

Program Director Fact Sheet

Qualifications for Program Directors

As a Program Director, you are responsible for the day-to-day operation of a program which serves young children. Your title may be director, manager, supervisor, coordinator, or administrator. The Vermont Program Director Credential identifies professional standards in management and leadership for administrators of programs.

Earning your Program Director Credential is a great way to demonstrate that you meet Director qualifications for child care licensing regulations; it recognizes the specialized knowledge and skills required to be an effective manager of a home, center-based, or afterschool program.

Why the Credential is Important

- It is recognized in the Staff Qualifications arena for STARS;
- Earning your credential may make you eligible for a recognition bonus from the Child Development Division.

How to Earn Your Program Director Credential

Earning your Vermont Program Director Credential is a process. There are three steps and you must complete each step before moving on to the next. Each step requires specific coursework and a collection of documents that show evidence of your competencies. All coursework must be related to early childhood or afterschool, and previously completed coursework from any accredited higher education institution may be approved to complete the coursework requirements, as long as they address the required content.

Step One	Step Two	Step Three
Completion of approved early childhood or afterschool coursework (3 credits each) in: 1. Child Development 2. Curriculum 3. Program Management	Completion of approved early childhood or afterschool coursework (3 credits each) in: 1. Leadership Mentoring and Supervision 2. Human Resource Management 3. Legal & Financial Issues	1. Completion of the Culminating Seminar (Community of Practice) 2. At least 1 year of direct care experience in an early childhood or afterschool program, and either 2 years of administrative experience as a Program Director, or 3 years of supervised administrative practice 3. Portfolio review and approval