

The **Louisiana Pathways Child Care Career Development System Administrator Certificate** recognizes you as a professional in early childhood. Receiving the Administrator Certificate helps you to have the skills and knowledge to operate a quality early childhood program.

When child care centers fail, it is often because the administrator does not have the necessary skills to budget, supervise staff, and manage the many other tasks involved in running a highly regulated business. Receiving such training will help you be sure that you are prepared for the daily activities required of a child care center director.

Major objectives for the Administrator Certification System are:

- ◆ To provide the specialized training that directors want and need;
- ◆ To encourage aspiring directors to get training prior to seeking a director position;
- ◆ To facilitate caregivers' ability to apply what they learn in their training by addressing the needs of directors who want help in supporting caregiver efforts;
- ◆ To assist administrators in designing staffing patterns and financial incentives to create opportunities for promotion, for increased responsibilities, and for financial benefits.

Here is the administrative training you will need to receive the **Administrator Certificate**.

	Category of Training	Hours
ADM 1	Regulations (Licensing, health, fire, and other)	6
ADM 2	Financial Management (Budgeting, cash flow, purchasing, taxes, and collections)	15
ADM 3	Program Management (Hiring, training, supervising, terminating employment, creating job descriptions, evaluating processes, creating an employee handbook, staffing patterns, establishing rewards and recognition strategies)	15
ADM 4	Food Service (Menu preparation, portion control and serving sizes, purchasing and inventory, sanitation, Child and Adult Care Food Program and/or licensing regulations)	15
ADM 5	Marketing, Professionalism, and Image (Maintaining full enrollment, working with families, creating an image in the community, telephone issues, networking, etiquette, customer service, ethics, legal issues, and advocacy)	12
ADM 6	Other (For example: quality programs, facility design and equipment, working with boards, shared space, and multi-site centers)	12
	Total	75

Administrator Track for Louisiana Pathways Child Care Career Development System

Child Care Career Ladder Titles	Training and Education Requirements	Experience Requirements	Professional Activity Requirements
Assistant Director I	annual training as required by Licensing Minimum Standard	none	encouraged to participate in an early childhood professional organization
Assistant Director II	60 clock hours in approved core knowledge (CDA) subject areas including 6 hours in regulations	minimum 6 months	encouraged to participate in an early childhood professional organization
Assistant Director III	90 clock hours in approved core knowledge (CDA) subject areas including 15 hours in approved Administrative Training Categories	minimum 1 year	encouraged to participate in an early childhood professional organization
Director	as required by Licensing Minimum Standards	as required by licensing	encouraged to participate in an early childhood professional organization
Director I	CDA Credential or approved early childhood diploma and 30 clock hrs. in approved Administrative Training Categories or related associate degree or 30 hours toward associate degree with 4 college courses in early childhood or child development	minimum 1 year	membership in an early childhood professional organization
Director II	CDA Credential or approved early childhood diploma and 45 clock hrs. in approved Administrative Training Categories or National Administrative Credential or associate degree in early childhood or child development or related associate degree with 4 college courses in early childhood or child development or related bachelor degree with 3 college courses in early childhood or child development	minimum 18 months	membership in an early childhood professional organization and service to the profession such as: serving on a board or committee, presenting at a conference, participating as a CDA advisor or mentor, attendance at a conference or professional event
Director III Administrator Certificate To receive an Administrator Certificate you must have 75 clock hours of instruction in approved Administrative Training Categories 2 college courses in approved administration can be substituted for the Administrator Certificate	CDA Credential or approved early childhood diploma and Administrator Certificate or associate degree in child development or early childhood and Administrator Certificate or bachelor degree in early childhood or child development of which 3 college courses focus on infants and toddlers and Administrator Certificate or related bachelor degree with 6 college courses in early childhood or child development of which 3 courses focus on infants and toddlers and Administrator Certificate	minimum 2 years	membership in an early childhood professional organization and service to the profession such as: serving on a board or committee, presenting at a conference, participating as a CDA mentor or advisor, attendance at a conference or professional event
Director IV	master's degree in early childhood, child development or early childhood administration of which 3 courses focus on infants and toddlers and Administrator Certificate or related master's degree with 8 college courses in early childhood or child development of which 3 courses focus on infants and toddlers and Administrator Certificate	minimum 2 years	membership in an early childhood professional organization and service to the profession such as: serving on a board or committee, presenting at a conference, participating as a CDA mentor or advisor, attendance at a conference or professional event