



Program Director Credential Application

If you have any questions about this application, please contact Northern Lights Resource Advisor Amelia Struthers at (802) 254-6384 or amelia.struthers@ccv.edu. Only complete applications can be processed. All information will be verified by Northern Lights at CCV staff.

Section 1: Personal Information

Full Name	
Phone Number	
Home Mailing Address	
Email Address	
Workplace / Program	
Today's Date	
BFIS Quality and Credential Account Number	

Which certificate are you applying for? (check one)

☐	Step 1
☐	Step 2
☐	Step 3

Type of program where you currently work:

☐	Center-Based
☐	Family Child Care
☐	Afterschool
☐	Public School

Why are you applying for your Program Director Credential Certificate? (check all that apply):

☐	Recognition
☐	Pay Increase
☐	Recognition bonus
☐	To learn more about being a Program Director
☐	To meet CDD staff qualifications

☐	For STARS
☐	Job requirement
☐	Other
☐	To become a Program Director

If you checked "other", please share more detail about why you are applying below:

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Section 2: Course Requirements

There are college coursework requirements at Step 1 and Step 2 of the Program Director Credential. Please note these requirements are cumulative – in order to receive a Step 2 Certificate, you must provide evidence of completion of all Step 1 *and* Step 2 course requirements.¹

Step	Course Requirements	Pages
Step 1	Child Development (3 credits) Curriculum Development (3 credits) Program Management (3 credits)	3-4
Step 2	Leadership, Mentoring, and Supervision (3 credits) Human Resource Management (3 credits) Legal and Financial Issues in Early Childhood and Afterschool Programs (3 credits)	5-6
Step 3	Culminating Seminar training series and Community of Practice	6

All coursework must be completed at an appropriately accredited institution of higher education and you need to receive a grade of a C- or better for the course to be used to meet requirements. If any of the transcripts or trainings listed below have not yet been uploaded into your BFIS Quality Credentialing Account, please be sure to submit them along with this application.

Northern Lights at CCV uses the Program Director Competencies and the Child Care licensing staff qualifications criteria to identify if a given college course includes all required components. If a college course covers most but not all required components, applicants can submit evidence of completed trainings that meet the remaining components. Detail about the requirements and a checklist for each are included below.

Example: Child Development (3 credits)

Course Title:	Introduction to Child Development		
Year Completed:	2002	College / University:	Smith College
Supplemental Trainings:	n/a		

Example: Leadership, Mentoring, and Supervision (3 credits)

Course Title:	Leadership, Mentoring, and Quality		
Year Completed:	2014	College / University:	Champlain College
Supplemental Trainings:	“Staff Supervision” (2019) in my BFIS account “Effective Management in Early Childhood Programs” (2020) in BFIS		

¹ If you have previously received a Step 1 Certificate you do not need to resubmit evidence of those courses when applying for Step 2. You can leave pages 3-4 blank and complete the Step 2 detail on pages 5-6.



Step 1: Child Development (3 credits)

☒	Course Content Must Include:
	Theories and research on child development; and
	Various influences on development and their potential impacts; and
	Stages of development; and
	Arenas of development that include cognitive, motor, language, and social-emotional

Child Development course completed:

Course Title:			
Year Completed:		College / University:	
Supplemental Trainings:			

Step 1: Curriculum Development (3 credits)

☒	Course Content Must Include:
	Course must cover elements related to instruction and development of curricula for early or elementary education that focuses on one or more of the following:
	How we teach which must include developmentally appropriate practices, lesson planning, and scaffolding learning; and/or
	Inclusion of children with diverse abilities and addressing individual needs; and/or
	Content-specific subject areas e.g. math, science, language and literacy, music, and art

Curriculum Development course completed:

Course Title:			
Year Completed:		College / University:	
Supplemental Trainings:			



Step 1: Program Management (3 credits)

☒	Course Content Must Include:
	Discuss the history of early childhood education in the State of Vermont and describe Vermont licensing regulations, Vermont's program quality recognition system and Vermont's early childhood and afterschool professional development pathways.
	Explain roles and responsibilities of an early childhood or afterschool program leader.
	Evaluate a childcare, early education or afterschool environment for health, safety, learning design, and staff performance using Vermont's program and professional development recognition system.
	Develop policy and procedure statements as they relate to the operation of early childhood or afterschool programs specifically addressing health and safety, feeding and nutrition, child abuse and neglect, and emergency preparedness.
	Describe the use of technology in managing an effective and confidential record keeping system (e.g. enrollment, attendance, medication administration, staff qualifications).
	Develop and manage an operating budget and business plan for an early childhood or afterschool program and interpret financial statements.
	Participate in various aspects of personnel management using Vermont's Core Competencies as a resource for hiring, staff orientation, developing job descriptions, evaluating performance, assessing strengths, identifying learning needs, and supporting individuals in creating professional development plans.
	Discuss the role of parental involvement and develop successful strategies to encourage their participation in early childhood education or afterschool programs.
	Identify and collect resources from the community that support early childhood or afterschool programs, teachers, and directors.
	Demonstrate effective oral and written communication skills needed by early childhood or afterschool program leaders.
	Identify administrative practices that promote the inclusion of children with special needs.

Program Management Course Completed

Course Title:			
Year Completed:		College / University:	
Supplemental Trainings:			



Step 2: Leadership, Mentoring, and Supervision (3 credits)

☒	Course Content Must Include:
	Describe a variety of leadership strategies that can be used in early childhood education and afterschool settings and situations, and develop a personal philosophy of leadership.
	Analyze leadership styles for strengths and challenges connected to ongoing professional development as a practitioner.
	Demonstrate supervisory strategies for effective management of group dynamics within early education and afterschool environments (e.g. problem solving, decision making, prioritizing, delegating, reporting, motivating).
	Create a professional development plan designed to advocate for and influence regional, state, and national early childhood or afterschool education initiatives.
	Discuss moral and ethical issues for leaders in early childhood education and afterschool programs, and their impact on the multicultural workplace.
	Practice the interpersonal skills necessary for effective mentoring and coaching.
	Describe the process of creating and revising mission and vision statements within organizations engaging program staff in its development and implementation.

Leadership, Mentoring, and Supervision course completed:

Course Title:			
Year Completed:		College / University:	
Supplemental Trainings:			

Step 2: Human Resource Management (3 credits)

☒	Course Content Must Include:
	Must focus on human resource management

Human Resource Management course completed:

Course Title:			
Year Completed:		College / University:	
Supplemental Trainings:			



Step 2: Legal and Financial Issues in Early Childhood and Afterschool Programs (3 credits)

☒	Course Content Must Include:
	Create a sample monthly budget of bookkeeping entries
	Discuss a line item budget
	Do a deviation analysis
	Project cash flow one year in to the future
	Create a program budget
	Conduct a break-even analysis
	Investigate and discuss fee schedules – including registration, tuition, and field trips
	Create a salary schedule with the Vermont Career Ladder
	Identify sources of funding within corporations, foundations, and the government
	Discuss the connection between program policy/practice and the budget
	Identify federal, state and county laws, code and regulations as they relate to: family laws, child custody, confidentiality, child abuse and neglect, non-discriminatory practices, classroom ratios and class size, labor laws, IDEA, Act 62, promulgation and public comment
	Identify and develop practices that comply with program policy, liability and licensing regulations
	Identify strategies for working cooperatively with regulatory agencies
	Identify strategies for working effectively with governing bodies and councils

Legal and Financial Issues in Early Childhood and Afterschool Course Completed

Course Title:			
Year Completed:		College / University:	
Supplemental Trainings:			

Step 3: Culminating Seminar

The Culminating Seminar is currently available as a training series and community of practice. An earlier version of the Culminating Seminar was available as a three-credit college course. Successful completion of the Culminating Seminar in either format can be used to meet the Step 3 requirement.

Option 1: Culminating Seminar Training Series Completed

Training Title:			
Year Completed:		Sponsor Org:	

Option 2: Culminating Seminar College Course Completed

Course Title:			
Year Completed:		College / University:	



Section 3: Experience

To apply for your Step 3 Certificate, you must include documentation of the following experience:

- At least one year of direct care experience in an early childhood or afterschool program; and
- At least two years administrative experience as a program director, OR three years supervised administrative experience as an assistant or director in training.

Please Note: To apply for Step 3, you will need to provide documentation of the above OR three years supervised administrative experience as an assistant director or director-in-training.

Workplace and Name of Supervisor	Current phone number of this workplace	Your Role	Total Months/Years

Submission

Submit the following documentation to Northern Lights:

	Fully completed application form
	Fully completed and signed Verification Cover Sheet
	Supporting documents that have not yet been submitted to Northern Lights (e.g. transcripts, training certificates, etc.)

Where to send your documents:

Email: If you wish to email documents to Northern Lights, we recommend using a secure file transfer service such as ZendTo. Visit <https://zendto.vsc.edu/> and follow the steps on the page to Dropoff your documents for professional.development@ccv.edu.

For support using ZendTo, you can visit: <https://northernlightscv.org/training/make-training-count/>

Mail: Northern Lights at CCV
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Montpelier, VT 05601