

The Wisconsin Child Care Administrator Credential

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

Although the credential is called the *Administrator* Credential, licensing rules require center directors in group child care centers and family child care licensees who do not provide care to children at least 50% of the center's hours of operation to complete one or more of these courses (see DCF 250 and 251 for applicable rules). 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.

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

This course reviews 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

This course focuses on establishing and maintaining quality programs based on professional standards, 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, 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. Capstone Course - 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 the Administrator Credential course sequence.