

# NEWS from the NORTH CAROLINA

## DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

### WORKFORCE EDUCATION UNIT

AUGUST 2011

### **CHANGES TO ADMINISTRATOR EDUCATION REQUIREMENTS**

#### ★ **THE ADMINISTRATOR TEST-OUT OPTION IS COMING TO AN END**

The test-out option has allowed individuals to obtain equivalency for EDU 261 and/or EDU 262 in order to meet the Administration coursework component. The Division of Child Development and Early Education **will not** be offering the test-out option in the upcoming 2011-12 state fiscal year. The test-out option will not be offered due to the lack of funding.

#### ★ **THE ADMINISTRATION COURSEWORK COMPONENT WILL NOW REQUIRE COURSEWORK HOURS TO BE COMPLETED**

Due to the Administrator test-out option no longer being available, one of the following options for completion of coursework hours will need to be met:

- o Complete both EDU 261 and EDU 262
- o Complete 6 semester credit hours in Child Care Administration
- o Complete 9 semester credit hours in Business Administration
- o Complete a combination of the above options – See examples below:
  - 3 semester credit hours in Child Care Administration and EDU 262
  - EDU 261 and 6 semester credit hours in Business Administration

#### ★ **ONLY TWO COMPONENTS NOW REQUIRED FOR QUALIFICATION AS AN ADMINISTRATOR**

Two (instead of three) components are now required for Administrator qualification based on the new requirement for completion of coursework. The 2 components are as follows: 1) completion of Administration coursework and 2) completion of coursework in Early Childhood/Child Development. Additional requirements will only need to be met if an individual tested out of Administration I and/or Administration II prior to April 1, 2011.

#### ★ **ADDITIONAL REQUIREMENTS FOR QUALIFICATION AS AN ADMINISTRATOR IF THE TEST OUT OPTION WAS COMPLETED**

Additional requirements will need to be met if the individual completed the test-out option as an equivalency to any of the Administration coursework options. These requirements are detailed below on page 2 in the "Additional Requirements" section of the "Worksheet for North Carolina Child Care Administrators".

## WORKSHEET for North Carolina Child Care Administrators *(Keep this worksheet for your records.)*

Choose the highest level that describes your current status. Under that level, check a box in each of the two required components to show how you meet it. To be eligible for the NC Early Childhood Administration Credential certificate, you must complete the requirements in the ★ boxes in the level that you have chosen. If you have met requirements by checking any of the non-star boxes in the level that you have chosen, you are eligible for an equivalency letter only. Completion of the NC School-Age Child Care Administrator requirements results in an equivalency letter; there is no certificate.

Two Required Components	Level I Options (Mandatory)	✓	Level II Options (Voluntary)	✓	Level III Options (Voluntary)	✓
<b>1. Administration Coursework</b> <i>plus</i>	EDU 261 and EDU 262 ★ or		EDU 261 and EDU 262 ★ or		EDU 261 and EDU 262 ★ or	
	6 sch in Child Care Administration or		6 sch in Child Care Administration or		6 sch in Child Care Administration or	
	9 sch in Business Administration or		9 sch in Business Administration or		9 sch in Business Administration or	
	Test Out*** (Prior to April 1, 2011)		Test Out*** (Prior to April 1, 2011)		Test Out*** (Prior to April 1, 2011)	

### \*\*\*Test Out - If you tested out of Administrator I and/or Administrator II, you may need to complete additional requirements. (Please see below)

<b>Additional Requirements (Test Out Option)</b>	Tested Out of Administration I <b>and</b> II – 6 portfolio assignments required for Level I	or	Tested Out of Administration I <b>and</b> II -12 portfolio assignments required for Level II	or	Tested Out of Administration I <b>and</b> II -18 portfolio assignments required for Level III	or	
	Tested Out of <b>either</b> Administration I or Administration II and <b>not both</b> - No portfolio assignments required for Level I	or	Tested Out of Administration I <b>only</b> - No portfolio assignments required for Level II	or	Tested Out of Administration I <b>only</b> - 6 portfolio assignments required for Level III	or	
		or	Tested Out of Administration II <b>only</b> - 6 portfolio assignments required for Level II	or	Tested Out of Administration II <b>only</b> - 12 portfolio assignments required for Level III	or	
	Documentation of 5 years experience as child care director, co-director, assistant director		Documentation of 5 years experience as child care director, co-director, assistant director		Documentation of 5 years experience as child care director, co-director, assistant director		

### Child Care Administrators (applies to child care programs serving children from birth to age 12)

<b>2. Early Childhood/ Child Development Coursework</b>	7 sch in EC/CD ★ or	or	AA/AAS degree in EC/CD ★ or	or	BA/BS degree in EC/CD ★ or	or
	NCECC or equivalent <b>and</b> child care director, co-director or assistant director for 3 years		AA/AAS degree in any major <u>with</u> 12 sch in EC/CD or		BA/BS degree in any major <u>with</u> 18 sch in EC/CD	

### School-Age Administrators (applies to child care programs ONLY serving children age 5 and older)

<b>2. Elementary Ed/ Human Growth &amp; Development Coursework</b>	7 sch in EE/HG&D or	or	AA/AAS degree in EE/HG&D or	or	BA/BS degree in EE/HG&D or	or
	NCSACCC or NCECC or equivalent <b>and</b> child care director, co-director or assistant director for 3 years		AA/AAS degree in any major <u>with</u> 12 sch in EE/HG&D or		BA/BS degree in any major <u>with</u> 18 sch in EE/HG&D	

#### KEY TO ABBREVIATIONS & TERMS

**EDU 261:** Early Childhood Admin I course taught at NC Community Colleges; **EDU 262:** Early Childhood Admin II course taught at NC Community Colleges

**NCECC:** North Carolina Early Childhood Credential; **NCSACCC:** North Carolina School-Age Child Care Credential; **NCECAC:** North Carolina Early Childhood Administration Credential

**EC/CD:** Early Childhood / Child Development; **EE/HG&D:** Elementary Education / Human Growth and Development; **sch:** semester credit hours

**AA/AAS:** Associate's Degree; **BA/BS:** Bachelor's Degree; **MA/MS:** Master's Degree

**Portfolio:** A collection of activities that demonstrate administrative skill and competency. A packet of specified portfolio assignments is completed in EDU 261/262 or independently by an applicant.