

ADMINISTRATOR CREDENTIAL

CERTIFICATE IN CHILD CARE ADMINISTRATION



You wear many hats as you build and manage quality programs that allow children to thrive, so unlock your full potential. This six-course, 18-credit series provides practical information on day-to-day operations and management skills that can be immediately applied to your work. Each course takes a deep dive into different aspects of program oversight and business practices, such as hiring the right staff, implementing solid systems, marketing for success, budgeting for quality and sustainability, and keeping current on best practices for children and families.

Who should attend

Individuals who work as early childhood administrators/directors. Those who teach and are interested in becoming administrators/directors. And those individuals preparing to open an early childhood program.

Course attributes

- Available independently or as part of the Credential/Certificate
- Offered in blended and online formats
- Available for undergraduate or graduate credit
- Credits can be applied to specific UWM bachelor's and master's degree programs

How to earn the Certificate/Credential

Earn the Certificate by successfully completing all six Child Care Administration courses at UWM. Courses must be completed within 18 months for T.E.A.C.H. scholarship recipients. Upon completion, Wisconsin residents are eligible to commission for the credential awarded by the WI Registry.

REQUIRED COURSES

Course Title and UWM Campus Prefix/Course No.	2020 Availability	Format
AC #1: Administration & Supervision in Early Childhood Programs – AD LDSP 581	Spring, Fall	Online, Blended
AC #2: Operations Management in Early Childhood Programs – AD LDSP/ED POL 582	Spring	Online, Blended
AC #3: Financial Management & Planning in Early Childhood Programs – AD LDSP 583	Spring, Summer	Online, Blended
AC #4: Early Childhood Programs & the External Environment – ED POL 584	Summer, Fall	Online, Blended
AC #5: Best Program Practices for Children & Families in Early Childhood – CURRINS 585	Spring, Fall	Online, Blended
AC #6: Leadership in Early Childhood Programs – Capstone – AD LDSP 586	Spring, Summer, Fall	Online, Blended

It is recommended, but not required, that courses be taken in sequential order. Successful completion of the first five courses are prerequisites for the capstone course.

JL-34-18-M

COURSE DESCRIPTIONS/DETAILS

AD LDSP 581: Administration & Supervision in Early Childhood Programs

Focuses on the critical role of the administrator in achieving quality for children and their families within an organization. The structure and style of the organization as it pursues its mission and goals and as it develops its own vision of excellence are explored. Examines essential role relationships for administrators, and identifies the different stakeholder groups with which administrators work including the staff, boards or owners where applicable, parents, funding sources and the community.

AD LDSP 582: Operations Management in Early Childhood Programs

Includes discussion of the principles, practices and systems involved in managing early care and education programs in the context of complex social and economic environments. Provides many opportunities to apply principles and practices for the improvement of necessary systems and the development of standard operating procedures, when appropriate.

AD LDSP 583: Financial Management & Planning in Early Childhood Programs

Develops knowledge of the principles of sound financial management and the ability to apply those principles to the financial planning and management of early childhood programs. Enables a better understanding of the critical relationship between financial management and program quality for children, parents, families and staff. Provides many opportunities to apply these principles and practices to the financial management of your own programs.

ED POL 584: Early Childhood Programs & the External Environment

Examines the external factors and relationships that impact early childhood program quality and the ability to flourish. Fosters an understanding of how an individual child care program fits into the broader community it serves and how it relates to the early childhood profession at the local, state and national level. Content includes how to assess community needs, basic marketing principles, laws and regulations, licensing and accreditation requirements, collaboration with other organizations, developing funding resources, advocacy and public policy, and working for and with change.

CURRINS 585: Best Program Practices for Children & Families in Early Childhood

Focuses on the best practices for teachers and administrators in early care and education programs. Best practices include: integrating child growth and development theories, principles, practices and the latest research findings into all aspects of the program; establishing and maintaining quality in your program; creating a family-friendly community in your child care program; developing partnerships with parents; assuring multicultural and anti-bias approaches in curriculum, materials, activities and relationships; and designing space and selecting appropriate equipment.

AD LDSP 586: Leadership in Early Childhood Programs – Capstone

The culminating experience in the certificate/credential course sequence. Individual portfolios/projects are required with a focus on the integration of program aspects in developing a strategic plan for change and continuous improvement. The course focuses on the leadership role of the administrator within the program and as part of the child care profession, managing the process of change, and organizational growth and development.

“In child care, many of the parents are inquisitive and they really do a thorough investigation of the owners and the directors. It’s always comforting for them to see that I am a lifelong learner and that I have recently obtained my credential.”

Tangie Cokes
Entrepreneur & Child Care Center Owner
Milwaukee, WI

**Early Childhood Administrator
Credential Recipient**



FOR MORE INFORMATION:

Visit uwm.edu/sce/childcareadministration

Email sce-earlychildhood@uwm.edu

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