



CONNECTICUT DIRECTORS' CREDENTIAL (CDC)



A COLLABORATION AMONG

CHARTER OAK STATE COLLEGE
CONNECTICUT CHARTS-A-COURSE
CONNECTICUT DEPARTMENT OF SOCIAL SERVICES
HARTFORD AREA CHILD CARE COLLABORATIVE

WHAT IS THE CONNECTICUT DIRECTORS' CREDENTIAL?

As Connecticut continues to invest in early care and after school education programs and parents continue to seek quality care for their children, it is important that the field continue to explore and expand leadership opportunities and promote development of outcomes and competencies for directors of childcare programs. Research has tied program quality to director qualifications.

A unique collaboration among Charter Oak State College, Connecticut Charts-A-Course, Connecticut Department of Social Services, and the Hartford Area Child Care Collaborative developed the conceptual framework for the Connecticut Directors' Credential (CDC). The Connecticut Directors' Credential is a voluntary system of credentialing, at four levels of proficiency, for professionals in early care and after school education. The CDC is issued through Charter Oak State College to applicants who have successfully met requirements necessary to obtain the credential at a specific level. The Credential acknowledges that as a professional working in the early care or after school education field, you have obtained knowledge, experience, and competency in the Core Areas of Knowledge for Directors as defined below by Gwen Morgan in a chapter in *Managing Quality in Young Children's Programs – The Leader's Role*. New York: Teachers College Press (2001).

CORE AREAS OF KNOWLEDGE FOR DIRECTORS

Early care and after school education directors should be able to:

- Plan and implement developmentally appropriate care and education programs for children and families.
- Develop and maintain an effective organization.
- Plan and implement effective administrative systems to carry out program goals, mission, and objectives.
- Effectively administer a program of personnel management and staff development.
- Foster positive community relations and influence childcare policy that affects the program.
- Develop and maintain the physical facility.
- Have the legal knowledge necessary for effective management.
- Apply financial management tools.

Applicants for the Connecticut Directors' Credential are required to document this knowledge by presenting evidence of course credit, completion of approved training programs, completion of a prior learning portfolio, or any combination of these methods – in the five competency areas listed below:

Competency 1: Comprehensive course in program administration and supervision. This is required at all levels of the CT Directors' Credential. To meet this requirement, applicants may:

- Take a 3-credit course in program administration and supervision that covers the core areas of knowledge listed above. A number of 2 year and 4 year accredited colleges, including Charter Oak State College, offer this course; **or**
- Take the 45-hour course (one week) Program Administration course offered through CT Charts-a-Course.

Competency 2: Personnel management. Examples of course content in this area are: management and human behavior; personnel administration and staff development; human resource management.

Competency 3: Budget/fiscal management. Examples of course content in this area are: accounting; small business management; small business accounting; or non-profit accounting.

Competency 4: Leadership skills. Examples of course content in this area are: leadership practices; leading teams; team building; leadership and group process.

Competency 5: Community, school and family relations. Examples of course content in this area are: child, family, community and school relations; family school partnerships; public policy and family; any course on the child and the family which emphasizes the relationship between child, family, and the teacher/school. (An introductory course on the family is not acceptable).

PATHWAYS TO MEETING THE TRAINING REQUIREMENTS FOR THE CDC

Training requirements for the CDC can be met through one or more of the following pathways:

- Approved credit-based course work offered by regionally accredited colleges or universities or institutions of higher education accredited by the Board of Governors of Higher Education.
- Portfolio review by Charter Oak State College.
- Approved standardized tests (e.g., CLEP, DANTES, Pathways Exams at Charter Oak State College).

For more information on the above:

- A list of some courses at local colleges that fulfill CDC requirements is available from Charter Oak State College, or on the web at <http://www.charteroak.edu/programs/CDCApprovedCourses.pdf>.
- Information on standardized testing: <http://www.charteroak.edu/programs/CDC/SuggestedTests.cfm>.
- Information on testing schedules and how to arrange to take the test in your area is available from the Charter Oak Testing Office at 860-832-3822.
- Information on the 45-hour week-long program administrator's course is available from Connecticut Charts-A-Course on the web at <http://www.ctcharts-a-course.org>, or by phone: (800) 832-7784 ext 3908 or (203) 287-3908.
- Information on portfolio review is available from Charter Oak State College or on the web at <http://www.charteroak.edu/programs/CDC/PortAssessmentforCDC.cfm>.

EXPERIENCE REQUIREMENTS FOR THE CONNECTICUT DIRECTORS' CREDENTIAL

At each level of the Credential, applicants must document that they have the required amount of experience in supervision and administration of an early care or after school center (see definitions of different types of experience in footnotes on last page). Experience requirements for the four levels are:

- **Provisional:** at least one year of full time supervisory experience. (See note).
- **Initial:** one year of supervisory experience AND one year of supervised administrative experience.
- **Standard:** one year of supervisory experience, AND one year of supervised administrative experience, AND one additional year of administrative experience.
- **Master:** one year of supervisory experience AND one year of supervised administrative experience AND two additional years of administrative experience.

Experience may be documented with a letter from an individual such as a direct supervisor, board chair, education consultant, or accreditation facilitation project facilitator.

COSTS ASSOCIATED WITH THE CONNECTICUT DIRECTORS' CREDENTIAL

	PROVISIONAL LEVEL	INITIAL LEVEL	STANDARD LEVEL	MASTER LEVEL
Application Fee	\$60	\$60	\$60	\$60
Credentialing Fee	\$50	\$100	\$125	\$150
Renewal Due / Fee	NOT RENEWABLE	3 YEARS / \$75	3 YEARS / \$75	6 YEARS / \$100

Applications for the CDC are accepted year round: the Application Fee is valid for two years from the date of payment. During that period you are free to submit materials to complete your credentialing requirements whenever they become available. If you hold a current credential and apply for another level, you pay only the Credentialing Fee, not another application fee.

(NOTE: The Provisional Level Credential is valid until January 1, 2008, and will not be available after that date.)

For application and information, contact Carole Weisberg at Charter Oak State College: 860-832-3933
or email: cweisberg@charteroak.edu -- or visit: www.charteroak.edu/cdc

CHARTER OAK STATE COLLEGE, 55 PAUL MANAFORT DRIVE, NEW BRITAIN, CT 06053-2142

LEVEL	MINIMUM EDUCATION REQUIREMENTS*	SUPERVISORY EXPERIENCE REQUIREMENTS**	ADMINISTRATION COURSE REQUIREMENTS	RENEWAL
PROVISIONAL	CDA Credential including 12 ECE/ASE credits*	One year supervisory experience**	Three (3) credit introductory course Administration and Supervision	Non-Renewable Expires January 1, 2008
INITIAL	Associates Degree including 12 ECE/ASE credits* OR Associates Degree in ECE/ASE	One year supervisory experience** AND One year supervised administrative experience**	Nine (9) credits in Program Administration including: Three (3) credit introductory course in Administration and Supervision, Plus additional six (6) credits in <u>two</u> of the four remaining competency areas (Personnel, Budget, Leadership, or Community).	Renew every three (3) years. Requirements: 60 hours professional development OR Three (3) additional credits in Program Administration PLUS Three (3) Professional Contributions***
STANDARD	Bachelors Degree including 12 ECE/ASE credits* OR Bachelors Degree in ECE/ASE	One year supervisory experience** AND One year supervised administrative experience** AND One additional year administrative experience	Twelve (12) credits in Program Administration including: Three (3) credit introductory course in Administration and Supervision, Plus additional nine (9) credits in <u>three</u> of the four remaining competency areas (Personnel, Budget, Leadership, or Community).	Renew every three (3) years. Requirements: 60 hours professional development OR Three (3) additional credits in Program Administration PLUS Three (3) Professional Contributions***
MASTER	Masters Degree including 12 ECE/ASE credits* OR Masters Degree in ECE/ASE	One year supervisory experience** AND One year supervised administrative experience** AND Two additional years administrative experience	Fifteen (15) credits in Program Administration including: Three (3) credit introductory course in Administration and Supervision, Plus additional twelve (12) credits in <u>all</u> of the four remaining competency areas (Personnel, Budget, Leadership, and Community).	Renew every three (3) years. Requirements: 120 hours professional development OR Six (6) additional credits in Program Administration PLUS Six (6) Professional Contributions***

ECE =Early Childhood Education ASE = After School Education (School-Age/Youth Care)

MINIMUM EDUCATIONAL REQUIREMENTS*

All coursework and degrees **MUST** be from a regionally accredited college or university or an institution of higher education accredited by the Board of Governors of Higher Education.

Early Childhood Focus: Three ECE credits **MUST** be any one of the following: Early Childhood Education areas: Child Development, Child Psychology or Developmental Psychology **AND** three of these credits **MUST** be an Introduction to ECE course (for a total of 6 credits)

After School/School-Age/Youth Focus: Three ASE credits **MUST** be in any one of the following: Child and Adolescent Development, Child and Adolescent Psychology, Developmental Psychology through Adolescence **AND** Intro to ASE/School-Age (for a total of 6 credits).

Early Childhood Majors include Early Childhood Education; Child Studies; Child Development; Human Development and Family Studies; Elementary Education with a concentration in Early Childhood Education; Special Education with a concentration in Early Childhood Education;

After School/School-Age/Youth Development Majors include Child Studies; Youth Studies; Child and Youth Development; Recreation; Human Development and Family Studies; Family Social Sciences; Early Childhood Education; After School Education; School-Age Care.

SUPERVISORY EXPERIENCE**

- Supervisory experience refers to a situation in which the individual has been directly supervised and/or mentored in a leadership role. Examples of people who can provide this supervision are a direct supervisor or mentor.
- Supervised administrative experience refers to the direct responsibility for staff supervision and/or program management. Examples of who provides this information include a direct supervisor, board chairperson, education consultant, accreditation facilitation project facilitator.
- Additional Administrative Experience refers to additional years as a program director.

PROFESSIONAL CONTRIBUTIONS***

- Professional Contributions may be documented by (but not limited to) any of the following: presenting workshops at professional conferences; writing articles or editorials; work on committees; presenting parent workshops; advocacy work; NAEYC validator; Child Development Associate advisor; College instructor or cooperating teacher; leadership role in a professional organization; mentoring other professionals; CT Charts-A-Course approved trainer; National AfterSchool Association (NAA) Endorser; Head Start Review Team member; portfolio assessor.