

The Wisconsin Child Care Administrator Credential

The six course 18-credit sequence, leading to the Wisconsin Child Care Administrator Credential was designed to increase the knowledge and skills of child care administrators and directors by addressing areas of competence that have been identified by The Registry through current research with the input and assistance of higher education instructors, child care administrators and center directors.

Although the credential is called the *Administrator* Credential, the licensing requirements apply to center directors in group child care centers and to family child care licensees who do not provide care to children at least 50% of the center's hours of operation. The Wisconsin Child Care Administrator Credential is approved to meet the requirements for Directors of programs accredited by the National Association for the Education of Young Children.

Each course is three credits. Courses 1 – 5 do not need to be taken in sequence and a student may take courses from different institutions and still be able to earn the full credential. Courses 1, 2 or 3 are recommended for those persons who are required to obtain 1 course in the Administrator Credential.

After the courses have been completed, the student applies to The Registry to obtain the credential. The Registry assembles a commission to review the final project and a portfolio developed by the student. The Registry then issues the credential. The Bureau of Early Care Regulation staff will look for a copy of the credential certificate or a notation that the person has obtained the credential on The Registry certificate that places a person at a specific level.

Course One. Administration/Supervision in Early Childhood Programs: Roles and Responsibilities

This course provides an overview of roles and responsibilities of directors, coordinators, supervisors and other administrators in early childhood programs.

Course Two. Operations Management in Early Childhood Programs

This course includes discussion and practical applications related to scheduling, staffing, facilities management, equipment acquisition and maintenance, record keeping and communication.

Course Three. Financial Management and Planning in Early Childhood Programs

This course includes the principles and practices in budget planning, preparation and fiscal management including hands-on experience with program applications.

Course Four. Early Childhood Programs and the External Environment

Review of external factors which affect the operation of early care and education programs including determination of community child care needs, marketing, laws and regulations, working with government and community agencies, political and societal issues and trends.

Course Five. Best Practices for Children and Families in Early Childhood Programs

Establishing and maintaining quality programs based on professional standards and the best available information on child growth and development and family friendly environment/services. Coursework includes a review of literature and research studies, licensing laws and regulations, criteria for staff credentials (CDA) and the accreditation of programs by the National Academy of Early Childhood Programs, and funding requirements and performance standards such as those for Head Start.

Course Six. Administrative Seminar

This is the culminating experience in the credential course sequence. Major individual projects are required with a focus on the integration of program aspects in developing strategic planning for change. **Prerequisites:** Courses 1 through 5 of Administrator credential course sequence.