

# Connecticut Director's Credential (CDC)

A Collaboration Among: Charter Oak State College, Connecticut Charts-A-Course,  
Connecticut Department Of Social Services, Hartford Area Child Care Collaborative



**Expanding leadership opportunities and competencies  
for directors of programs for children and youth**

## What is the Connecticut Director's Credential?

The Connecticut Director's Credential (CDC) was created through a unique collaboration among Charter Oak State College, Connecticut Charters-A-Course, the Connecticut Department of Social Services, and the Hartford Area Child Care Collaborative. The CDC is a voluntary system of credentialing, at three 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 in a chapter authored by Gwen Morgan in *Managing Quality in Young Children's Programs – The Leader's Role*. New York: Teachers College Press, 2001).

The Connecticut Director's Credential has been approved by the National Association for the Education of Young Children (NAEYC) and meets the maximum points for relevant training and credentials for Program Administrators.

**The Connecticut Director's Credential is approved by the Connecticut Board of Regents for Higher Education.**

## 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.

The core areas of knowledge for directors are incorporated into five competency areas. Applicants for the CDC are required to document their knowledge in these competency areas by presenting evidence of college credit through completion of relevant course work or passing standardized exams, or completion of a non-credit prior learning portfolio, or any combination of these methods. The competency areas are:

**Competency 1: Administration and Supervision – comprehensive overview course covering core areas of knowledge in program administration.** This is required at all levels of the CDC. A number of 2 year and 4 year accredited colleges, including Charter Oak State College offers this course in program administration and supervision. CT Charters-A-Course also offers this course in a 45 hour (one week) format in partnership with local community colleges in Connecticut.

**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; 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).

CDC applicants should be in the Connecticut Charters-A-Course registry. Register on line at [www.ccacregistry.org](http://www.ccacregistry.org).



## Pathways to Meeting the Education Requirements for the Connecticut Director’s Credential

Education 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).
- Non-collegiate programs approved for credit by Charter Oak State College.

For more information on the above, visit [www.charteroak.edu/cdc](http://www.charteroak.edu/cdc):

- A list of some courses at local colleges that fulfill CDC requirements is available from Charter Oak State College on the Web at [www.charteroak.edu/cdc](http://www.charteroak.edu/cdc).
- Information on testing schedules and how to arrange to take the test in your area is available from the Charter Oak Testing Office at 860-515-3822.
- Information on program administrator’s courses available from Connecticut Charts-A-Course can be found at [www.ctcharts.org](http://www.ctcharts.org).
- Information on portfolio review is available from Charter Oak State College on the Web at [www.charteroak.edu/cdc](http://www.charteroak.edu/cdc).

## Experience Requirements for the Connecticut Director’s 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 at each level are:

- **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 Director’s Credential

	Initial Level	Standard Level	Master Level
<b>Application Fee</b>	\$75	\$75	\$75
<b>Credentialing Fee</b>	\$107	\$134	\$161
<b>Renewal Due / Fee</b>	3 years / \$80	3 years / \$80	6 years / \$107

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.

For application and information, contact Maureen Hogan at Charter Oak State College: 860-515-3882; email: [mhogan@charteroak.edu](mailto:mhogan@charteroak.edu); visit: [www.charteroak.edu/cdc](http://www.charteroak.edu/cdc).

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LEVEL	MINIMUM EDUCATION REQUIREMENTS	SUPERVISORY EXPERIENCE REQUIREMENTS	ADMINISTRATIVE REQUIREMENTS	RENEWAL
<b>INITIAL</b>	Associates Degree including 12 ECE /ASE credits † <b>OR</b> Associates Degree in ECE /ASE ‡	One year supervisory experience ■ <b>AND</b> One year supervised administrative experience ♣	9 credits in Program Administration including: 3 credit introductory course in Administration and Supervision <b>PLUS</b> 6 credits in two of the four remaining competency areas (Personnel, Budget, Leadership or Community).	Renew every 3 years. Requirements: 60 hours professional development <b>OR</b> 3 additional credits in Program Administration <b>PLUS</b> 3 Professional Contributions ♥
<b>STANDARD</b>	Bachelors Degree including 12 ECE /ASE credits † <b>OR</b> Bachelors Degree in ECE /ASE ‡	One year supervisory experience ■ <b>AND</b> One year supervised administrative experience ♣ <b>AND</b> One additional year administrative experience ♣	12 credits in Program Administration including: 3 credit introductory course in Administration and Supervision <b>PLUS</b> 9 credits in three of the four remaining competency areas (Personnel, Budget, Leadership or Community).	Renew every 3 years. Requirements: 60 hours professional development <b>OR</b> 3 additional credits in Program Administration <b>PLUS</b> 3 Professional Contributions ♥
<b>MASTER</b>	Masters Degree including 12 ECE /ASE credits † <b>OR</b> Masters Degree in ECE /ASE ‡	One year supervisory experience ■ <b>AND</b> One year supervised administrative experience ♣ <b>AND</b> Two additional years administrative experience ♣	15 credits in Program Administration including: 3 credit introductory course in Administration and Supervision <b>PLUS</b> 12 credits in all of the four remaining competency areas (Personnel, Budget, Leadership, or Community).	Renew every 6 years. Requirements: 120 hours professional development <b>OR</b> 6 additional credits in Program Administration <b>PLUS</b> 6 Professional Contributions ♥

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

#### Minimal Education Requirements:

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

- † Three of these credits MUST be in any one of the following Early Childhood Education areas: Child Development (birth to age eight), Child Psychology (birth to age eight), or Developmental Psychology (birth to age eight), AND three of these credits MUST be in Introduction to Early Childhood Education (for a total of 6 required credits) OR After School Education: Child Development (age five to adolescence), Child Psychology (age five to adolescence), Developmental Psychology (age five to adolescence), AND Introduction to After School Education or equivalent (for a total of 6 required credits).
- ‡ Early Childhood Education majors include Early Childhood Education, Child Studies, Child Development, Human Development and Family Relations, Elementary Education with a concentration in Early Childhood Education, Special Education with a concentration in Early Childhood Education, or Home Economics/Child Development.
- ◆ After School Education applies ONLY to After School Education professionals. As defined by the National After School Association (NAA), After School Education majors include Early Childhood Education, Special Education, Youth Studies, Child Development, Recreation, Family Social Sciences and Elementary Education.

#### Supervisory Experience Requirements:

- 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 people who can provide this information include a direct supervisor, board chairperson, education consultant, AFP 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 parenting workshops; advocacy work; NAEYC validator; CDA advisor; College instructor/cooperating teacher; leadership role in a professional organization; mentoring other early childhood professionals; CCAC approved trainer; COA/NAA endorser, Head Start Review Team; portfolio assessor.