

Montana Early Childhood Program Director Credential Framework

Credential Levels	General Education Requirements	Education Requirements in Early Childhood Administration	Work / Practical Experience in Early Childhood Program	Work / Practical Experience in Early Childhood Program Administration	Professional Contributions
Director Credential I	Level 4 on the Practitioner Registry / Career Path	3 college credits or 45 hours of approved program management* coursework or training	Minimum 1 year (2000 hours) working in early childhood program**	Minimum 1 year (2000 hours) program management experience in early childhood program**	1 or more Professional Contributions in past 3 years***
Director Credential II	Level 5 on the Practitioner Registry / Career Path	9 college credits of program management* coursework	Minimum 1 year (2000 hours) working in early childhood program**	Minimum 2 year (4000 hours) program management experience in early childhood program**	3 or more Professional Contributions in past 3 years***
Director Credential III	Level 6 or above on the Practitioner Registry / Career Path	12+ college credits of program management* coursework	Minimum 1 year (2000 hours) working in early childhood program**	Minimum 3 year (6000 hours) program management experience in early childhood program**	5 or more Professional Contributions in past 3 years***

* **Early Childhood Administration/Management coursework** could include approved courses such as Human Resources, Finance, Accounting, Marketing, or Business Administration; Early Childhood specific coursework such as Coaching and Mentoring Adults, Leadership in Early Childhood, Personnel Management for Child Care; or Technology coursework like Instructional Technology.



Aim4Excellence is another Administration / Management coursework option. Aim 4 Excellence is a 9 module course developed specifically for directors. In Montana this course must be taken for college credit through UM Western with a cohort of students over a period of three semesters.

** **Early childhood program** includes those offering direct care to young children and their families in family, group, and center based child care settings and other preschool programs.

*****Professional Contributions** are those volunteer activities that show commitment to the field of early childhood and/or commitment to professional development and community involvement beyond daily center-based responsibilities.

Early Childhood related:

- Documented participation in a local, state, or national early childhood organization (MtCCA, MtAEYC, local CC&R, local Head Start, or other professional early childhood organizations)
- Documented participation in local, state, or national involvement in collaborative efforts that focus on early childhood issues, including families.
- Facilitator / presenter at in-service training for staff or support groups of early childhood practitioners at local, state, or national workshops, conferences or community events.
- Editor, author, or contributor of material for early childhood newsletters, journals, or other printed materials distributed locally, statewide or nationally.
- Documented participation in planning of local, regional, or state early childhood conference.
- Mentor, coach, advisor, sponsor, or other support person involved with credentialing systems such as CDA, NAFCC, NAEYC, STARS, or Apprenticeship program.
- Developer of early childhood curriculum for use by other trainers

Business and Community related:

- Documented participation in local community-based non-profits serving and/or impacting families and children in the community (including United Way, Food Bank, Literacy Volunteers, CASA, and other community development agencies.)
- Participation in local Chamber of Commerce committees and/or activities such as local business round tables.
- Participation in local business professional organizations and / or committees like Rotary of America.
- Participation in local school board activities, initiatives, or high school career development experiences.
- Serving as a resource to the media about early childhood issues (e.g., quoted in newspaper, guest on radio or cable show), advocacy, and research.

Please read instructions below on the next page!



Instructions for How to Apply for the Montana Early Childhood Program Director Credential

Thank you for your interest in the Montana Early Childhood Program Director Credential. Be sure to review the Director Credential Framework and Instructions on our website at www.mtecp.org prior to applying. You will find it under the Career Development tab. Here is how the process works:

- You must be on The Practitioner Registry to apply for the Director Credential. If you need help applying to the Registry, you may access the User Guide that is available under the Practitioner Registry tab from our home page or call us if you need assistance.
- If you are already familiar with the Registry and have an individual account, all you need to do is log in and check the Director Credential box at the top of the application. You will be asked to indicate which Credential Level (I, II or III) for which you are applying.
- Once you have checked the Director Credential box, the ECP is alerted that you are interested in applying.
- The ECP will send you via email the following items as part of the application process:
 - Professional Contributions List
 - Professional Contributions Form (which you will return to the ECP)
- Your education requirements are verified through your Career Path level.
- Specific education requirements for early childhood administration will be verified from your transcripts which we have coded into an administration/business category and/or from your Professional Development Record (PDR). The ECP will review your PDR to verify hours in Program Management and Professionalism that clearly meet the administration training requirement.
- Work experience in an early childhood program (see definition on the Framework) and in program administration/management will be reviewed from your employment record with The Registry (which you can update and add to at any time) and your resume.
- Your Professional Contributions may be checked off as part of your Registry application, but you must also complete the Narrative Form that will be emailed to you.
- The ECP will be in contact with you via email or phone if there are any questions or clarifications needed. Please be sure that your current email and phone numbers are indicated under the Personal tab of your account with the Registry.
- Once you have completed all of the requirements for the Director Credential Level you are applying for and the ECP has reviewed and verified them, we will process your certificate and mail it to you!
- Please contact Ann Klaas at the ECP at ann.klaas@montana.edu or 406.404.1627 for assistance.

