before a child starts kindergarden.
- 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?

As soon as your exam arrives at the INA office, it will be scored. The INA office will then send out a letter of congratulations and a certificate to the nanny who passes.

No scores or grades will be given out over the telephone. Any information concerning the test will be by written communication only. Please do not call the INA office to inquire about the results. Nannies who do not pass the exam will be sent a letter and instructions for re-application.

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

You will have the opportunity to retest, but no 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 test. While you are waiting, we would encourage you to enroll in an educational program or attend conferences and workshops on early childhood education themes. In addition, read some of the books on the booklist, below. We encourage you to try again. Don't give up!

## Resources for Professional Nannies

**Bredenkamp, Sue, Editor**, *Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8*, Washington, D.C.: National Association For the Education of Young Children, 1991.

**Bronson, Martha B.**, *The Right Stuff for Children Birth to 8: Selecting Play Materials to Support Development*, Washington, D.C.: National Association For the Education of Young Children, 1995.

**Koralek, D.G., Colker, L.J., Dodge, D.T.**, *The What, Why, and How of High-Quality Early Childhood Education: A Guide for On-Site Supervision*, Washington, D.C.: National Association For the Education of Young Children, 1995.

### Send for a catalogue of books, videos, and other early childhood resources from:

National Association For the Education of Young Children  
1509 16<sup>th</sup> Street N.W. / Washington, D.C. 20036-1426  
1-202-232-8777 or 800-424-2460

Membership includes a monthly publication, *Young Children*, which is a valuable resource for child care providers.

**Barret, K.C.** et al, *Child Development*, Westerville, Ohio: Glencoe/McGraw-Hill, 1995.

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

**Gestwicki, Carol**, *Developmentally Appropriate Practice: Curriculum and Development in Early Education*, 2E, Albany, NY: Delmar Publishers, 1999.

### Interactive Computer CD-ROM:

McCormack-Hoffman, Sara, *Childcare in Action for Infants and Toddlers, Preschool and School Age*. CDs \$25 each, \$60 set.

Delmar Publishers. To order online: [www.delmarlearning.com](http://www.delmarlearning.com). Click on link "Early Childhood Education." Next click on "CDA Training."

**Schofield, Deniece**, *Confessions of a Happily Organized Family*, Cincinnati, Ohio: Betterway Books, 1997.

### Redleaf Press Catalogue has a variety of resources about high quality child care:

Redleaf Press:

A division of Resources for Child Caring  
450 N. Syndicate, Suite 5 / St. Paul, MN 55104-4125  
[www.redleafinstitute.org](http://www.redleafinstitute.org) 1-800-423-8309

**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*, Washington, D. C., Teaching Strategies, Inc., 1991.

**Colker, Laura J., Dodge, Diane Trister, Koralek, Derry G.**, *Caring for Preschool Children*, Washington, D. C., Teaching Strategies, Inc., 1989.

### Send for other early childhood books published by Teaching Strategies, Inc.:

Teaching Strategies, Inc.

5100 Wisconsin Avenue, NW, Suite 200

Washington, DC 20016

[www.teachingstrategies.com](http://www.teachingstrategies.com) 1-800-637-3652

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

## 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 how you have written it.
2. Please indicate the address in which to mail your test information and certification.
3. Provide a phone number where you may be reached.
4. Supplying your social security number is optional. It can be used to ensure your identification.
5. In the space provided, print the testing location and the city and state of the location. Please indicate the date 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 indicating that you meet the suggested minimum requirements for the examination.
8. After completing and checking your application, mail it with your payment, copies of your CPR and First Aid documentation and proctor agreement form to the INA Office at:

International Nanny Association  
2020 Southwest Freeway, Suite 208  
Houston, Texas 77098

***\*For more information on joining the INA please contact (888) 878-1477 or visit our website at [www.nanny.org](http://www.nanny.org).***

## 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 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.*

# International Nanny Association Nanny Credential Exam Application

Please read this application carefully prior to filling out any information. The INA requires that all information below be provided.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Email:**

**Phone:** \_\_\_\_\_

**Social Security Number:**  
*(optional)* \_\_\_\_\_

**Test Date:** \_\_\_\_\_ **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 legible, completed application, CPR and First Aid documentation, proctor agreement, and payment to:

**International Nanny Association**  
2020 Southwest Freeway, Suite 208  
Houston, Texas 77098

### 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. All proctors should follow these exam instructions:

- The exam(s) for the nanny/nannies taking the exam will be mailed to you several days prior to the exam date.
- Do not open the envelope prior to the time the exam is scheduled to start.
- Check each nanny's photo identification, CPR and First Aid Certificates at the time of testing.
- Before the exam begins, inform the participants where to put their belongings. Jackets, coats, bags, and books are not permitted near test-takers.
- Food and beverages are not to be permitted in the exam room.
- When a group is testing, begin the exam 10 minutes after the designated time to insure that all participants are present. Anyone that arrives after the test has begun may not take the exam.
- Once the test-taker/s is/are seated and prepared to begin the exam, open the sealed envelope and distribute the exam/s.
- Instruct test-takers that they must circle the letter that corresponds to their answer in pen or pencil on the exam booklet.
- Participants are not permitted to speak to one another in the exam room during the exam.
- Do not assist, clarify, or converse with any participant during the testing period.
- If a participant requests a break, you may allow them five-minutes. If other people are taking the exam at the same time, stagger breaks so that no two people leave the exam room at the same time.
- At the end of the 90-minute period, all exams are to be collected whether completed or not. In the presence of the participants, place the exams in the enclosed envelope and seal the envelope immediately. Mail the sealed envelope within 24 hours.
- If you have any concerns regarding the test-takers, these concerns should be reported to INA immediately (e.g. arriving late, test-taking dishonesty, etc.).

Please tear off and return to: INA, 2020 Southwest Freeway, Suite 208 , Houston, Texas 77098 .

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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: \_\_\_\_\_  
I will be proctoring the exam on (date) \_\_\_\_\_ in (city & state) \_\_\_\_\_  
at (facility) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_