

Ohio Administrator Credential

The Administrator Credential is based upon the Ohio Core Knowledge and Competencies (CKC) Framework for Program Administrators (developed by the Ohio Professional Development Network). The credential is inclusive of the knowledge, skills, and competencies identified in the CKC as best practice.

<p>Credential Level I —applicant must also meet minimum licensing requirements as indicated by the program’s licensing authority</p>		
<p>Ohio’s Successful Leadership Series for Program Administrators</p> <ol style="list-style-type: none"> 1. 60 hours total 2. 10 hours Core Training: <i>Taking the Lead: Administrator Core Knowledge and Competencies</i> 3. Completion of the CKC Self-Assessment and used to determine personal areas for development <ul style="list-style-type: none"> ➤ 2 Areas of Practice chosen by participant based on areas of need identified in the CKC Self-Assessment (40 hours seat time, 10 additional work) from: <i>Leading and Succeeding: Ohio’s Program Administrator CKC</i> 		
<p>Credential Level II (3 Options) – applicant must also meet minimum licensing requirements as indicated by the program’s licensing authority in addition to one of the following options*</p>		
<p>Option 1: Ohio’s Successful Leadership Series for Program Administrators 145 hours (60 hours from Level 1 plus an additional 85 hours for Level 2)</p> <ul style="list-style-type: none"> • 10 hour core training: <i>Taking the Lead: Administrator Core Knowledge and Competencies</i> • 5 Areas of Practice (100 hours seat time, 25 hours additional work)** • Completion of the CKC Self-Assessment and used to determine personal areas for development • 10 hours approved electives (Ohio Approved {OA} training hours) 	<p>Option 2: Aim 4 Excellence 144 hours</p> <ul style="list-style-type: none"> • Module 1: Leading the Way • Module 2: Recruiting, Selecting, and Orienting Staff • Module 3: Promoting Peak Performance • Module 4: Managing Program Operations • Module 5: Building a Sound Business Strategy • Module 6: Planning Indoor and Outdoor Environments • Module 7: Supporting Children’s Development and Learning • Module 8: Creating Partnerships with Families • Module 9: Evaluating Program Quality http://aim4excellence.nl.edu/ <ul style="list-style-type: none"> ➤ Professionals must enter the awarded Aim 4 Excellence Credential and submit documentation • Completion of the CKC Self-Assessment and used to determine personal areas for development 	<p>Option 3: College Coursework 9 Semester Hours</p> <p>3 semester classes of college coursework (minimum of 3 credit hours each) in each of the following:</p> <ul style="list-style-type: none"> • Leadership/Advocacy • ECE Organization & Administration • Small Business Management <ul style="list-style-type: none"> ➤ Will be posted in related coursework (verified from the approved list generated by the 2 Year Coalition) • Completion of the CKC Self-Assessment and used to determine personal areas for development
<p>Credential Level III</p>		
<p>Any option from Credential Level II PLUS an associate degree or higher in early childhood education or closely related field.</p>		
<p>Credential Renewal (all levels) – to be renewed every two years</p>		
<p>Level I Requirements for Level I renewal include 25 hours of Level II training, either an Area of Practice (must complete the entire 25 hours) or 25 hours from the Level II approved electives within a two year period.</p> <p>Levels II and III Requirements for Levels II and III renewal include 20 hours of specialized training within a two-year period.</p>		

** Administrator Credential programs not from Ohio that have been completed or renewed within the last five (5) years may be considered for substitution at a Credential Level II on an individual basis with proper documentation if:*

- 1) the credential is posted on the approved list for accreditation by the National Association for the Education of Young Children (NAEYC) and*
- 2) aligned to the Ohio Administrator CKC and*
- 3) an Ohio Administrator CKC Self-Assessment has been completed*

There will be an assessment processing fee for Administrator Credential substitution of \$50.00 to be charged whether or not the credential is accepted.

***Prior professional development in leadership/management within the last five (5) years may be accepted for up to 10 hours as an elective for Administrator Credential Level II; approval dependent upon documentation provided for verification. Processing fee for administrative costs apply.*

Fees for the initial application include:

- Initial application fee of \$25.00
- Initial application fee of \$50.00 for an Administrator Credential from another state
- Additional fee of \$15.00 for consideration of leadership training for Level II elective consideration
- \$15.00 renewal fee, all levels

Ohio's Administrator Credential is worth the following points in Ohio's Career Pathways:

Level I: 10 points

Levels II and III: 20 points