



## 2023-2024 Certificate

**Certificate:** **ADMINISTRATOR'S CREDENTIAL (90-307-7)**

**Credits:** **18 Credits**

**Description:** These courses are designed for administrators and directors of early care and education programs who wish to increase or refine existing skills, add new competencies OR earn a professional credential. These courses are critical to those working in ECE programs who wish to learn more about administration or maximize their business knowledge. These courses are also designed to prepare staff in non-administrative positions to take on new leadership roles and increased responsibility. After completion of this internal certificate, eligible students may register to commission with THE REGISTRY to earn the Administrator Credential. Potential Jobs for completers include administrator or program director of early childhood care and education programs.

**Certification/Licensures:** The Registry Administrator's Credential

**Related Program:** Early Childhood Education

The sequence shown is the recommended path to completion. Courses will be scheduled in the terms indicated here.  
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.  
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

### REQUIRED COURSES

NOTE: Requisites (prereq- before/ coreq-with)  
**O = Online, F=Fall, S=Spring, SU=Summer**

✓	Term One	Cr.	Prerequisite	Corequisite	O
	307-181 ECE: Child Care Operations Management	3			F
	307-182 ECE: Child Care Financial Management	3			F
	307-204 ECE: Child Care Admin. & Supervision	3			F
✓	Term Two	Cr.			
	307-184 ECE: Child Care External Environment	3			S
	307-185 ECE: Child Care Best Practices	3			S
✓	Term Three				
	307-186 ECE: Child Care Administrator Capstone	3	307-181; 307-182; 307-184; 307-185; 307-204;		SU
	<b>Total Credits</b>	<b>18</b>			

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.



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