

NORTH CAROLINA EARLY CHILDHOOD ADMINISTRATION CREDENTIAL (NCECAC)

This credential is awarded at **three levels** and consists of **three required components***:

1. **Child Care Administration coursework** (EDU 261 & 262 – five or six** semester credit hours in the North Carolina Community College System) Levels I, II, and III all have the same requirement in this component.
 - Child Care Administration I (EDU 261) – a survey course that focuses on basic knowledge and skills needed to administer a child care program:
 - Program Framework
 - Rules and Regulations
 - Personnel
 - Financial Management
 - Child Care Administration II (EDU 262) – a comprehensive course of study which includes advanced content on administration of a child care program:
 - Resources for Centers and Families
 - Early Childhood Curriculum
 - Program Assessment
 - Advocacy and Leadership

** *EDU 261 is being transitioned from a two semester hour course to three hours.*

2. **Early Childhood/Child Development coursework**
 - Level I: at least seven semester credit hours
 - Level II: Associate's degree in the field
 - Level III: Bachelor's degree in the field
3. **Portfolio*** demonstrating administrative competencies**
 - Level I: completion of six portfolio assignments
 - Level II: completion of twelve portfolio assignments
 - Level III: completion of eighteen portfolio assignments

****a packet of specified assignments completed in EDU 261 & 262*

* Each **required component** of the credential has one or more **equivalency options**. These are outlined on the attached grid (**Instructions for North Carolina Child Care Administrators** adapted from the application form that child care administrators of licensed facilities must submit to the NC Division of Child Development).

Meeting any or all of the three components through the equivalency options will result in an administration equivalency instead of the credential.

The North Carolina Child Care Administration Credential and Equivalency (Levels I, II and III) have equal weight in North Carolina's tiered Star Rated License System.

INSTRUCTIONS for North Carolina Child Care Administrators (adapted from application: **NC Child Care Education & Equivalency Form**)

Choose the highest level that describes your current status. Under that level, check a box in each of the three required components to show how you meet it. To be eligible for the NC Early Childhood Administration Credential certificate, you must complete the requirements in the ***** boxes in the level that you have chosen. If you have met requirements by checking any of the non-star boxes in the level that you have chosen, you are eligible for an equivalency letter only. Completion of the NC School-Age Child Care Administrator requirements results in an equivalency letter; there is no certificate.

SECTION D-2 Child Care Administrators Only						
Three Required Components	Level I Options (Mandatory)	✓	Level II Options (Voluntary)	✓	Level III Options (Voluntary)	✓
1. Administration Coursework <i>plus</i>	EDU 261 and EDU 262 * or		EDU 261 and EDU 262 * or		EDU 261 and EDU 262 * or	
	Test out or		Test out or		Test out or	
	6 sch in Child Care Administration or		6 sch in Child Care Administration or		6 sch in Child Care Administration or	
	9 sch in Business Administration		9 sch in Business Administration		9 sch in Business Administration	
2. Early Childhood / Child Development Coursework <i>plus</i>	7 sch in EC/CD * or		AA/AAS degree in EC/CD * or		BA/BS degree in EC/CD * or	
	Director for 3 yrs and NCECC or equivalent (attach explanation)		AA/AAS degree in any major <u>with</u> 12 sch in EC/CD or Currently enrolled in BA/BS, 60 sch completed <u>with</u> 12 sch in EC/CD		BA/BS degree in any major <u>with</u> 18 sch in EC/CD	
3. Portfolio completed in EDU 261/262 courses or independently	Level I Portfolio of 6 specified assignments * or		Level II Portfolio of 12 specified assignments * or		Level III Portfolio of 18 specified assignments * or	
	Level I Portfolio waived if Director for 5 years (attach detailed explanation)		Level II Portfolio waived if Director for 5 years (attach detailed explanation)		Level III Portfolio waived if Director for 5 years (attach detailed explanation)	

SECTION D-3 School Age Administrators Only (applies to child care programs ONLY serving children age 5 and older)						
Three Required Components	Level I Options (Mandatory)	✓	Level II Options (Voluntary)	✓	Level III Options (Voluntary)	✓
1. Administration Coursework <i>plus</i>	EDU 261 and EDU 262 or		EDU 261 and EDU 262 or		EDU 261 and EDU 262 or	
	Test out or		Test out or		Test out or	
	6 sch in Child Care Administration or		6 sch in Child Care Administration or		6 sch in Child Care Administration or	
	9 sch in Business Administration		9 sch in Business Administration		9 sch in Business Administration	
2. Elementary Ed/ Human Growth & Development Coursework <i>plus</i>	7 sch in EE/HG&D or		AA/AAS degree in EE/HG&D or		BA/BS degree in EE/HG&D or	
	Director for 3 yrs and NCECC or equivalent (attach explanation)		AA/AAS degree in any major <u>with</u> 12 sch in EE/HG&D		BA/BS degree in any major <u>with</u> 18 sch in EE/HG&D	
3. Portfolio completed in EDU 261/262 courses or independently	Level I Portfolio of 6 specified assignments or		Level II Portfolio of 12 specified assignments or		Level III Portfolio of 18 specified assignments or	
	Level I Portfolio waived if Director for 5 years (attach detailed explanation)		Level II Portfolio waived if Director for 5 years (attach detailed explanation)		Level III Portfolio waived if Director for 5 years (attach detailed explanation)	

KEY TO ABBREVIATIONS & TERMS

EDU 261: Early Childhood Admin course taught at NC Community Colleges

NCECC: North Carolina Early Childhood Credential

EC/CD: Early Childhood / Child Development

AA/AAS: Associate's Degree

BA/BS: Bachelor's Degree

MA/MS: Master's Degree

sch: semester credit hours

EDU 262: Early Childhood Admin course taught at NC Community Colleges

NCECAC: North Carolina Early Childhood Administration Credential

EE/HG&D: Elementary Education / Human Growth and Development

Portfolio: a collection of activities that demonstrate administrative skill and competency. A packet of specified portfolio assignments is completed in EDU 261/262 or independently by an applicant.