

**Attachment A:**  
**Draft MO and KS ECE Director Credential Frameworks and**  
**School-Age Director Credential Frameworks**

**Missouri**

**Issued by:** The Association for the Education of Young Children of Missouri (AEYC-MO)

**Requirements**

1. General Education - minimum of an Associate's Degree
2. Teaching/Learning Knowledge and Skills
  - 24 child-related college credit hours in Early Childhood Education or Child Development
3. Management/Leadership Knowledge and Skills
  - 18 college credit-hours in general business management and leadership

or

  - Approved 9 credit-hour block in Early Childhood Program Management and Leadership
4. Membership in a child-related professional organization

**Lifetime Credential** - No renewal or expiration date

**Application Process**

1. Enroll in the Professional Achievement & Recognition System (PARS) with the OPEN Initiative
2. Complete the Missouri Early Childhood Program Director's Credential Application Form and submit it to the AEYC-MO office with the application fee

**Recommendations**

The AEYC-MO Higher Education Subcommittee offers the following recommendation to the AEYC-MO Director's Credential Stakeholders:

1. The nine credit-hour block in early childhood program management and leadership will include four core areas: financial operations, human resources, leadership, and program operation.
  - a. Instruction in the core area of financial operation must include but is not limited to accounting, budgeting, marketing, physical plant, grant writing, and benefits.

- b. Instruction in the core area of human resources must include but is not limited to supervision, professional development, human relationships, adult development, legal aspects, and observation.
  - c. Instruction in the core area of leadership must include but is not limited to advocacy, collaboration, ethics, creative problem solving, strategic planning, organizational management, mentoring, and reflective field experience.
  - d. Instruction in the core area of program operation must include but is not limited to regulations and standards, program evaluation, and policy making.
2. Language in the draft criteria regarding the specialized coursework should read, "Associates Degree with 24 credits in Early Childhood plus 9 credit hours in Management and Leadership."
  3. The AEYC-MO Director's Credential shall be issued with a 5 year renewal requiring 18 clock-hours per year training in early childhood education and program management and leadership.

**Kansas**

<b>General Education</b>	Bachelor's Degree in any field
<b>Teaching &amp; Learning Knowledge and Skills</b>	A minimum of 30 hours of college credit in early childhood education or child development. (see attached rationale for required content areas)
<b>Management &amp; Leadership Knowledge and Skills</b>	A minimum of 9 college credit hours in management, leadership, or administration. Six of the credit hours must be specific to early childhood (see attached rationale for required content areas)
<b>Experience</b>	A minimum of 3,600 hours in early childhood management*
<b>Professional Contributions</b>	A minimum of a 6 (total) professional contributions in at least 3 different achievement areas

\*\* The required hours in early childhood management can be hours as a center director, assistant director, or another management position that includes supervision and oversight.

### *Purpose and Rationale*

The purpose of the Kansas Director Credential is to provide a pathway to developing the knowledge, skills, and depositions needed to be a successful director in the field of early learning. The Kansas Director Credential is earned through validation of accomplishments in identified areas within the Core Competencies for Early Care and Education Professionals. Activity is required in each of the eight content areas.

#### 1. General Education

Rationale: An individual's general level of education has been shown to be a strong predictor for high quality educational practices both in teaching and in administration.

#### 2. Teaching & Learning Knowledge and Skills

Rationale: In order to be an effective administrator, directors need a strong foundation in the fundamentals of child development and demonstrate knowledge and skills in teaching and learning. Below are the six content areas where college credit coursework is required.

- Child Growth and Development
- Learning Environment and Curriculum
- Child Observation and Assessment
- Families and Communities
- Health, Safety and Nutrition
- Interactions with Children

#### 3. Management & Leadership Knowledge and Skills

Rationale: Effective administration of a center-based early childhood program necessitates a strong understanding of basic business and management knowledge. Below are the two content areas where college credit coursework is required.

- Program Planning and Development
- Professional Development and Leadership

#### 4. Experience Component

Rationale: Experience on-the-job provides a basis for evaluating effective and ineffective practices. The work site is a powerful laboratory for learning.


#### 5. Professional Contributions Component

Rationale: An effective administrator demonstrates leadership through active engagement in professional endeavors beyond the scope of the daily management of a center. Below are several examples of areas where professional contributions can be made.

- Service in a Leadership Role in a Professional Organization
- Presentations/Training
- Advocacy
- Program Improvement

- Writing and Publication
- Research/Grants writing

### Kansas (SCHOOL-AGE) Director's Credential Framework Components

Stage	Applicant (Associate's)	Candidate (Bachelor's)	Fellow (Graduate-level)	Specialists/License School-Age
<b>General Education</b>	Associate in any field.	Bachelor in any field.	Bachelor or Masters	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>This column is still in development</p>  </div>
<b>Teaching &amp; Learning Knowledge and Skills (Early Ed Core Competencies 1-6)</b>	Minimum 10 hours education or related field.	B.S. or B.A. 20 hours education	B.S/A. M.S/A. 30 hours education	
<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> <p>Link experience to credential grade level – divide required hours between age levels of credential (for example – K-6 and 7-12). Develop coursework around child development with competency-based training, including academic, recreation, and enrichment.</p> </div>				
<b>Management &amp; Leadership Knowledge and Skills (Early Ed Core Competencies 7-8)</b>	Require 6 hours	Require 12 hours	Require 18 hours	
<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> <p>Include in coursework and experience - staff training (professional development), human resources, financial management, curriculum development, leadership and advocacy, and evaluation.</p> </div>				
<b>Experience</b>	Minimum of 1,200 hours in school-age management (or 300 supervised hours) and 100 hours of supervised or paid teaching experience.	Minimum of 2,400 hours in school-age management and 100 hours of supervised or paid teaching experience.	Minimum of 3,600 hours in school-age management.	
<div style="border: 1px solid black; padding: 5px; width: 90%; margin: auto;"> <p>Experience required hours should be linked to credential grade levels. Individuals should have training and experience in the grade levels designated in the credential. For example – if student wants a K-12 school-age credential, he/she will need to have experience hours divided between working with K-12 students. Hours can be increased for each level of training for specialized credentials for K-6 or 7-12.</p> </div>				
<b>Professional Contributions</b>	A minimum professional contribution	achievement areas.	achievement areas.	

## **Kansas School-Age Framework Components**

### Purpose and Rationale

The purpose of the *Kansas* Director Credential is to provide a pathway to developing the knowledge, skills, and depositions needed to be a successful director in the *school-age* industry. The Credential also provides a system to recognize and document these achievements. The *Kansas* Director Credential is earned through validation of accomplishments in identified areas within the Core Competencies *as related to* the Early Care and Education Professionals. Activity is required in each of the eight content areas. Early development of the components identifies three (and possibly four) stages of the credential, and cumulative attainment of the activity requirements at each stage is necessary to advance from one stage to the next. Examples of scope of responsibility that might be identified at each stage are; Stage I Assistant Director or Teacher/Director; Stage II Program Director or Single Site Director; and Stage III Multi-Site Director or other Center Administrators.

#### 1. General Education

Rationale: An individual's general level of education has been shown to be a strong predictor for high quality educational practices both in teaching and in administration.

#### 2. Teaching & Learning Knowledge and Skills

Rationale: In order to be an effective administrator, directors need a strong foundation in the fundamentals of child development and demonstrate knowledge and skills in teaching and learning. Below are the six content areas where activity is required.

- Child Growth and Development
- Learning Environment and Curriculum
- *Evaluation*
- Families and Communities
- Health, Safety and Nutrition
- Interactions with Children

#### 3. Management & Leadership Knowledge and Skills

Rationale: Effective administration of a school-age program necessitates a strong understanding of basic business and management knowledge. Below are the two content areas where activity is required. (*Not sure what the KEN credential committee would like in this description.*)

- Program Planning and Development
- Professional Development and Leadership

#### 4. Experience Component

Rationale: Experience on-the-job provides a basis for evaluating effective and ineffective practices. The work site is a powerful laboratory for learning.

5. Professional Contributions Component

Rationale: An effective administrator demonstrates leadership through active engagement in professional endeavors beyond the scope of the daily management of a center. Below are several examples of areas where professional contributions can be made.

- Service in a Leadership Role in a Professional Organization
- Presentations/Training
- Advocacy
- Program Improvement
- Writing and Publication
- Research/Grants writing

### **Missouri School Age Program Director's Credential**

**Issued by:** The Missouri School Age Community Coalition (MOSAC<sup>2</sup>)

#### **Requirements**

1. General Education - minimum of an Bachelor's Degree
2. Teaching/Learning Knowledge and Skills
  - 24 child-related college credits
3. Management/Leadership Knowledge and Skills
  - 18 college credits in general business management and leadership

or

  - Approved 9 credit-hour block in Early Childhood/Afterschool Program Management and Leadership
4. Membership in a child/youth-related professional organization

**Lifetime Credential** - TBD

#### **Application Process**

1. Enroll in the Professional Achievement & Recognition System (PARS) with the OPEN Initiative
2. Complete the Missouri School Age Program Director's Credential Application Form and submit it to the MOSAC<sup>2</sup> office with the application fee

## **ATTACHMENT B: Summary of Director Credential Requirements**

### California

The California Commission on Teacher Credentialing offers two permits for program directors: the Child Development Site Supervisor Permit and the Child Development Program Director Permit.

<http://www.ctc.ca.gov/credentials/leaflets/cl797.pdf#search=%22california%20child%20care%20director%20credential%22>

#### Child Development Site Supervisor Permit

To qualify for the Child Development Site Supervisor Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

#### **Option 1**

- a. complete all General Requirements
- b. complete an associate degree or 60 semester units
- c. complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.
- d. complete an additional two semester units of adult supervision course work
- e. complete 350 days of experience in an instructional capacity in a child care and development program, working at least three hours per day within the last four years. This experience must include at least 100 days of supervising adults in a child care and development program and must be verified by submitting an original letter from the employer on official letterhead.

School-Age Emphasis under this option requires that 12 of the 24 semester units in early childhood education or child development be in school-age course work.

#### **Option 2**

- a. complete a baccalaureate degree or higher
- b. complete 12 or more semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work.

### **Option 3**

- a. obtain a valid Administrative Services Credential authorizing service in California public schools
- b. complete 12 or more semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work.

### **Option 4**

- a. obtain a valid Multiple Subject Teaching Credential or a Single Subject Teaching Credential in Home Economics
- b. complete 12 semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units in early childhood education or child development be in school-age course work.

### **Term and Renewal**

The Child Development Site Supervisor Permit is issued for five years and is renewable for successive five-year periods upon completion of 105 hours of professional growth. Permit holders who complete the requirements for a higher level permit within three years of the date of initial issuance may submit verification of completion of requirements, an application for the higher level permit, the original valid permit document, and half the current application fee.

### **Child Development Program Director Permit**

To qualify for the Child Development Program Director Permit, applicants must satisfy **all** of the requirements listed in one of the following options:

### **Option 1**

- a. complete all General Requirements (see Definitions below)
- b. complete a baccalaureate degree or higher
- c. complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.
- d. complete two additional semester units in adult supervision course work

e. verify one-year of site supervisor experience. This experience must be verified by submitting an original letter from the employer on official letterhead.

School-Age Emphasis under this option requires that 12 of the 24 semester units of early childhood education or child development be in school-age course work.

### **Option 2**

- a. obtain a valid Administrative Services Credential authorizing service in California public schools
- b. complete 12 semester units in early childhood education or child development course work
- c. complete three semester units in supervised field experience in an early childhood education setting

School-Age Emphasis under this option requires that six of the 12 semester units of early childhood education or child development be in school-age course work.

### **Option 3**

- a. obtain a valid Multiple Subject Teaching Credential or a Single Subject Teaching Credential in Home Economics
- b. complete 12 semester units of early childhood education or child development course work
- c. complete three semester units of supervised field experience in an early childhood education setting
- d. complete six additional semester units of course work in administration and supervision of child care and development programs. These units must be comprised of two courses: one introductory course and one advanced course, or two courses of different topical content.

School-Age Emphasis under this option requires that six of the 12 semester units of early childhood education or child development be in school-age course work.

### **Option 4**

Complete a master's degree or higher in early childhood education, child/human development, or a closely related field.

### **Term and Renewal**

The Child Development Program Director Permit is issued for five years and is renewable for successive five-year periods upon completion of 105 hours of professional growth. This permit may be renewed online.

## Colorado

The Colorado Early Childhood Professional Credential Office at the Community College of Denver oversees implementation of the **Colorado Early Childhood Professional Credential**. The Credential has six levels with varying requirements for education and experience at each level.

<http://www.ccd.edu/assets/students/pdf/ECEBrochure.pdf>

<http://www.ccd.edu/main.aspx?CID=265>

### **Level I**

- *Education:*
  - *Early Childhood:* Course work and/or certificates which cover the Level 1 Standards, ECE 101 and ECE 102
  - *School Age/Youth:* Training and/or course work which covers the Level 1 Standards; a minimum of 90 clock hours
- *Experience*
  - *Early Childhood:* None
  - *School Age/Youth:* 480 hours
- *Length of Credential:* Valid for 3 years
- *Renewal:*
  - *Early Childhood:* Two 3-semester credit ECE courses that are part of the core courses Renewable twice
  - *School Age/Youth:* 3 semesters credit hours; Renewable twice

### **Level II**

- *Education:*
  - *Early Childhood:* Eight 3-semester credit ECE courses that are the core courses covering the Level 1 & 2 Standards
  - *School Age/Youth:* Training and/or coursework which covers the Level 1 & Level 2 Standards; a minimum of 360 clock hours
- *Experience:*
  - *Early Childhood:* 3,640 hours
  - *School Age/Youth:* 4,000 hours
- *Length of Credential:* Valid for 5 years
- *Renewal:*
  - *Early Childhood:* 6 semester credit hours
  - *School Age/Youth:* 6 semester credit hours

### **Level III**

- *Education:* Associate Degree
- *Experience:*
  - *Early Childhood:* 2,730 hours
  - *School Age/Youth:* 2,000 hours
- *Length of Credential:* Valid for 5 years
- *Renewal:*
  - *Early Childhood:* 6 semester credit hours
  - *School Age/Youth:* 6 semester credit hours

#### **Level IV**

- *Education:* Baccalaureate Degree
- *Experience:*
  - *Early Childhood:* 1,820 hours
  - *School Age/Youth:* 2,000 hours
- *Length of Credential:* Valid for 5 years
- *Renewal:*
  - *Early Childhood:* 6 semester credit hours
  - *School Age/Youth:* 6 semester credit hours Renewable

#### **Level V**

- *Education:* Master's Degree
- *Experience:*
  - *Early Childhood:* 1,820 hours
  - *School Age/Youth:* 4,000 hours
- *Length of Credential:* Valid for 5 years
- *Renewal:*
  - *Early Childhood:* 6 semester credit hours or major professional contribution
  - *School Age/Youth:* 6 semester credit hours or major professional contribution

#### **Level VI**

- *Education:* Doctoral Degree
- *Experience:*
  - *Early Childhood:* 1,820 hours
  - *School Age/Youth:* 4,000 hours
- *Length of Credential:* Valid for 5 years
- *Renewal:*
  - *Early Childhood:* 6 semester credit hours or major professional contribution
  - *School Age/Youth:* 6 semester credit hours or major professional contribution

## Connecticut

The **Connecticut Director's Credential** (CDC) has four levels.

<http://www.ctcharts-a-course.org/nationaldc.htm> and <http://www.ctcharts-a-course.org/forms/cdcroutes.pdf>

- **Provisional:**
  - *Minimum Education Requirements:* CDA credential including 12 ECE/CD units
  - *Supervisory Experience Requirement:* 1 year supervisory experience
  - *Administration/Leadership Requirement:* 3 credit survey course in Administration/Leadership
  - *Renewal:* Provisional status good only until January 2008
- **Initial:**
  - *Minimum Education Requirements:* AS degree including 12 ECE/CD units or AS degree in ECE or School Age
  - *Supervisory Experience Requirement:* 1 year supervisory experience, 1 year supervised administrative experience
  - *Administration/Leadership Requirement:* 9 credits in ECE Administration/Leadership including a 3 credit survey course plus 6 additional credits in two of the four remaining areas (personnel, budget, leadership or community)
  - *Renewal:* renew every 3 years with 60 hours professional development or 3 additional credits in ECE/CD Administration or Leadership PLUS 3 professional contributions
- **Standard:**
  - *Minimum Education Requirements:* BS degree including 12 ECE/CD units or BS degree in ECE or School Age
  - *Supervisory Experience Requirement:* 1 year supervisory experience, 1 year supervised administrative experience, 1 additional year administrative experience
  - *Administration/Leadership Requirement:* 12 credits in ECE Administration/Leadership including a 3 credit survey course plus 9 additional credits in three of the four remaining areas (personnel, budget, leadership or community)
  - *Renewal:* renew every 3 years with 60 hours professional development or 3 additional credits in ECE/CD Administration or Leadership PLUS 3 professional contributions
- **Master:**
  - *Minimum Education Requirements:* MS degree including 12 ECE/CD units or MS degree in ECE or School Age
  - *Supervisory Experience Requirement:* 1 year supervisory experience, 1 year supervised administrative experience, 2 additional years administrative experience

- *Administration/Leadership Requirement:* 15 credits in ECE Administration/Leadership including a 3 credit survey course plus 12 additional credits in the four remaining areas (personnel, budget, leadership or community)
- *Renewal:* renew every 6 years with 120 hours of professional development or additional credits in ECE/CD Administration or Leadership PLUS 6 professional contributions

At each level of the CDC, applicants must document their knowledge and ability in the eight core areas by : 1) meeting a minimum educational requirement in Early Childhood Education and/or Child Growth and Development; 2) providing the required of confirmation of supervisory experience in an early care setting; and 3) presenting evidence of their knowledge of good administrative and leadership practice in the form of course credit, completion of approved training programs, completion of a prior learning portfolio, or any combination of these methods, in the five areas of competency listed below:

**1. Initial survey course in early care administration**, required for all levels of the Credential. To meet this requirement, applicants may choose one of two options:

- The 45-hour (one week) National Administrators Credential Course offered through Connecticut Charts-A-Course (CCAC). This can be taken for 3 undergraduate credits. The course has been approved for credit by the American Council on Education (ACE). On successful completion of the course, applicants may ask the National Child Care Association to send a letter confirming their achievement.
- A 3-credit survey course in early childhood education administration that covers all of the competencies listed above. A number of colleges, including the community colleges in Connecticut, offer this course.

**2. Personnel management and staff development.** Examples of courses in this area are the LEEP course (only the version for supervisors will count toward the CDC); organizational behavior; staff development; human resource management; management and human behavior.

**3. Budget/fiscal management.** Examples of courses in this area are accounting; small business management; small business accounting; or non-profit accounting.

**4. Leadership skills.** Examples of courses in this area are courses on leadership practices; leading teams; team building; the LEEP course for supervisors; interpersonal communication; leadership and group process.

**5. Community and family** (an introductory course on the family will not be acceptable). Child, family and school relations; family school partnerships; public

policy and family; any course on the child and the family which emphasized the relationship between child, family, and the teacher/school.

There are alternate certification routes for three of the areas of study:

- Program Administration: complete AFP sponsored course in program administration *or* enroll in COSC's on-line course for program administration for early childhood practitioners.
- Personnel Management and Staff Development: take and pass a test in one of these five areas: Labor Relations and Collective Bargaining (TECEP); Advanced Labor Relations and Collective Bargaining (TECEP); Human Resources (DANTES); Organizational Behavior (DANTES); Principles of Management (CLEP)
- Budget and Financial Management: take and pass a test in one of these two areas: Business Mathematics (DANTES); Principles of Accounting (CLEP)

## District of Columbia

The Early Childhood Leadership Institute, in collaboration with the UDC Division of Arts and Education and the District of Columbia's Department of Human Services' Office of Early Childhood Development, offers two routes for completion of the director's credential: a graduate early childhood program administration concentration within the Early Childhood Education Master's of Arts program, and a 15-credit, 5-course certificate program, **Director Credential**, available for early childhood care and education directors, supervisors, and education coordinators who do not wish to seek a degree.

[www.udc.edu/academics/college\\_arts\\_sciences/dept\\_education/ecli/recognizing.htm](http://www.udc.edu/academics/college_arts_sciences/dept_education/ecli/recognizing.htm)

The five undergraduate courses are:

- Taking Charge of Change (1319-295): Focuses on the nature of individual, organizational and systemic change and the child care center director's role as a change agent. A comprehensive, integrated model for improving the quality of early childhood programs will be presented, and the strategies are intended to lead toward NAEYC accreditation. Program improvement Plans will be developed, to be implemented at the participant's respective centers.
- Supervision in Early Childhood Education Settings (1319-508): Focuses on aspects of staff development, supervision and adult learning; individual professional development as well as group staff development plans will be explored.
- Fiscal Management of Child Development Centers (1319-295): Budgeting and its impact on programs and policies. Specific financial management tools are discussed with fundraising, grant writing and administration, and the use of local and federal resources.
- Planning and Administration of Early Childhood Programs (1319-224): Discusses guidelines to achieve quality programming for early childhood programs. Focuses on effective interpersonal communication skills in program management; principles of management and operation; and designing and scheduling appropriate space and activities.
- Understanding Self and Relations (1319-207) : Practical application of leadership to situations involving administrative competencies in conflict management, communication, goal setting, team building, and decision-making.

## Florida\*

The Florida Department of Children and Families requires every child care facility to have a credentialed director. There are two levels of the **Child Care Director's Credential**: Foundation Level and Advanced Level.

<http://www.dcf.state.fl.us/childcare/docs/DirectorCredentialBrochure.pdf>

### ***The Core Requirements for both levels include:***

- High school diploma or GED
- Department of Children and Families Part I Introductory Training, comprised of the Introduction to Child Care module (20 hours) and the Behavioral Observation and Screening module (10 hours).
- The Department of Children and Families Special Needs Appropriate Practices module (10 hours), or 8 hours of in-service training in serving children with disabilities that meet the statutory requirement for licensing.
- One of the following staff credentials: Child Development Associate (CDA) Credential; state approved Florida CDA Equivalency; Florida School-Age Certification; a formal education exemption qualification (including a waiver); or documented employment history recognition exemption.

### ***Foundation Level Requirements:***

- **Education:** An approved course in curriculum content area of "Overview of Child Care Center Management." This course may be taken for college credit or Continuing Education Units (CEUs).
  - **Exception:** For the Foundational Level Credential, directors who have attained another state's recognized Director Credential may receive credit toward the "Overview of Child Care Management" educational component of the credential - subject to approval by the Florida Child Care Director Credential Program.
- **Experience:** One year of on-site experience as a child care facility director. A temporary Foundational Director Credential will be issued until the experience component has been met.

### ***Advanced Level Requirements:***

- **Education:** Must complete one of the following:
  - A. Three approved courses for college credit in child care education program administration.
    - \*Overview of Child Care Center Management
    - \*Child Care and Education Programming
    - \*Child Care and Education Organizational Leadership and Management
    - \*Child Care and Education Financial and Legal Issues.
  - B. A.S. degree in child care center management.
  - C. A.S., B.A., B.S. or advanced degree in early childhood education/child development, family and consumer sciences (formerly home economics/child development), school-age child care, or elementary

education **WITH** at least three college credit hours in child care management/administration, business administration or educational administration

**D.** B.A., B.S. or advanced degree other than those listed above, **WITH** three college credit hours in early childhood education/child development or school-age child care **AND** three college credit hours in child care management/administration, business administration or educational administration.

**E.** Five or more years of experience as an administrator or director in a licensed child facility or facility that is legally exempt pursuant **WITH** 3 college credit hours in early childhood/child development or school -age care **AND** three college credits in child care management/administration, business administration or educational administration. All coursework must have been completed within the last ten years.

- **Exemption by Testing:** For the Advanced Level credential only, candidates who meet item **C or D** for an educational exception but do not have coursework in early childhood education or administration may opt to take a competency-based exam to meet the three credit hour course requirement in early childhood/child development, or the three credit hour course requirement in administration, or both. This process will require the candidate to complete a written exam at an approved testing site and achieve a minimum score of 70.
- **Experience:** Two years of on-site experience as a child care facility director. A temporary Advanced Director Credential will be issued until the experience component has been met.

*\* The Florida Director Credential does not qualify for the maximum number of points for relevant training and credentials to partially satisfy program accreditation requirements through NAEYC.*

## Illinois

The Illinois **Director Credential** (IDC) is a voluntary program that validates skills necessary to administer high-quality early care and education programs. The credential is awarded at three levels, based on achievement of skills, experience, knowledge, and leadership demonstrated in the early care and education profession. There are several ways to achieve the Illinois Director Credential. The first is through a direct route application process in which a professional portfolio is assessed that validates skills, experience, and competencies. Another option is through an entitled program at a two- or four-year institution of higher education. The IDC builds on the seven core knowledge areas of Gateways to Opportunity, in addition to validating competency in management and leadership. [www.ilgateways.com/credentials/idc/idchome.aspx](http://www.ilgateways.com/credentials/idc/idchome.aspx)

The Illinois Director Credential (IDC) can be achieved through a **direct route application process**. This involves the potential candidate submitting a portfolio to the IDC Commission. The portfolio includes evidence of teaching and management experience as well as professional contributions.

The direct route process also includes an evaluation of the candidate's transcript(s). Courses must be completed with a grade of "C" or better to be considered. A demonstration of core knowledge and skills in Early Care and Education and Management are requirements. Trainings and other alternative forms of non-credit courses may be considered by accompanied additional information about the content and requirements. Assessment of Prior Learning is another alternative for evaluating non-credit courses, or experience.

The Illinois Director Credential can also be achieved through an **entitled route program**. Entitled programs are those that offer a set of courses that meet the IDC requirements. Once the student has completed these courses, he or she is recommended by the institution to receive an IDC. Each entitled program offers the IDC at level I, II, or III . The IDC appears as a credential option on the Gateways to Opportunity Lattice.

Becoming an entitled institution involves an evaluation of courses offered related to the IDC. These courses must include a demonstration of core knowledge and skills in Early Care and Education and Management . A supervised internship is also required to meet the requirements of teaching and management experience. Professional Contributions are also required of each potential candidate.

Twenty-one higher education institutions across the state are IDC Commission Entitled institutions of higher education that offer approved programs; these institutions offer IDC level I, II or III level programs.

A summary of the requirements at the three levels of the IDC are outlined below:

Level	I	II	III
<b>General Education</b>	Associate Degree	Baccalaureate Degree	Graduate Degree
<b>Early Childhood Core Knowledge and skills</b>	A minimum of 21 points <sup>1</sup> with at least one point in each of the knowledge and skills areas	A minimum of 24 points with at least 1.5 points in each of the knowledge and skills areas. Eligible for APL <sup>2</sup>	A minimum of 30 points with at least two points in each of the knowledge and skill areas. Eligible for APL <sup>2</sup>
<b>Management Knowledge and Skills</b>	A minimum of 9 points with at least one point in each of three knowledge and skill areas	A minimum of 15 points with at least one point in each of six knowledge and skill areas. Eligible for APL <sup>2</sup>	A minimum of 21 points with at least one point in each of 10 knowledge and skill areas. Eligible for APL <sup>2</sup>
<b>Experience</b>	1200 hours of ECE management experience <sup>3</sup> and 100 clock hours of teaching experience	3600 hours of ECE management experience <sup>3</sup> and 100 clock hours of teaching experience	6000 hours of ECE management experience
<b>Professional Contributions</b>	A minimum of 2 professional activities in at least two contribution areas	A minimum of 4 professional activities in at least three contribution areas	A minimum of 6 professional activities in at least four contribution areas and evidence of specialized expertise

<sup>1</sup> Point equals one semester hour of college credit. Conversions of quarter hours can be done. Points can also be achieved by completing an approved IDC Commission training.

<sup>2</sup> Assessment of Prior Learning can be used (APL) to demonstrate knowledge gained. The applicant must document college level knowledge, skills and abilities in a specific area. There are a maximum number of APL points that can be awarded. Please review APL procedures.

<sup>3</sup> Entitled Route applicants that complete a 300 hour supervised internship fulfill this requirement.

## Kentucky

The **Director's Credential** consists of 12 college credit hours across seven subject areas: local, state, and federal regulations and laws; ethics; programming for families and children; supervision and staff development; health and safety; financial management and marketing; and community collaboration and resource management. <http://www.ihdi.uky.edu/pdfrc/KYPDF.asp>

The Director's Credential is offered by technical and community colleges and four-year universities that offer early childhood education coursework. The classes can be taken as part of a degree program or solely for the purpose of the fulfilling the requirements of the Director's Credential.

The Director's Credential is awarded by the Cabinet for Families and Children and the Governor's Office of Early Childhood Development upon successful completion of the course requirements and recommendation by a higher education institution.

## Massachusetts

The state of Massachusetts has two director credential designations: **Director I and Director II**. To be certified as a Director I or a Director II, you must meet the education requirements listed below:

[www.eec.state.ma.us/docs/TQApplication.pdf](http://www.eec.state.ma.us/docs/TQApplication.pdf)

### Director I:

1. You must meet the education requirements\* for a Lead Teacher (3-credit course in Child Growth and Development; 3-credit course in early childhood curriculum, program planning, or behavior management (required for preschool level) and/or three credits in infant-toddler care and education (required for infant-toddler level).
2. You must have completed an additional 2 credits or 3 CEU's in Day Care Administration (or in administrative topics) and,
3. You must have completed an additional two credits or 3 CEU's in Early Childhood Education, any topic other than Day Care Administration\* (see class options below).

### Director II:

1. You must meet the education requirements to be Director I and,
2. You must have completed an additional 2 credits or 3 CEU's in Advanced Day Care Administration, or Supervision, Families & Community, Day Care Policy, and Health and Safety in Early Childhood Programs, or Children with Disabilities (see class options below).

### DIRECTOR I and DIRECTOR II:

1. You must meet the work experience requirements for a Lead Teacher and,
2. You must have an additional 6 months work experience as a Lead Teacher.

### \*Acceptable Courses

Topics in Early Childhood Education:

- *Child Growth and Development*: Child Psychology, Developmental Psychology, Intro to Child Study, Foundation of Early Childhood Development, Child Development and Behavior.
- *Curriculum and Program Planning*: Intro to ECE, History and Theory of ECE, Observing and Recording Behavior, Organization of EC Settings, Dynamics of Play, Language Arts and Children, Creative Experiences in the EC classroom, Curriculum for Young Children. *Note: Elementary Education Methods and Materials courses for the Department of Education's K-8, or 1-6 certification are not considered early childhood courses, only courses for the K-3 or Pre-K-3 certification are accepted.*
- *Behavior Management*: Understanding Behavior in ECE, The Young Child under Stress, Emotional Problems of Young Children, Strategies to Help Young Child, Understanding Child Abuse and Prevention.

- *Families and Community*: School, Family and Community, Children and Family Change, Families Under Stress, Parent Communication, Parent involvement in Day Care.
- *Including Children with Disabilities*: The Special Needs Preschooler, the Exceptional Child, Strategies for Mainstreaming.
- *Infant and Toddler Care and Education*: Child Care for Infants and Toddlers, Learning Environments for Infants and Toddlers, Infants and Toddlers at Risk, Planning Programs for Infants and Toddlers, Infant Child Care.

Topics in Administration:

- *Day Care Administration*: Administration and Supervision in EC Settings, Management and Operation of a Child Care Setting, Intro to Day Care Administration, Day Care Organization, Starting a Day Care Program, Financial & Legal Aspects of Day Care Administration.
- *Supervision or Staff Development*: Team Communication in Preschool Settings, Supervision of ECE Programs, Supervision Skills, Mentoring in EC Settings.
- *Day Care Policy*: Problems and Issues in Day Care, Social Policy Issues in Day Care.

## Minnesota

The Minnesota AEYC oversees the **Early Childhood Director's Credential**. There are two paths to completing the directors credential: through Saint Paul College or Metropolitan State University. [www.mnaeyc.org](http://www.mnaeyc.org)

*Saint Paul College:* This path is for new and experienced directors, assistant directors, head teachers and experienced family child care providers. The credits may be transferable or used toward an AAS. degree. Steps to complete the credential include:

- Complete screening application process and get accepted to the college program (estimated cost to complete credential: \$1,360)
- Pay MnAEYC nonrefundable application fee of \$100
- Complete 10 credit hours over the course of 1 year in cohorts formed in the fall. The classes are offered online with occasional daytime meetings.  
Classes include:
  - CHDV 2840: Child Development Staff and Supervision (3 credits)
  - CHDV 2800: Child Development Administration (3 credits)
  - CHDV 2860: Child Development Admin, Advanced Internship (1 credit)
  - CHDV 2820: Child Development Financial Management (3 credits)
- Awarding of Minnesota Association for the Education of Young Children's Early Childhood Director's Credential at the annual fall conference.

*Metropolitan State University:* This path is for experienced directors, assistant directors, and area managers. The credits may be used toward a bachelor's degree at Metropolitan State University, including the new B.A.S. degree in Early Childhood Studies. Credits may also transfer to another college or university. Steps to complete the credential through the Metropolitan State University path include:

- Pay MnAEYC nonrefundable application fee of \$100
- Acceptance letters sent from MnAEYC to the University; applicant must be accepted to University (estimated cost to complete credential: \$2,562.24)
- Complete 16 credit hours through theory seminars (10-18 hours of class time, participation in classroom discussion, and work outside the classroom). Classes include
  - Psyc 308T: Child Psychology (4 credits) (*completion of this course may be waived if an equivalent child development of child psychology course has been completed for college credit*)
  - Psyc 350T: Early Childhood Programs: Management and Applications (4 credits)
  - Psyc 351T: Early Childhood Programs: Regulatory, Financial, and Facility Management
  - Psyc 352T: Early Childhood Programs: Advocacy and Communications (4 credits)

## Mississippi\*

The Office for Children and Youth, Mississippi Department of Human Services, oversees the Mississippi **Child Care Director Credential**.

The Mississippi Child Care Director Credential Training Program is job-specific training designed to increase the skills and knowledge of practicing directors and those who aspire to become a director in the future. The credential is comprised of eight training modules (120 hours of classroom instruction) and a 15-hour integration module. The Modules include:

- Module 1: The Role of the Director
- Module 2: Child Development, Infants and Toddlers
- Module 3: Child Development, Preschool and School-age
- Module 4: Issues Related to Staffing
- Module 5: Program Development
- Module 6: Issues Related to Financial Management
- Module 7: Program Administration
- Module 8: Issues Related to Curriculum
- Module 9: Integration of Knowledge and Practice

\* *The Mississippi Director Credential does not qualify for the maximum number of points for relevant training and credentials to partially satisfy program accreditation requirements through NAEYC.*

## New Hampshire

The New Hampshire Department of Health and Human Services, Child Development Bureau, oversees implementation of the New Hampshire **Center Director Credential**.

[www.dhhs.state.nh.us/DHHS/CDB/LIBRARY/Training+Material/ece-guide.htm](http://www.dhhs.state.nh.us/DHHS/CDB/LIBRARY/Training+Material/ece-guide.htm);  
<http://www.dhhs.state.nh.us/NR/rdonlyres/ejaiozhykbita2lg3jmht4ipi7xjh5mglnomese7powdhll33ocrwiagvilmknbexbrf7yjtulmscfnpjilbyabvea/Section+3.pdf>

There are four levels to the New Hampshire Center Director Credential.

### **Level 1:**

- *Training and Education Pre-Service:*
  - Associate degree in ECE *or*
  - Current CDA and 3000 hours experience *or*
  - Current CDA, 1500 hours experience and Head Start employment *or*
  - Bachelor degree in Education *or*
  - Montessori Director's Credential *or*
  - 60 credit hours (24 in ECE) after 12/31/00 *or*
  - 60 credit hours (12 in ECE) plus Department approval prior to 12/31/00 *or*
  - document 5 years experience in position of director prior to 7/24/90 *or*
  - document by Licensing Department of Education equivalent, approved prior to 7/24/90
- Training and Education In-service:
  - 6 hours in Core Knowledge Areas
- *Experience as a Center Director:*
  - 1000 hours working with children in a licensed child care program, private/public school
- *Professional Activities:*
  - Membership in an early childhood organization
- *Minimum Age:*
  - 21

### **Level 2:**

- *Training and Education Pre-Service:*
  - Current CDA or Associates Degree in ECE or Associates degree with 24 hours of ECE credit
- *Training and Education In-service:*
  - 3 credits in Administration/Supervision; 6 hours in Core Knowledge Areas
- *Experience as a Center Director:*
  - 2 years as a Center Director
- *Professional Activities:*

- Membership in early childhood organization and documentation of one professional development activity per year
- *Minimum Age:*
  - 21

**Level 3:**

- *Training and Education Pre-Service:*
  - Bachelors Degree in ECE or Bachelors degree with 24 hours of ECE credit
- Training and Education In-service:
  - 6 hours in Core Knowledge Areas
- *Experience as a Center Director:*
  - 3 years as a Center Director
- *Professional Activities:*
  - Membership in early childhood organization and documentation of one professional development activity per year
- *Minimum Age:*
  - 21

**Level 4:**

- *Training and Education Pre-Service:*
  - Current CDA or Associate's Degree in ECE or Associates degree with 24 hours of ECE credit
- Training and Education In-service:
  - 9 credits in Administration/Supervision or Director Certificate; 6 hours in Core Knowledge Areas
- *Experience as a Center Director:*
  - 4 years or more as a Center Director
- *Professional Activities:*
  - Membership in early childhood organization and documentation of one professional development activity per year
- *Minimum Age:*
  - 21

## New York

The New York State Association for the Education of Young Children oversees the New York **Children's Program Administrator Credential**. The credentialing process is comprised of three phases: Inquiry, Candidacy and Preparation/Review. [www.nysaeyc.org/credentials/default.asp](http://www.nysaeyc.org/credentials/default.asp)

### **PHASE I – INQUIRY**

Prospects will receive materials from NYSAEYC that will include the Guidelines, Application and Competencies.

### **PHASE II – CANDIDACY**

After reading these materials and deciding to pursue the credential, the individual sends in the Application Form and \$100 nonrefundable deposit\* and requests official college transcripts. NYSAEYC reviews the application and responds to the candidate with an assessment of candidate's status toward the credential. Candidacy is declared with a three-year limit to credential review.

*\*The credentialing fee is \$300. At the application stage a \$100 non-refundable deposit is required which counts toward the total credentialing fee.*

### **PHASE III – PREPARATION/REVIEW**

Once declared a candidate, the individual takes the necessary coursework to fulfill the competency area requirements, completes a practicum or has administrative experience and produces a CPAC Portfolio, which includes narratives and examples of projects that demonstrate competency. The portfolio, transcripts of the 18 CPAC credits, resume, letters of reference and the balance of the credential fee are submitted to NYSAEYC to be reviewed by the Credential Review Panel. Upon completion of the review, the decision to award, defer or deny the credential is made.

## North Carolina

The Division of Child Development in the Department of Health and Human Services oversees implementation of the North Carolina **Early Childhood Administration Credential**.

<http://ncchildcare.dhhs.state.nc.us/providers/credent.asp>

Three required components must be successfully completed to receive this credential: administration coursework, additional early childhood/child development coursework, and a portfolio. Level I is the minimum level required by law for all child care administrators. Levels II and III are voluntary.

- Course content and demonstrated competency (portfolio)
  - Level I: Five (5) semester credit hours of administration coursework (two courses) + seven (7) semester credit hours of early childhood education coursework + level I portfolio need description
  - Level II: Five (5) semester credit hours of administration coursework (two courses) + AAS degree in Early Childhood Education + level II portfolio
  - Level III: Five (5) semester credit hours of administrative coursework (two courses) + BS degree in Child Development + level III portfolio
  - There are six categories within a portfolio. These are:
    - Leadership
    - Program
    - Rules and Regulations
    - Financial Management
    - Staff and Organizational Management
    - Public Relations and Community Outreach
  - Only completed portfolios are accepted for assessment:
    - A completed Level I portfolio has at least 6 specified assignments, 1 in each category.
    - A completed Level II portfolio has at least 12 specified assignments, 2 in each category with 6 in Level II or III.
    - A completed Level III portfolio has at least 18 specified assignments, 3 in each category with 6 in Level III.
- The North Carolina Early Childhood Administration Credential is available at all 58 local community colleges.

## Oklahoma

The Center for Early Childhood Professional Development through the College of Continuing Education at the University of Oklahoma oversees the Oklahoma **Director's Credential**. The Oklahoma Director's Credential verifies training, on-the-job experience and professional contributions. Based upon information submitted by applicants, the individual can be verified as a Bronze, Silver, or Gold level Director. [www.cecpd.org/OklahomaRegistry/okDirCredential\\_new.html](http://www.cecpd.org/OklahomaRegistry/okDirCredential_new.html)

<b>Level</b>	<b>General Education</b>	<b>ECE/CD Knowledge/Skills</b>	<b>Management Knowledge/Skills</b>	<b>Experience</b>	<b>Professional Contributions</b>
<b>BRONZE</b>	GED or High School Diploma	<b>6 approved credit hours*+ in ECE/CD OR a minimum of 90 formal hours**+ with at least 10 hours in each of the six knowledge and skill areas (Child Growth and Development; Child Guidance and Classroom Management; Child Observations and Assessment; Curriculum and Instructional Methods; Family and Community Relationships; Health and Safety of the Young Child) OR</b> **Recognized	A minimum of <b>40 clock hours***+ with at least 10 hours in any of the three knowledge and skill areas</b>  (Personnel and Professional self-awareness; Legal and Fiscal Management; Staff Management and Human Relations; Educational Programming; Program Operations and Facilities Management; Family Support; marketing and Public Relations; Leadership and Advocacy; Oral and Written Communication; Technology	3 years' experience in an Early Childhood setting, or 12 months of documented administrative internship or supervised lab	A minimum of 2 point(s) accumulation in professional contributions listing (Refer to "Professional Contributions" section on application)

		Credential or Certificate (See listing provided below.)			
<b>SILVER</b>	Post-Secondary Course in written and oral communication (Three credit hours in college level English composition will apply.)	A minimum of <b>12 approved credit hours**+</b> in Early Childhood or Child Development	A minimum of <b>6 approved credit hours**+</b> in Business or related courses	18 months' experience in Early Childhood Administration setting, or 12 months of documented administrative internship or supervised lab	A minimum of 4 point(s) accumulation of professional contributions (refer to Professional Contributions" section on application)
<b>GOLD</b>	Associate*, Baccalaureate* or Advanced degree* in Child Development, Business, Early Childhood or related field	A minimum of <b>12 approved credit hours**+</b> in Early Childhood or Child Development	A minimum of <b>6 approved credit hours**+</b> in Business or related courses	1 year of experience in Early Childhood Administration setting, or 12 months of documented administrative internship or supervised lab	A minimum of 6 point(s) accumulation of professional contributions (refer to "Professional Contributions" section on application)

**\*\*Recognized Credentials or Certificates:** Child Development Associate (CDA), Certified Child Care Professional (CCP), Oklahoma Competency Certificate in Occupational Child Care

**\*\*+ Formal Hours** refers to training approved for a CDA/CCP. Examples are: Child Care Careers Training Series classes, Community College or Career Technology classes.

**\*\*\*+ Clock hours** refers to training approved for Directors in the State of Oklahoma. Examples are: Videoconference Training for Directors provided by CECPD, NAC or DAT, Child Care Careers Director Training Series Classes.

**\*+Approved Credit hours** must be on the *Oklahoma Registry/R.E.W.A.R.D. Oklahoma* approved coursework listing

**\*Awarded by an Early Childhood Associate Certificate Degree Granting Accredited College or University**

## Pennsylvania

The Pennsylvania Office of Child Development, in the Department of Public Welfare, Pennsylvania Early Learning Keys to Quality oversees implementation of the Pennsylvania **Director Credential**.

<http://www.pakeys.org/profdev/CredentialPrograms.aspx>

The Director Credential process comprises five phases:

- Inquiry
- Candidacy
- Portfolio Review/Assessment
- Director Credential Application
- Credential Renewal

### **Phase I: INQUIRY**

Candidates receive application package from Pennsylvania Key that includes the Guidelines, Application and the Director Credential Learning Objectives.

Qualified directors or administrators of children's program seeking to obtain the Pennsylvania Director Credential have some options for achieving the requirements of the Director Credential. These individuals may obtain the Director Credential in one of two ways:

#### **COURSE WORK**

Take college credit courses from a director credential higher education institution or approved community-based organization whose program course work articulates for credit by a director credential approved college.

- a. Directors with Associate degrees are required to enroll in the Director Credential courses that are offered
  - i. for college credit, or
  - ii. must articulate for college credit.
- b. Directors with Bachelors degrees or above
  - i. may take the Director Credential either for college credit, or for non-credit
  - ii. may earn the Director Credential through a portfolio assessment instead of taking the Director Credential course.
- c. Directors submit application for award of credential with a non-refundable application processing fee of \$25.00 upon completion of course work at an approved institution or professional development organization.

**PORTFOLIO** Submit a portfolio for assessment.

### **Phase II: CANDIDACY**

Candidate reviews the application materials and decides to apply to submit a portfolio for assessment or take the *Director Credential course*. Upon deciding to

apply for the Director Credential through portfolio submission, candidate submits completed application form with portfolio and all supporting documents to Pennsylvania Key for assessment and review by the Director Credential Review Panel.

### **Phase III: Portfolio Review and Assessment**

The Director Credential Review Panel reviews application/portfolio and makes recommendations to PA Key to award, defer or deny the Credential. PA Key awards the Director Credential to individuals who have successfully met the requirements necessary to obtain the credential.

Directors or administrators of early childhood or school-age programs who have met the pre-requisite requirements or the secondary requirements set forth below are eligible to apply for the Pennsylvania Director Credential by submitting a portfolio for assessment to the Pennsylvania Key.

#### **I. Bachelors level Directors'/Administrators' Requirement:**

- A. Bachelors degree in Early Childhood Education, or
- B. Bachelors degree in an approved related field, including thirty (30) ECE credits
  - i. six (6) management college credits and forty-five (45) hours of management professional development instruction; or
  - ii. nine (9) management credits, and
  - iii. seven (7) years experience as an early childhood director/administrator.

*OR*

- A. Director of NAEYC Accredited Center who has taken the program through NAEYC Accreditation and maintained accreditation status for a minimum of two (2) years; and
- B. Bachelors degree or above in Early Childhood Education, or
- C. Bachelors degree or above in an approved related field, including thirty (30) ECE credits
  - i. three (3) management college credits; and
  - ii. seven (7) years experience as an early childhood director/administrator.

#### **II. Masters Levels or above Requirement:**

- A. Masters degrees or above in early Childhood Education, or
- B. Masters degree or above in an approved related field, including thirty (30) ECE credits
  - i. six (6) management credits and forty-five hours of management professional development instruction; or
  - ii. nine (9) management credits, and
  - iii. three (3) years experience as an early childhood director/administrator.

*OR*

### III. School-age Directors/Administrators' Requirement

A. Bachelors degree in Education (Early Childhood, Elementary, Special Education)

B. Bachelors degree in an approved related field

i. six (6) management credits and forty-five hours of management professional development instruction; or

ii. nine (9) management credits, and

iii. three (3) years experience as school -age program director/administrator

If the above requirements are met, candidates can submit a portfolio to demonstrate competency. The Portfolio represents evidence of professional development and demonstrates competency in the eight knowledge areas as a director of an early childhood or school-age program. The review process is completely based on this compilation of documents. The Portfolio is a professional document and should be organized, clearly written and proof read. The Portfolio should be submitted electronically. All documents must be typed. The following documents should be included in the Portfolio:

1. *CURRENT RESUME*

2. *TRANSCRIPTS* (Must document college credit-bearing courses that cover the core areas of knowledge described in Director Credential Learning Objectives and 30 ECE credits\*)

3. *THREE SEPARATE LETTERS OF PROFESSIONAL RECOMMENDATION*

- One letter attesting to your academic performance or your professional leadership role.
- One letter attesting to your administrative abilities as a director of an early childhood or school-age program
- One letter attesting to your performance in working with children, families, staff and the community.

4. *PROFESSIONAL DEVELOPMENT PLAN* for one year. Identify three areas in which to seek further study in the next year and strategies used to implement your plans.

5. *DEMONSTRATION OF COMPETENCY IN CHOSEN OBJECTIVE FROM EACH OF THE EIGHT CORE KNOWLEDGE AREAS*

- Select one Director Credential Learning Objective from each knowledge area that illustrates your competency in that knowledge area
- Submit one artifact or documentation that demonstrates your ability to meet the objective in that knowledge area
- Each artifact or documentation should be accompanied by a separate narrative

*There are eight core knowledge areas and fifty competencies/learning objectives in the Director Credential program. The eight core knowledge areas include: Child Growth and Development; the Environment, Curriculum and Content; Families in Society; Child Assessment; Communication; Professionalism and Leadership; Health, Safety and Nutrition; and Program Organization and Administration.*

#### **6. SUBMIT YOUR CENTER'S CONTINUOUS QUALITY IMPROVEMENT PLAN**

Select three areas that need program improvement, and submit a narrative (maximum of 200 words for each narrative) that explains:

- why you selected each area and what are the possible opportunities for improvement
- steps you will take to address area of needed improvement/opportunity
- the process in determining the action you will take to address the issue
- how you will implement your chosen plans
- how the outcome(s) of your chosen plans will improve your program.

**7. FIVE EVIDENCES OF PROFESSIONAL CONTRIBUTIONS IN THE LAST THREE YEARS** (See Professional Contributions Guidelines) Submit a 150-word, double-spaced narrative for each activity of the purpose, activity, participants, audience and outcomes for you and those impacted by your professional contribution; include documentation where appropriate.

**8. PORTFOLIO SUBMISSION/APPLICATION DEADLINES:** September 30, January 30 or June 30

#### **Phase IV: Director Credential Application**

Candidate applies to PA Key for award of the Director Credential upon successful completion of the Director Credential course work at an approved institution.

#### **Phase V: Director Credential Renewal**

The Director Credential is valid for five years from the date of award of the initial credential, after which it is renewable every five years.\* Renewal requires:

- A completed renewal application form with a \$100.00 non-refundable fee.
- Completion of a three college-credit course work or 125 contact hours of professional development instruction in an identified area of need in the candidate's Professional Development Record as part of the continuing education and professional development process. Documentation must be submitted with completed application.
- A one year Professional Development plan that identifies three areas in which further study will be sought during the year and strategies that will be used to implement the plan.
- Five pieces of evidence of professional contributions in the last three years. Each documentation should be in a 150-word, double-spaced

format and includes the purpose, activity, participants/audience and outcomes for you and those impacted by your professional contribution activity.

- A 200-word, double-spaced position statement of your professional pedagogy on the implementation of best practice in early childhood or school-age education.

## South Dakota

South Dakota Pathways to Professional Development is a statewide project to promote the recognition of those who work in child care, preschool, Head Start, out-of-school time and other programs that serve the needs of children and families. Pathways oversees implementation of the South Dakota **Leadership Credential**, which has two tracks for completion.

<http://dss.sd.gov/childcare/pathwaystopd/>

TRACK ONE	TRACK TWO
<p><b>Experience:</b> Currently employed as a program director or supervisor or have worked at least one year in a state licensed child care or OST Program.</p>	<p><b>Experience:</b> Currently employed as a program director or supervisor or have worked at least one year in a state licensed child care or OST Program.</p>
<p><b>Education:</b> Possess a degree with emphasis in early childhood education or human development: child and family studies.</p>	<p><b>Education:</b> Possess a CDA credential OR Unrelated college degree</p>
<p><b>Training Opportunities:</b> Management Training* (20 Hrs) provided by regional Early Childhood Enrichment Programs.</p>	<p><b>Training Opportunities:</b> Management Training* (20 Hrs) provided by regional Early Childhood Enrichment Programs.</p>
<p><b>Supplemental Training:</b> Waived for individuals who meet Track One degree/education requirements.</p>	<p><b>Supplemental Training:</b> Supplemental Training (30 Hrs) provided by SD Pathways and may be completed at the same time as the Management Training.</p>
<p>SDSU ECE 492/592 Leadership Course: 3 credits.**</p>	<p>SDSU ECE 492/592 Leadership Course: 3 credits.**</p>
<p><i>Leadership Certificate is awarded.</i></p>	<p><i>Leadership Certificate is awarded.</i></p>
<p>SDSU ECE 455/555 Administration and Supervision course: 3 credits.**</p>	<p>SDSU ECE 455/555 Administration and Supervision course: 3 credits.**</p>
<p>Self-Directed approved training (10 Hrs) completed at conferences, etc.***</p>	<p>Self-Directed approved training (10 Hrs) completed at conferences, etc.***</p>
<p><i>Leadership Credential is awarded.</i> Total: 120 Hrs</p>	<p><i>Leadership Credential is awarded.</i> Total: 150 Hrs</p>

\* The 20 hours of entry level Management Training is offered statewide through the Early Childhood Enrichment (ECE) offices. The training hours focus on four areas:

- Managing Programs
- Cost of Quality in Programs
- Staff Considerations
- Policies & Procedures and Partnerships

\*\* Two college courses SDSU ECE 492/592 Leadership Course and SDSU ECE 455/555 Administration and Supervision are required as a part of the Leadership Credential. This means that an individual who has completed the SD Leadership Credential will receive 6 college credits. These courses, like the Supplemental training are offered via Dakota Digital Network (DDN) to ensure easy accessibility.

\*\*\* As a portion of the Leadership Credential training, each individual is required to attend 10 hours of approved self-directed training. These 10 hours were built into the credential program to allow a child care provider to focus more intensely on Leadership and Management based topics of interest, or areas that need to be improved. The training must be focused on Management and/or Leadership topics, and be recognized under the 15 Pathways to Professional Development Training Areas. This would include, but is not limited to training on leadership, legal issues, technology, recruitment and retention strategies, supervision of staff, budgeting and fiscal procedures, administrative tools (e.g. handbooks, policies and procedures), quality improvement plans, development of program-wide evaluation systems, marketing and public relations, and goal setting.

## *Vermont*

The Vermont Northern Lights Career Development Center, in partnership with the Community College of Vermont and the Vermont Child Care Industry and Careers Council, offer the Vermont **Early Childhood Program Director Credential**. [northernlights.vsc.edu/director\\_cred.html](http://northernlights.vsc.edu/director_cred.html)

The credential includes 20 college credits and is comprised of three steps. The steps and corresponding courses include:

### **Step 1:**

- Child Development- 3 credits
- Curriculum Development- 3 credits
- Program Management- 3 credits

### **Step 2:**

- Leadership, Mentoring, and Supervision for Early Education Practitioners- 3 credits
- Legal and Financial Issues in Early Childhood Programs- 3 credits
- Human Resources- 2 credits

### **Step 3:**

- Culminating Seminar- 3 credits

Many of these courses are provided by the Vermont Child Care Industry and Careers Council and the Child Development Division through the Community College of Vermont or Union Institute and University.

## Wisconsin

The Registry, Wisconsin's Professional Recognition System, awards the **Professional Credential for Child Care Administrator**. [www.the-registry.org/Credential.htm](http://www.the-registry.org/Credential.htm);  
[http://www3.uwm.edu/sce/program\\_area.cfm?id=1201](http://www3.uwm.edu/sce/program_area.cfm?id=1201)

The six-course, 18-credit credential is offered by the Early Childhood Professional Development Program in the UWM School of Continuing Education, and by the state's technical colleges. The six courses include: administration/supervision in early childhood programs; operations management in early childhood programs; financial management in early childhood programs; early childhood programs and the external environment; best program practices for children and families; leadership in early childhood programs.

Courses feature active involvement through presentations, discussions, information sharing, individual projects, and group activities. Courses are offered in a variety of formats designed to meet the needs of busy child care professionals and are offered in convenient and easily accessible locations in community-based settings or online.

Courses can be taken for three undergraduate or three graduate credits.

## ATTACHMENT C: Summary of Course Content Requirements for Director's Credentials

This table summarizes the course content required for each of the 17 states and the District of Columbia to receive a Director Credential. Complete details on each state's credentialing process and other requirements are outlined in Attachment A.

<b>REQUIRED CONTENT</b>							
<b>STATE</b>	<b>Administration</b>	<b>Program Management</b>	<b>Supervision/ Personnel Management</b>	<b>Budget and Financial Management</b>	<b>Leadership</b>	<b>ECE, Programming</b>	<b>Other</b>
<b>CALIFORNIA</b>	<u>Child Development Site Supervisor Permit</u> : 6 semester units beyond associate degree (if hold a AA) <u>Child Development Program Director Permit</u> : 6 semester units in administration and supervision of child care and development programs (if hold a BA)		<u>Child Development Program Director Permit</u> : 2 semester units in adult supervision			<u>Child Development Site Supervisor Permit</u> : 12 or more semester hours of ECE or child development coursework	
<b>COLORADO</b>	Level I-VI credentials that require a combination of degrees and experience. Specific course content not specified.						
<b>CONNECTICUT</b>	<i>Program Administration</i> (3 semester hours)		<i>Personnel Management and Staff Development</i> (3 semester hours)*	<i>Budget and Financial Management</i> (3 semester hours)**	<i>Leadership Practices</i> (3 semester hours)	<i>Community and Family</i> (3 semester hours)	

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<b>DISTRICT OF COLUMBIA</b>	<i>Planning and Administration of EC Settings (3 credit hours)</i>		<i>Supervision in ECE Settings (3 credit hours)</i>	<i>Fiscal Management of Child Development Centers (3 credit hours)</i>			<i>Taking Charge of Change (3 credit hours)</i>  <i>Understanding Self and Relations (3 credit hours)</i>
<b>FLORIDA</b> <i>(total of 3 approved courses required)</i>		<i>Overview of Child Care Center Management (3 credit hours)</i>		<i>Child Care and Education Financial and Legal Issues: (3 credit hours)</i>	<i>Child Care and Education Organization al Leadership and Management (3 credit hours)</i>	<i>Child Care and Education Programming (3 credit hours)</i>	
<b>ILLINOIS</b>	9-21 college credit hours in Management Knowledge and Skills required (depending on level of credential sought held). Specific course content not specified.						
<b>KENTUCKY</b> <i>(12 college credits across 7 subject areas required)</i>			<i>Supervision and Staff Development</i>	<i>Financial Management and Marketing</i>		<i>Programming for Families and Children</i>	<i>Local, Federal and State Regulations and Laws; Ethics; Health and Safety; Community Collaboration and Resource Management</i>

<b>STATE</b>	<b>Administration</b>	<b>Program Management</b>	<b>Supervision/ Personnel Management</b>	<b>Budget and Financial Management</b>	<b>Leadership</b>	<b>ECE, Programming</b>	<b>Other</b>
<b>MASSACHUSETTS</b>	Director I: 2 credits or 3 CEU's ( <i>Day Care Administration</i> ) Director II: Above plus : 2 credits or 3 CEU's ( <i>Advanced Day Care Administration, Supervision, Day Care Policy, Health and Safety in EC Programs, or Children with Disabilities</i> )					3 credits: ( <i>Child Growth and Development</i> ); 3 credits ( <i>ECE Curriculum, Program Planning, Behavior Management or Infant-Toddler Care</i> )	
<b>MINNESOTA</b> (2 options)	OPTION 1 <i>Child Development Administration</i> (3 credits) <i>Child Development Administration, Advanced Internship</i> (1 credit)	OPTION 2: <i>Management and Applications</i> (4 credits)	OPTION 1 <i>Child Development Staff and Supervision</i> (3 credits)	OPTION 1 <i>Child Development Financial Management</i> (3 credits)		OPTION 2: <i>Child Psychology</i> (4 credits)	OPTION 2: <i>Regulatory, Financial and Facility Management</i> (4 credits); <i>Advocacy and Communications</i> (4 credits)

<b>STATE</b>	<b>Administration</b>	<b>Program Management</b>	<b>Supervision/ Personnel Management</b>	<b>Budget and Financial Management</b>	<b>Leadership</b>	<b>ECE, Programming</b>	<b>Other</b>
<b>MISSISSIPPI</b> (8 training modules for 120 hours of instruction)	Module 7: Program Administration		Module 4: Issues Related to Staffing	Module 6: Issues Related to Financial Management		Module 2: Child Development, Infants and Toddlers; Module 3: Child Development, Preschool and School Age Module 8: Issues Related to Curriculum	Module 1: The Role of the Director Module 5: Program Development Module 9: Integration of Knowledge and Practice
<b>NEW HAMPSHIRE</b>	Level 2: 3 credits in Administration <u>or</u> Supervision; Level 4: 9 credits in Administration <u>or</u> Supervision		Level 2: 3 credits in Administration <u>or</u> Supervision; Level 4: 9 credits in Administration <u>or</u> Supervision				
<b>NEW YORK</b>	18 Children's Program Administrator Credential (CPAC) credits required. Specific course content not specified.						
<b>NORTH CAROLINA</b>	5 semester hours in administration coursework (2 classes)						
<b>OKLAHOMA</b>	<b>Bronze:</b> 40 clock hours with at least 10 hours in any of the three knowledge and skills areas (Child Growth and Development; Child Guidance and Classroom Management; Child Observations and Assessment; Curriculum and Instructional Methods; Family and Community Relationships; Health and Safety of the Young Child); <b>Silver:</b> 12 approved credits in ECE or child development and 6 approved credit hours in business or related courses; <b>Gold:</b> 12 approved credits in ECE or child development and 6 approved credit hours in business or related courses						

STATE	<i>Administration</i>	<i>Program Management</i>	<i>Supervision/ Personnel Management</i>	<i>Budget and Financial Management</i>	<i>Leadership</i>	<i>ECE, Programming</i>	<i>Other</i>
<b>PENNSYLVANIA</b>		6 management college credits and 45 hours of management prof. dev. instruction or 9 mgmt credits					
<b>SOUTH DAKOTA</b>	<i>Administration and Supervision</i> (3 credits)	20 hours of entry level Management Training focuses on: <i>Managing Programs; Cost of Quality in Programs; Staff Considerations; Policies &amp; Procedures and Partnerships Administration and Supervision</i> (3 credits)	20 hours of entry level Management Training focuses on: <i>Managing Programs; Cost of Quality in Programs; Staff Considerations; Policies &amp; Procedures and Partnerships</i>		<i>Leadership Course</i> (3 credits)		20 hours of entry level Management Training focuses on: <i>Managing Programs; Cost of Quality in Programs; Staff Considerations; Policies &amp; Procedures and Partnerships</i>
<b>VERMONT</b>		<i>Program Management</i> (3 credits); <i>Leadership, Mentoring and Supervision for Early Childhood Practitioners</i> (3 credits)	<i>Human Resources</i> (2 credits)			<i>Child Development</i> (3 credits); <i>Curriculum Development</i> (3 credits)	<i>Legal and Financial Issues in Early Childhood Programs</i> (3 credits); <i>Culminating Seminar</i> (3 credits)

<b>STATE</b>	<b><i>Administration</i></b>	<b><i>Program Management</i></b>	<b><i>Supervision/ Personnel Management</i></b>	<b><i>Budget and Financial Management</i></b>	<b><i>Leadership</i></b>	<b><i>ECE, Program- ming</i></b>	<b><i>Other</i></b>
<b>WISCONSIN</b>	<i>Operations Management in EC programs (3 credits)</i>	<i>Administration/ Supervision in EC programs (3 credits)</i>		<i>Financial Management in EC programs (3 credits)</i>	<i>Leadership in EC Programs (3 credits)</i>	<i>Best Program Practices for Children and Families (3 credits)</i>	<i>EC Programs and the External Environment (3 credits)</i>

\* Applicants can also fulfill this class requirement by taking and passing a test in one of these five areas: Labor Relations and Collective Bargaining (TECEP); Advanced Labor Relations and Collective Bargaining (TECEP); Human Resources (DANTES); Organizational Behavior (DANTES); Principles of Management (CLEP).

\*\* Applicants can also fulfill this class requirement by taking and passing a test in one of these two areas: Business Mathematics (DANTES); Principles of Accounting (CLEP).