

Minimum Requirements for acceptance of Administrator Credentials

Agency offering the credential must have the following guidelines in place:

A system whereby a staff member who is not an instructor verifies education and experience qualifications for instructors.**

○ **Qualifications should meet or exceed the following minimum requirements:**

- Bachelor's degree in Early Childhood/Child Development or Business Administration or closely related degree from an accredited college or university
- At least 5 years' experience as an administrator in an early care and education program
- At least 2 years' experience teaching adult learners
- Evidence of ongoing connection to the field of early care and education (e.g.—active participation in an early childhood professional organization, current operation of a child care program, adjunct faculty at a university, active trainer of early childhood program administrators)
- 15 clock hours of training in adult learning principles
- Recommendations from colleagues
- Agency offering the credential requires trainers to obtain on-going continuing education in business/management topic

****If no such system is in place, instructors must be Pathways approved.**

Logistical Requirements should meet the following criteria:

- Training should be a minimum of forty five contact hours, of which a maximum of 5 hours can be based on homework or outside relevant experience assessed by the instructor. Forty hours must be face-to-face instructional hours.
- Instructional hours should not exceed an average of 8 hours per day.
- Formal written assessment (available for review upon request) which covers all content areas below
- At least 20 hours of professional development in business/management is required for renewal of credential

Content area should include (but not be limited to) the following:

- Fiscal and Legal Management (budgeting, personnel cost allocation, taxes, insurance, regulatory agencies)
- Human Resource Management (staffing, policies, supervision, scheduling, handbooks, professional development, employment, recruiting, evaluating, social media)
- Arranging and oversight of Related Services (food service, janitorial/custodial, maintenance, special needs support, elective activities)
- Marketing and professionalism (ethics, family partnerships, customer service, community relations, social media, advocacy)
- Educational programming and evaluations

Pathways Administrative Credential Scholarships may be awarded under the following conditions:

- The forty hours of face-to-face instructional time leading to the credential must be offered within the state of Louisiana. Credential Scholarships will not be offered for on-line administrator credentials.
- Instructor for the training must have a Master's Degree in Early Childhood/Child Development or Business Administration or closely related degree from an accredited college or university.
- The candidate must master the requirements of the credential including attendance and successful completion of the assessment process.
- Maximum award amount for Credential scholarship is \$500.

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