

## Child Care Administrative Credential

18-credit Technical Certificate

### About the Certificate

Learn the roles of program administrators and directors in early childhood settings. Gain knowledge in areas such as staffing, budget development, facilities management, determining community needs, understanding laws and regulations as well as best practices and performance standards.

The program is designed for current administrators, supervisors and child care teachers from early childhood settings who want to develop a strong knowledge base of the administrative role. Upon completion, students may also apply to the Registry for the Wisconsin Professional Credential for Child Care Administrators.

Scholarships are available for students who are employed in a licensed child care center or a licensed or certified family child care program. Applicants must have the support of their employer and possess a high school diploma or GED. Scholarships for the Child Care Administrative Credential Certificate are available through the Wisconsin Early Childhood Association (WECA), 744 Williamson Street, Suite 200, Madison, WI 53703 (608.240.9880).

For more information, call 262.691.5400.

### Child Care Administrative Credential Required Courses

**307-127 Administration and Supervision** 3  
Gain an overview of the roles and responsibilities of directors, supervisors, coordinators and other administrators in early childhood programs. This is the first course required in the Child Care Administrative Credential.

Required Courses	Credits
<b>First Semester</b>	
307-127 Administration and Supervision	3
307-128 Operations Management	3
307-129 Financial Management	3
<b>Total semester credits</b>	<b>9</b>
<b>Second Semester</b>	
307-130 Early Childhood Programs and the External Environment	3
307-135 Best Practices	3
307-136 Administrative Seminar	3
<b>Total semester credits</b>	<b>9</b>
<i>A grade point of 2.0 (C) or better is required in all courses to complete the program. Curriculum is current as of catalog printing.</i>	
<i>The ability to complete a full certificate may be affected by low enrollment.</i>	

<p><b>307-128 Operations Management</b> 3 Discussion and practical applications related to scheduling, facility management, staffing, equipment acquisition and maintenance, service delivery, recordkeeping and communication. This course is required for completion of the Child Care Administrative Credential Certificate.</p>	<p>3 examination of guidelines set for licensing, credentialing of staff and national accreditations of programs, funding requirements and performance standards. This is a required course for completion of the Child Care Administrative Credential. Prerequisites: 307-127 Administration and Supervision (or concurrent)</p>
<p><b>307-129 Financial Management</b> 3 A review of principles and practices in budget planning and preparation and fiscal management, including hands-on experience with program applications. Prerequisites: 307-128 Operations Management</p>	<p><b>307-136 Administrative Seminar</b> 3 The final course in the administrative credential. Individual projects are required with the focus on the integration of program aspects in development strategic planning for change. Prerequisites: 307-127 Administration and Supervision and 307-128 Operations Management and 307-129 Financial Management and 307-130 EC Prog &amp; External Environment and 307-135 Best Practices</p>
<p><b>307-130 EC Prog &amp; External Environment</b> 3 Review early care and education programs including determination of community child care needs, marketing, laws and regulations, working with government and community agencies and political and societal issues and trends. This course is required in the Child Care Administrative Credential Certificate. Prerequisites: 307-128 Operations Management and 307-129 Financial Management</p>	<p><b>307-151 Infant &amp; Toddler Dev</b> 3 An introduction to the development, care and educations of children from birth to age two and one-half. It includes the principles of caregiving, developmentally appropriate practices, diversity issues, curriculum, guidance, observation and assessment. Both typical and atypical development is examined.</p>
<p><b>307-135 Best Practices</b> 3 Establish and maintain quality programs based on professional standards and the best available information on child growth and development. Includes a review of literature and research studies,</p>	