

Administrator Track for Louisiana Pathways Career Development System (Beginning with the 2018 tax year)

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| Director | <ul style="list-style-type: none"> as required by Licensing Minimum Standards (documented by licensing approval letter) | encouraged to participate in an early childhood professional organization |
| Director 1 | <ul style="list-style-type: none"> CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and 30 clock hours in approved administrative training categories, or Related associate degree or 30 hours towards associate degree with 4 college courses in early childhood / child development. | membership in an early childhood professional organization |
| Director 2 | <ul style="list-style-type: none"> CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and 45 clock hours in approved administrative training categories / national administrator credential, or Associate degree in early childhood / child development, or Related associate degree with 4 college courses in early childhood / child development, or Related bachelor's degree with 3 college courses in early childhood / child development, or Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 3 star quality rated center on July 1. | membership in an early childhood professional organization and service to the profession (see below for definition and examples) |
| Director 3 Administrator Certificate To receive an Administrator Certificate, you must have 75 clock hours in approved administrative training categories 2 college courses in approved administration can be substituted for the Administrator Certificate | <ul style="list-style-type: none"> CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and the Administrator Certificate, or Associate degree in early childhood / child development and the Administrator Certificate, or Bachelor's degree in early childhood / child development and the Administrator Certificate, or Related bachelor's degree with 6 college courses in early childhood / child development and the Administrator Certificate, or Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 4 star quality rated center on July 1. | membership in an early childhood professional organization and service to the profession (see below for definition and examples) |
| Director 4 | <ul style="list-style-type: none"> Master's degree in early childhood, child development, or early childhood administration and the Administrator Certificate, or Related master's degree with 8 college courses in early childhood / child development and the Administrator Certificate, or Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 5 star quality rated center on July 1. | membership in an early childhood professional organization and service to the profession (see below for definition and examples) |

Additional information about qualifying for the Director SRTC:

- Directors must do the following to qualify:
 - » Must meet requirements for Director 1 or above.
 - » Work in the same Type III center for at least six months for an average of at least 30 hours per week.
 - » Maintain membership in an early childhood professional organization.
 - » Director 2 and above also requires service to the profession which is defined as making a contribution to the field of Early Care and Education by going above and beyond what is required by their job. Some examples include: Serving on a board or committee related to early childhood, presenting at or attending a professional conference or event, participating as a CDA Professional Development Specialist, or conducting CLASS observations. Documentation of service to the profession should be obtained and submitted every 3 years to maintain your Pathways level for the School Readiness Tax Credit.
- The number of directors able to claim tax credits using their center's star rating is based on licensed capacity, as referenced in Bulletin 139, for details see: <http://www.doa.la.gov/osr/LAC/28v165/28v165.doc>.
- Directors will continue to receive communication about how to file for their SRTC from Louisiana Pathways.
- For questions about your tax credit level, contact Louisiana Pathways at 1-800-245-8925.

Louisiana Pathways Career Development System Administrator Certificate

The **Louisiana Pathways Career Development System Administrator Certificate** recognizes you as a professional in early childhood. Receiving the Administrator Certificate helps you to have the skills and knowledge to operate a quality early childhood program.

When early learning centers fail, it is often because the administrator does not have the necessary skills to budget, supervise staff, and manage the many other tasks involved in running a highly regulated business. Receiving such training will help you be sure that you are prepared for the daily activities required of an early learning center director.

Major objectives for the Administrator Certification System are:

- ◆ To provide the specialized training that directors want and need;
- ◆ To encourage aspiring directors to get training prior to seeking a director position;
- ◆ To facilitate caregivers' ability to apply what they learn in their training by addressing the needs of directors who want help in supporting caregiver efforts;
- ◆ To assist administrators in designing staffing patterns and financial incentives to create opportunities for promotion, for increased responsibilities, and for financial benefits.

Here is the administrative training you will need to receive the **Administrator Certificate**:

| | Category of Training | Hours |
|--------------|--|-----------|
| ADM 1 | Regulations (Licensing, health, fire, and other) | 6 |
| ADM 2 | Financial Management (Budgeting, cash flow, purchasing, taxes, business plans and collections) | 15 |
| ADM 3 | Program Management (Hiring, training, supervising, terminating employment, creating job descriptions, evaluating processes, creating an employee handbook, staffing patterns, communication, establishing rewards & recognition strategies) | 15 |
| ADM 4 | Food Service (Menu preparation, portion control and serving sizes, purchasing and inventory, sanitation, Child and Adult Care Food Program and/or licensing regulations) | 15 |
| ADM 5 | Marketing, Professionalism, and Image (Maintaining full enrollment, working with families, creating an image in the community, telephone issues, networking, etiquette, customer service, ethics, Pathways, legal issues, and advocacy) | 12 |
| ADM 6 | Other (For example: quality programs, stress management, facility design and equipment, working with boards, shared space, and multi-site centers) | 12 |
| | Total | 75 |