

# Program Director Licensing Requirements

## FOR CENTER-BASED CHILDCARE AND PRESCHOOL PROGRAMS

Federal and State laws and regulations govern the work we do. To work as a Program Director in Vermont, you must be at least 21 years of age and meet the requirements established by the Child Development Division in the Vermont Department for Children and Families. We have additional resources on our website to help you understand and document your qualifications to work as a Program Director in an early childhood setting.

PROGRAM SIZE	UP TO 12	13 TO 59	60 OR MORE
MINIMUM QUALIFICATION	Teacher Associate	Teacher Associate	Teacher
REQUIREMENTS		<p><b>1) Either:</b></p> <p><b>a)</b> Vermont Early Childhood and Afterschool Program Director Step One Certificate; <b>or;</b></p> <p><b>b)</b> Successful completion of a three-credit college course in program management for early care and education or school age care and education, or in staff supervision related to early care and education for children, and a three-credit college course in curriculum; <b>and;</b></p> <p><b>2)</b> Completed the required management course (or the licensee employs a business manager as in the rule 7.6.1 of the regulations*) within one year of employment start date.</p>	<p><b>1) Either:</b></p> <p><b>a)</b> Vermont Early Childhood and Afterschool Program Director Step Two Certificate; <b>or;</b></p> <p><b>b)</b> Successful completion of a three-credit college course in curriculum and nine college credits in program management, administration, staff supervision or human resource management, <b>and;</b></p> <p><b>2)</b> At least twenty-four months of experience working with groups of children grade three or younger, <b>and;</b></p> <p><b>3)</b> Completed the required management course (or the licensee employs a business manager as in the rule 7.6.1 of the regulations*) within one year of employment start date.</p>

\* See CBCCPP regulation 7.3.1.5

If you are using a Program Director Certificate to meet the Center-based Child Care and Preschool Program requirements, you must show evidence that you have completed:

Program Director Step One	Program Director Step Two	Program Director Step Three
<p>Complete a three-credit college course in <b>each</b> of the following subjects:</p> <ol style="list-style-type: none"> <li>Child Development</li> <li>Curriculum Development for Early Childhood Education</li> <li>Early Childhood Education and Afterschool Program Management</li> </ol>	<p>Hold a Program Director Step One Certificate <b>and</b> complete a three-credit college course in <b>each</b> of the following subjects:</p> <ol style="list-style-type: none"> <li>Leadership Mentoring and Supervision for Early Education and Afterschool Practitioners</li> <li>Human Resource Management</li> <li>Legal &amp; Financial Issues in Early Childhood and Afterschool Programs</li> </ol>	<ol style="list-style-type: none"> <li>Completion of the Culminating Seminar (Community of Practice)</li> <li>At least 1 year of direct care experience in an early childhood or afterschool program, <b>and either</b> 2 years of administrative experience as a Program Director, or 3 years of supervised administrative practice</li> <li>Portfolio review and approval</li> </ol>

# Common Courses that Meet Licensing Requirements for Childcare Program Directors

Below are *examples* of common courses that help program directors meet licensing requirements for the State of Vermont. Specific course titles will vary slightly from college to college – this is not a complete list, but rather a guideline for the types of courses that are typically approved to meet your requirements. Please contact your Northern Lights Resource Advisor to ensure your future coursework will count toward your requirements, or to have your transcript reviewed and verified to make your previous coursework count.

See the Professional Development tab of your BFIS Quality and Credential Account for a list of your verified courses. Courses may be coded as follows:

**CD = Child Development**

**PM = Program Management**

**CU = Curriculum**

**AD = Administration**

**HR = Human Resources**

**SS = Staff Supervision**

**MA = Management**

## Program Management

- Management for Early Childhood Education & Afterschool Programs
- Small Business Management
- Non-Profit Management
- Introduction to Business
- Principles of Management

## Staff Supervision

- Leadership Mentoring and Supervision for Early Childhood and Afterschool Professionals
- Introduction to Supervision
- Principles of Supervision
- Supervision

## Administration

- Non-Profit Management
- School administration (coursework or practicum required to be a school principal)
- Leadership, Mentoring and Supervision in early childhood and afterschool programs
- Organizational Behavior Management
- Project Management

## Curriculum

- Curriculum Development for Early Childhood Education
- Fostering Creative Learning for Children
- Introduction to Early Intervention
- Introduction to Afterschool Education
- Methods of Instruction (in core and non-core subjects)
- Management of the Classroom

*Approved curricula courses includes instructional strategies/methods*

## Human Resource Management

- Human Resource Management

## Management (rule 7.3.1.5)

- Legal and Financial Issues in Early Childcare and Afterschool Settings
- Administrative coursework for principals including legal and financial issues