

Section 5: STAFF QUALIFICATIONS

Administrative Staff Qualifications Option Guide

Use the guide below as a reference to indicate the qualifications of the administrative staff member(s) within your program. One person may meet the qualifications for both the Operational Administrator and the Pedagogical Administrator (one person meets A or B AND C, D or E), or two separate individuals may meet as either the Operational Administrator or the Pedagogical Administrator (one person meets A or B and a second person meets C, D or E).

Operational Administrator: The administrator responsible for the operational leadership of the program, including functions such as business leadership, facilities management, legal and fiscal management, marketing, and use of technology. This administrator may have a title such as director, site manager, program manager or principal.

Pedagogical Administrator: The administrator who provides program leadership in instructional matters, such as developmentally appropriate practice, curriculum and instruction, child assessment; and inclusion practices. This administrator may have a title such as director, assistant director, curriculum coordinator, or master teacher.

Option	If the Operational Administrator has this qualification:	You must provide this documentation:
A	A Baccalaureate or higher degree in any field AND 9 college-level credits in business or program administration	<ol style="list-style-type: none"> 1. transcript reflecting an earned BA or higher degree; OR 2. diploma reflecting that a BA or higher degree was completed; AND 3. transcripts showing at least 9 college-level credits in business or program administration
B	A Baccalaureate degree in any field AND <ul style="list-style-type: none"> • a state-issued principal credential OR • a state-issued education administrator or director credential that has been reviewed and approved by NAEYC. 	<ol style="list-style-type: none"> 1. transcript reflecting an earned BA or higher degree; OR 2. diploma reflecting a BA or higher degree was completed; AND 3. state-issued principal credential; OR 4. state-issued education administrator or director credential that has been reviewed and approved by NAEYC.
Option	If the Pedagogical Administrator has this qualification:	You must provide this documentation:
C	Baccalaureate or higher degree in early childhood education (ECE) or a related major (child development, elementary education, early childhood special education).	<ol style="list-style-type: none"> 1. transcript reflecting an earned BA or higher degree in ECE or related major; OR 2. diploma reflecting that a BA or higher degree was completed and that lists the ECE or related major.
D	Baccalaureate or higher degree in any field with 36 ECE-related credits.	<ol style="list-style-type: none"> 1. transcript reflecting an earned BA or higher degree; OR 2. diploma reflecting that a BA or higher degree was completed; AND 3. transcripts reflecting at least 36 credits in ECE-related higher education;
E	Baccalaureate or higher degree in any field with state certification to practice as a teacher in a public school, and the certification is reflective of the age of the children served.	<ol style="list-style-type: none"> 1. transcript reflecting an earned BA or higher degree; OR 2. diploma reflecting that a BA or higher degree was completed; AND 3. state teaching certificate that lists the age or grade range of certification.

Administrative Staff Qualifications

List one or two administrative staff members. Place an X in the box for the option the administrator fully meets. Only attach documentation of qualification if the administrator(s) meets one of the qualification options.

	Option	A	B	
	No options met	BA + 9 business/admin credits	BA + state credential	
Operational Administrator				
Pedagogical Administrator	Option	C	D	E
<input type="checkbox"/> Same person as Operational Administrator	No options met	ECE BA degree	BA + 36 ECE credits	BA + state teacher certificate