

AN OVERVIEW OF THE PROCESS TO ACHIEVING THE NEW YORK STATE CHILDREN'S PROGRAM ADMINISTRATOR CREDENTIAL

The New York State Association for the Education of Young Children (NYSAEYC) will award the Children's Program Administrator Credential (CPAC).

TERMS & GENERAL INFORMATION:

1. **PROSPECT:** Individual inquiring about credential process.
2. **CANDIDATE:** Individual, who has completed the application form, submitted a resume and the \$100 deposit fee (non-refundable) and has received an assessment of the candidate's status toward credential from NYSAEYC and intends to complete program administrator coursework.
3. **PORTFOLIO:** Documentation of the candidate's competency submitted for review which includes current resume, professional development plan, examples of projects in each competency topic area, and narratives describing those projects (see Portfolio Guidelines in this booklet.)
4. **COLLEGE COURSEWORK:** Coursework completed at an accredited institution of higher learning.
5. **COMPETENCIES:** An outline of the six topics and eighteen competencies that candidates must achieve to be eligible to be reviewed for the credential. This includes objectives and suggested ways to measure outcomes (see Competencies in the back of this booklet).
6. **RELATED COURSEWORK:** College credit-bearing courses in the following fields of study: Early Childhood Education, Child Development, and other relevant Education college courses that cover the areas of knowledge described in the NYS Early Childhood Core Body of Knowledge (see next).
7. **CORE BODY OF KNOWLEDGE:** The essential areas of knowledge needed for working effectively with young children, birth through eight years of age. This is a publication of the New York State Child Care Coordinating Council, and the Career Development Initiative (cdi@earlychildhood.org.)
8. **ADMINISTRATIVE EXPERIENCE OR INTERNSHIP/PRACTICUM REQUIRED:** For those candidates who have no administrative experience in children's program administration, the candidate must complete a practicum to bring the candidate to competency level.
9. **EDUCATIONAL INCENTIVE PROGRAM:** Financial assistance (based on need) may be available for requirements of this credential *and* \$200 of the credential fee. The NYS Child Care Educational Incentive Program has scholarships for child care providers and their direct supervisors. Call 1-800-295-9616 for information. When completing application for EIP funds, be sure to designate credential as "The Children's Program Administrators Credential of New York State" not NYSAEYC.

*The Credentialing process is comprised of three phases:
Inquiry, Candidacy and Preparation/Review.*

PHASE I – INQUIRY

Prospects will receive materials from NYSAEYC that will include the Guidelines, Application and Competencies.

PHASE II – CANDIDACY

After reading these materials and deciding to pursue the credential, the individual sends in the Application Form and \$100 non-refundable deposit* and requests official college transcripts. NYSAEYC reviews the application and responds to the candidate with an assessment of candidate's status toward the credential. Candidacy is declared with a three-year limit to credential review.

*The credentialing fee is \$300. At the application stage a \$100 non-refundable deposit is required which counts toward the total credentialing fee. Fees subject to change without notice.

PHASE III – PREPARATION/REVIEW

Once declared a candidate, the individual takes the necessary coursework to fulfill the competency area requirements, completes a practicum or has administrative experience and produces a CPAC Portfolio, which includes narratives and examples of projects that demonstrate competency. The portfolio, transcripts of the 18 CPAC credits, resume, letters of reference and the balance of the credential fee are submitted to NYSAEYC to be reviewed by the Credential Review Panel.

Upon completion of the review, the decision to award, defer or deny the credential is made.