



Application for a Certificate for Step 1 or Step 2
of the Vermont Early Childhood and Afterschool Program Director Credential

Name _____ BFIS Quality Case ID*: _____

Mailing Address _____

Email _____ Phone _____

Current name of place of employment _____

Number of children in program Age range of children Number of staff _____

Is this program accredited? (Specify type: NAEYC, NAFCC, Level of STARS, NAA) _____

Current position title _____

Describe your responsibilities _____

Length of time in current position _____

Are you applying for a Step 1 or a Step 2 certificate? _____

Please attach college transcripts that show successful completion of every course in that step, or its close equivalent. The following checklist is your guide; check off or name the courses listed in the transcripts you are providing. It is acceptable to provide copies of Certificates of Completion from the Vermont Child Care Apprenticeship Program instead of college transcripts.

If you have not taken the exact courses named below, a committee evaluates the specified course(s) you have completed for equivalency based on the information you provide. Provide information about the course for which you are seeking equivalency, including the course description, the objectives, and if available, the syllabus. After all information about the course equivalency is reviewed, all decisions of the review committee are final.

STEP ONE	STEP TWO
<input type="checkbox"/> Child Development (3 credits) Or equivalent: _____	<input type="checkbox"/> Leadership, Mentoring, and Supervision for Early Education Practitioners (3 credits) Or equivalent: _____
<input type="checkbox"/> Curriculum Development (3 credits) Or equivalent: _____	<input type="checkbox"/> Legal and Financial Issues in Early Childhood and Afterschool Programs (3 credits) Or equivalent: _____
<input type="checkbox"/> Program Management (3 credits) Or equivalent: _____	<input type="checkbox"/> Human Resources Management (3 credits) Or equivalent: _____

* *BFIS Quality Case ID: When you join the Bright Futures Information System (BFIS) on-line as an early childhood professional at www.bfishelp.org, you are assigned a Quality Case ID. The BFIS provides you free access to a system that tracks your professional development for you when you provide your BFIS Quality Case ID.*

Is your current place of employment named in this application in good regulatory standing with the Child Development Division (CDD), and have any outstanding violations been corrected? This means that within one year to the date of this application, all regulatory issues are corrected, and no "Parental Notification Letter/s" have been mailed, and the program does not have a pattern of repeated regulatory violations with the CDD.

Yes No

With your signature, you attest to the truth and accuracy of the information provided in this application.

Signature _____

Date _____

Please send these materials to

Vermont Northern Lights Career Development Center
CCV Springfield, 307 South Rd.
Springfield, VT 05156
Attn. Maureen Young-McCarthy
(802) 885-8374

See you in the next step of the Vermont Early Childhood and Afterschool Program Director Credential!

For office use only:

Receipt confirmed on date: _____

Decision/ certificate issued on date: _____

Other notes for follow-up



Course Descriptions for the Vermont Early Childhood and Afterschool Program Director Credential

A director or administrator of an early childhood or afterschool program has complex responsibilities that require a wide range of knowledge and skills. While many skills can be gained from experience and prior knowledge, ongoing professional development supports a director's ability to adapt to the ever-changing field.

The Vermont Early Childhood and Afterschool Program Director Credential is intended for both center-based and family child care settings. The credential offers a three-step sequence of college courses for directors or administrators in the field, and for those aspiring to these roles. Participants will have the opportunity to implement new learning in their professional settings and to develop collegiality with peers from across the state. For NAEYC Early Childhood Program Accreditation, individuals who hold this Credential will qualify for the maximum number of points for relevant training and credentials, one of three categories included in the alternative pathways to achieving educational qualifications of a program administrator.

The three steps and corresponding courses (21 total credits) include:

Step 1:

- Child Development- 3 credits

A study of child development. The course emphasizes physical, emotional, social, and cognitive growth of the child from conception to preadolescence. Developmental theories and their practical applications will be examined. (PSY-2010 at the Vermont State Colleges)

- Curriculum Development for Early Childhood Education- 3 credits

In this course, learners develop an understanding of the philosophical principles, societal expectations, and practical demands of building curriculum for early childhood education. Emphasis is on developing a child-centered, integrated, and developmentally appropriate curriculum for the early years from infancy to age 8. A variety of curricular approaches will be modeled and assessed. (EDU-2045 at the Vermont State Colleges)

- Program Management for Early Childhood Education- 3 credits

The course is designed to provide an overview of the role and responsibilities of the early childhood program administrator. Topics will include philosophy and design, personnel and resource management, and legal and financial considerations. Students will develop skills and identify resources to better prepare themselves for meeting the challenges faced by early childhood administrators. (EDU-2042 at the Vermont State Colleges)

Step 2:

- Leadership, Mentoring, and Supervision for Early Education Practitioners- 3 credits

This course focuses on the development of leadership and mentoring by practitioners in early education settings. It provides a basic understanding of leadership and group dynamics theory including goal setting, decision-making, problem-solving, delegation, motivation, and performance evaluation. Students will develop a personal philosophy of leadership and become familiar with strategies for mentoring early childhood education professionals. (EDU-2041 at the Vermont State Colleges)

- Legal and Financial Issues in Early Childhood and Afterschool Programs- 3 credits

This course is designed for experienced early childhood and afterschool professionals who are seeking to become credentialed child care program directors. The purpose is to contribute to the quality and stability of child care settings by informing child care program directors about many financial and legal issues that are

pertinent to successful child care program management. The legal section of the course will refresh the learner's understanding of the American legal system and develop the learner's understanding of specific laws which affect the provision of child care. The financial section of the course will provide the learner with a basic understanding of financial management for child care programs. (Offered through arrangement with Union Institute and University)

- Human Resources Management- 3 credits

In this course, early childhood program director credential candidates will join with students from many different fields. This course examines the critical issues and the strategic questions that must be considered when managing diverse groups of people in today's workplace. Topics include: selecting, training, and evaluating personnel; compensation; health and safety; bargaining units; motivation; morale; and human relations. (BUS-2410 at the Vermont State Colleges)

Step 3:

- Culminating Seminar- 3 credits

The three-credit Culminating Seminar is participant-driven and provides a forum for participants to discuss contemporary issues as they relate to their course work and experiences through Steps 1 and 2.

Many of these courses are currently provided by the Vermont Child Care Industry and Careers Council and the Child Development Division through the Community College of Vermont, or Union Institute and University. However, a participant can "transfer in" equivalent higher education courses from other institutions.

If you have participated in some of the courses above, you may be eligible to receive a certificate acknowledging your work by completing the application for a certificate and sending your transcripts.

For other information regarding this series of courses, please contact Kate Giusti (vtnlight@ccv.edu or 802.241.1543) for more information.