

Program Director Licensing Requirements - Center Based Childcare and Preschool Programs

Common Courses that help Program Directors meet Licensing Requirements

The complete childcare licensing regulations can be found here: <http://dcf.vermont.gov/cdd/laws-regs>

13 to 59 children	60 or more children
<p>Regulation 7.3.1.3 Program Director Step 1 cert. OR: Successful completion of a three (3) college credit course in <u>program management</u> for early care and education or school age care and education, <i>OR</i> in <u>staff supervision</u> related to early care and education for children, AND a three (3) college credit course in <u>curriculum</u>.</p>	<p>Regulation 7.3.1.4 Program Director Step 2 cert. OR: Successful completion of a three (3) college credit course in <u>curriculum</u>, AND an additional nine (9) college credits in <u>program management</u>, <u>administration</u> or in <u>human resource management</u>.</p>
<p>Regulation 7.3.1.5: The program director of a CBCCPP licensed for thirteen (13) or more children shall complete within one (1) year of employment start date a three (3) college credit course in managing an early care and education program that includes budgeting and financial management, approved by the Division; or the licensee shall employ a business manager as in the rule 7.6.1 of these regulations.</p>	
<p>*EXAMPLES of common courses - this is not a complete list:</p>	
<p><u>Program Management:</u></p> <ul style="list-style-type: none"> • Management for Early Childhood Education & Afterschool Programs • Small Business Management • Non-Profit Management • Introduction to Business • Principles of Management <p><u>Administration:</u></p> <ul style="list-style-type: none"> • Non-Profit Management • School administration (coursework or practicum required to be a school principal) • Leadership, Mentoring and Supervision in early childhood and afterschool programs • Organizational Behavior Management • Project Management <p><u>Human Resource Management:</u></p> <ul style="list-style-type: none"> • Human Resource Management <p><u>Management (rule 7.3.1.5):</u></p> <ul style="list-style-type: none"> • Legal and Financial Issues in Early Childcare and Afterschool Settings • Administrative coursework for principals including legal and financial issues 	<p><u>Staff Supervision:</u></p> <ul style="list-style-type: none"> • Leadership Mentoring and Supervision for early childhood and afterschool professionals • Introduction to Supervision • Principles of Supervision • Supervision <p><u>Curriculum:</u></p> <ul style="list-style-type: none"> • Curriculum Development for Early Childhood Education • Fostering Creative Learning for Children • Introduction to Early Intervention • Introduction to Afterschool Education • Teaching Methods for Literacy Development (or Math, Science, etc.) • Management of the Classroom <p><i>Approved curricula courses includes instructional strategies/methods.</i></p>

See the Professional Development tab of your BFIS Quality and Credential Account for a list of your verified courses. Courses may be coded as follows: CD = Child Development, PM = Program Management, CU = Curriculum, AD = Administration, HR = Human Resources, SS = Staff Supervision, MA = Management.

*For information about transcript review, verifying courses, or the Program Director Credential, contact Northern Lights Career Development Center: <http://northernlightscdc.org/about-vnl/contact-us/>

