



U.S. Department of Health & Human Services

ADMINISTRATION FOR CHILDREN & FAMILIES



Minimum Preservice Qualifications, Administrative Training, and Annual Ongoing Training Hours for Center Directors in 2011

Research has shown that trained caregivers are more likely to promote the physical and mental health, safety, and cognitive development of the children in their care. Child care directors who have more experience and education are more likely to appropriately monitor staff, which promotes children’s health.¹ The following includes information about State licensing requirements for early care and education (ECE) preservice qualifications, administrative training, and annual ongoing training requirements for child care center directors.

For the purposes of this document, a **licensed** program is required to have permission from the State to operate and must meet specified child care center standards. Several States have county or city licensing regulations, which may supersede State requirements; this table does not include such regulations.

This information was compiled from the regulations posted on the National Resource Center for Health and Safety in Child Care and Early Education (NRC) Web site between January 1, 2009 and December 31, 2011 at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/>. This study of licensing requirements was conducted as a joint effort between the Office of Child Care’s National Center on Child Care Quality Improvement (NCCCQI) and the National Association for Regulatory Administration (NARA).

States ¹	Minimum ECE Preservice Qualifications	Administrative Training ²		Ongoing Clock Hours
		Preservice	Ongoing	
Alabama	124 clock hours of training and 1 year experience	20 clock hours of training in administration and management	None	24
Alaska*	Child Development Associate (CDA) credential	None	None	45 every 2 years
Arizona	60 clock hours of training in ECE or child development and 2 years of experience	None	None	18

¹ Richard Fiene. (2002). *Thirteen Indicators of Quality Child Care: Research Update*. University Park, PA: Pennsylvania State University. <http://www.researchconnections.org/childcare/resources/818/pdf>

States ¹	Minimum ECE Preservice Qualifications	Administrative Training ²		Ongoing Clock Hours
		Preservice	Ongoing	
Arkansas	None	None	Unspecified	15
California	12 semester units in early childhood and 4 years of experience	3 semester units in administration or staff relations	None	0
Colorado*	30 semester hours in 10 specified content areas and 2 years of experience	3 semester hours in administration of ECE programs and 3 semester hours in administration: human relations for early childhood professions	None	15
Connecticut	Within 1 year of being hired or designated as a director, at least 3 credits in the administration of ECE programs or educational administration	At least 3 credits in the administration of ECE programs or educational administration	None	1% of hours worked/year
Delaware	CDA credential and 2 years of experience	None	None	18
District of Columbia	State director credential and 5 years of experience	Administrative training for director credential	None	18
Florida*	State director credential	Administrative training for director credential	4.5 continuing education units (CEUs) or a 3 credit course in child care management every 5 years	10
Georgia	None	None	None	10
Hawaii	CDA credential and 4 years of experience	None	None	0
Idaho	Not Licensed (NL)	NL	NL	NL
Illinois	CDA or Certified Child Care Professional (CCP) credential, 12 semester hours in ECE, and 2 years of experience	None	None	15
Indiana	Associate's degree in ECE and 3 years of experience	None	Unspecified clock hours of training in administrative issues as part of required ongoing hours	12
Iowa*	75 clock hours of child development-related training and more than 1 year of experience	12 hours in administrative-related training 1 year of administrative-related experience.	None	8
Kansas*	CDA credential and 1 year of experience	None	None	5

States ¹	Minimum ECE Preservice Qualifications	Administrative Training ²		Ongoing Clock Hours
		Preservice	Ongoing	
Kentucky	None	None	None	12
Louisiana*	Completion of a vocational child care program and 1 year experience	None	None	3
Maine*	135 clock hours of training and 5 years of experience	None	None	30
Maryland*	90 clock hours in early childhood development	None	None	12
Massachusetts*	CDA credential, 3 credits in child development, 2 credits in approved ECE topics, and 33 months experience	2 credits or 3 CEUs in child care administration	None	20
Michigan	CDA credential and 12 semester hours in child development, child psychology, or ECE	None	None	12
Minnesota*	90 clock hours in any combination of child development, human relations, and staff supervision and 1,040 hours supervisory experience	Unspecified number of clock hours in human relations and staff supervision	None	2% of hours worked/year
Mississippi*	CDA or Mississippi Child Care Director's credential and 2 years of experience	Administrative training for director credential	None	15
Missouri*	12 semester hours in child-related courses and 2 years of experience	None	None	12
Montana	None	None	None	15
Nebraska*	None	None	None	0
Nevada	CDA credential	None	None	15
New Hampshire	CDA credential and 4,500 hours of experience	3 credits in child care administration or early childhood leadership and supervision	None	12
New Jersey	Bachelor's degree and 1 year of managerial or supervisory experience	None	None	12

States ¹	Minimum ECE Preservice Qualifications	Administrative Training ²		Ongoing Clock Hours
		Preservice	Ongoing	
New Mexico	3 administration courses and 3 years of experience	3 program administrator courses in program management, curriculum for diverse learner's and their families, and professional relationships.	None	24
New York*	CDA credential, 2 years full-time teaching experience, and 2 years of experience supervising staff	None	Unspecified	30 every 2 years
North Carolina*	None	None	Enrollment in NC Early Childhood Administrative Credential course within 6 months; credential completion within 2 years	20
North Dakota	CDA credential and 1 year experience	None	None	13
Ohio*	CDA credential and 2 years of experience	None	None	0
Oklahoma*	Oklahoma Director's Credential, Bronze Level	40 hours of training as part of the Director's Credential	Unspecified	20
Oregon	None	None	None	15
Pennsylvania	Associate's degree with 30 credits in ECE, child development, special education, elementary education, or the human services field and 4 years of experience	None	None	6
Rhode Island	CDA credential, 4 college courses in ECE and/or child development, and 3 years of experience	None	None	20
South Carolina*	None	None	5 clock hours of administrative training as part of required ongoing hours	20
South Dakota*	None	None	None	20

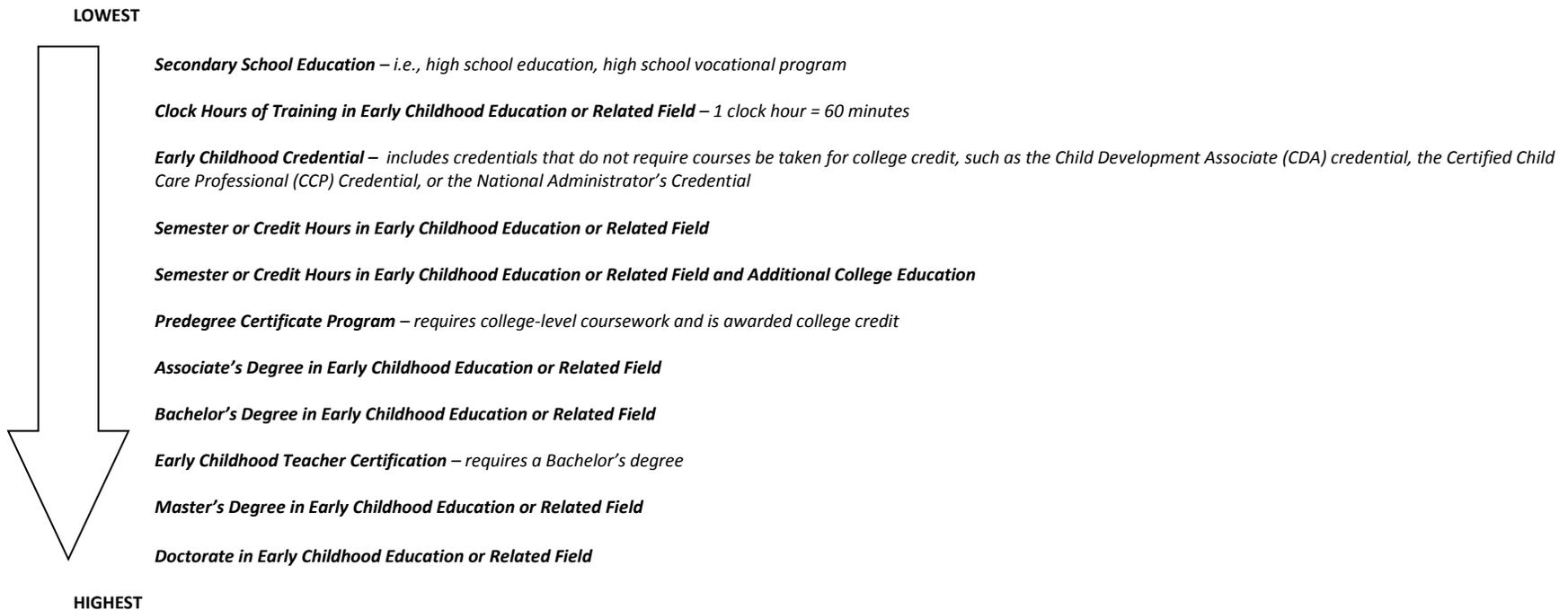
States ¹	Minimum ECE Preservice Qualifications	Administrative Training ²		Ongoing Clock Hours
		Preservice	Ongoing	
Tennessee*	Tennessee Early Childhood Training Alliance certificate (requires 30 clock hours of training)	None	6 clock hours of training in administration, management, or supervisory training as part of required ongoing hours	18
Texas*	State director credential and 2 years of experience	6 credits in business management	6 clock hours of training in management techniques, leadership, or staff supervision as part of required ongoing hours	20
Utah	National Administrators' Credential and 6 courses offered through child care resource and referral	Administrative training for director credential	None	20
Vermont*	CDA credential and 2 years of experience	None	None	12
Virginia*	120 hours of training and 3 years of experience including 1 year in a staff supervisory capacity	None	None	10
Washington*	CDA credential and 2 years of experience	None	3 clock hours in program management and administration as part of required ongoing hours	10
West Virginia*	None	None	None	15
Wisconsin*	2 noncredit, department-approved courses in ECE and 80 days experience	Within one year, one course in the Wisconsin Child Care Administrator Credential or its equivalent.	None	25
Wyoming	100 approved clock hours of training and 2 years of experience	None	At least one half-hour of training each year in program management	30 every 2 years
Total Number of States	40	15	11	46
		21 (with any administrative training requirements)		

Notes:

¹**States** includes the District of Columbia for a total of 51 entities.

²**Administrative training:** The States reported in this table *require* training in administration for center directors. Additional States specify that directors *can* have administrative training or experience. Preservice administrative training reported is in addition to States’ listed ECE preservice requirements unless otherwise noted.

Many States have multiple alternatives to qualify for roles. This table reports the alternative that requires the least amount of ECE training. If a State has requirements for experience, high school completion, age, or training not specified in ECE (such as first aid/CPR) that can substitute for ECE training, it is reported as “None.” Below is the “hierarchy of qualifications,” which shows the order in which qualification alternatives are placed to determine the **minimum amount of ECE preservice** training. This methodology was developed by the Center for Career Development in Early Care and Education at Wheelock College.



State Notes: The information for these notes was compiled from the States’ child care licensing regulations. Each note contains a link to access the regulations on the NRC Web site.

***Alaska:** Administrators with a Bachelor’s degree in child development or equivalent are required to participate in 45 clock hours of training in child development, every 3 years. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/alaska-regulations/>.

***Colorado:** Requirements reported in table are for directors of large centers (16 or more children). Regulations specify less stringent requirements for directors of small centers (5–15 children). One 3 semester hour course must be completed in each of these 10 content areas: a. Introduction to early childhood professions; b. Introduction to early childhood lab techniques; c. Early childhood guidance strategies for children; d. Early childhood health, nutrition, and safety; e. Administration of early childhood care and education programs; f. Administration: human relations for early childhood professions or introduction to business; g. Early childhood curriculum development; h. Early childhood growth and development; i. the exceptional child; and j. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/colorado-regulations1/>.

***Florida:** To receive the foundational level of the State Director’s credential, the following must be completed: the Department of Children and Families 30-hour introductory training, 8 clock hours in-service training in serving children with special needs, a CDA credential, one three-credit hour course in child care management, and 1 year of experience. All child care personnel must complete 5 clock hours or one-half continuing education units of training in early literacy and language development of children birth to 5 years within 12 months of employment. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/florida-regulations/>.

***Iowa:** Directors must have a total of 100 points obtained through a combination of education, experience, and child development-related training, as outlined in the following chart, with no more than 75 points from one category and at least 20 points from the experience category:

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full-time (20 hours or more per week) in a child care center or preschool setting	20	One point per contact hour of training
Associate's degree in child development or Bachelor's degree in a child-related field	50	Part-time (less than 20 hours per week) in a child care center or preschool setting	10	
Child Development Associate (CDA credential) or 1-year diploma in child development from a community college or technical school	40	Full-time (20 hours or more per week) child development-related experience	10	
Bachelor's degree in a non-child-related field	40	Part-time (less than 20 hours per week) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least 2 years of a 4-year degree	20	Registered child development home provider	10	
		Nonregistered family home provider	5	

Preservice administrative training *or* experience is required as follows: one course in business administration; 12 clock hours in administrative training related to personnel, supervision, record keeping, or budgeting; or 1 year of administrative-related experience.

Ten clock hours of ongoing training in early childhood education is required in the first year of employment; eight clock hours of training is required each year thereafter. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/iowa-regulations/>.

***Kansas:** Requirements reported in table are for directors of centers serving 24–99 children. Regulations specify requirements for directors of smaller centers (less than 13 children; 13–24 children) and for directors of centers serving more than 100 children. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/kansas-regulations/>.

***Louisiana:** Forty-five of the 90 clock hours of preservice training *may* be in management/administration. Louisiana regulates two types of centers: Class A and Class B. Class B center information is reported in the table; Class A center regulations require higher qualifications and more ongoing training. Ongoing hours are in addition to the required 3 hours of annual health and safety training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/louisiana-regulations/>.

***Maine:** Requirements reported in table are for directors of centers serving 21–49 children. Regulations also specify requirements for directors of smaller centers (3–12 children; 13–20 children) and larger centers (50 or more children). Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/maine-regulations/>.

***Maryland:** Requirements reported in table are general requirements for all center directors. There are additional requirements for directors of preschool programs, school-age programs, and combination preschool and school-age programs. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/maryland-regulations/>.

***Massachusetts:** Directors of large centers (more than 79 children) must meet higher qualifications than those listed for directors of small centers (13–24 children, 25–39 children, or 40–79 children). Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/massachusetts-regulations/>.

***Minnesota:** If a director also functions as a teacher or develops the program plan, the director must meet teacher requirements, i.e., a minimum of a CDA credential with 1,560 hours of experience. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/minnesota-regulations/>.

***Mississippi:** Directors must take 3 clock hours of director orientation training, 4 clock hours of training on the Regulations Governing Licensure of Child Care Facilities, and 3 clock hours of training in playground safety prior to the issuance of a regular license. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/mississippi-regulations/>.

***Missouri:** Requirements reported in table are for directors of centers for 21–60 children. Regulations also specify requirements for directors of small centers (up to 20 children) and large centers (61–99 children; more than 100 children). Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/missouri-regulations/>.

***Nebraska:** Requirements reported in table are for directors of centers serving more than 22 children. Regulations also specify requirements for directors of small centers serving less than 22 children. If a director also acts as a teacher, (s)he is required to complete 12 clock hours of training annually. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/nebraska-regulations/>.

***New York:** Directors without a Bachelor's degree must have a plan of study leading to that degree. Fifteen clock hours of ongoing training must be completed within 6 months after hire, counting toward a total of 30 clock hours required every 2 years thereafter. Business record maintenance and management are listed in required ongoing training topics, with no specifications. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/new-york-regulations/>.

***North Carolina:** The required amount of ongoing training hours varies depending on qualifications: staff with a bachelor or advanced degrees must complete 5 clock hours; staff with associate degrees or a NC Early Childhood Administration Credentials must participate in 8 clock hours; staff with predegree certificates or diplomas or the NC Early Childhood Credential or equivalent must complete 10 clock hours; staff with 10 years of experience must complete 15 clock hours; and all other full-time staff must complete 20 clock hours. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/north-carolina-regulations/>.

***Ohio:** Staff with a higher education degree, CDA credential, or other early childhood credential are not required to participate in ongoing training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/ohio-regulations/>.

***Oklahoma:** The Oklahoma Director's Credential has three levels (Bronze, Silver, and Gold) and is based on criteria supported by the Center for Early Childhood Professional Development. Credential qualifications include a combination of general education, ECE knowledge/skills, administration and management knowledge/skills, experience, and professional contributions. The credential is valid for 3 years and specifies training renewal requirements that include administrative training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/oklahoma-regulations/>.

***South Carolina:** Fifteen clock hours of ongoing training are required in the first year of employment; 20 clock hours are required each year thereafter. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/south-carolina-regulations/>.

***South Dakota:** In addition to the director, centers must employ a staff member to plan and implement the program and supervise staff. This individual must have at least a CDA credential. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/south-dakota-regulations/>.

***Tennessee:** During the first year of employment, a director must take at least 36 clock hours of training or one college course in administration, child development, early childhood education, health/safety, or other related field, with at least 6 of the hours in administration, management, or supervisory training. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/tennessee-regulations/>.

***Texas:** A director with more than 5 years of experience as a qualified center director must complete at least 3 clock hours of the annual training in management techniques, leadership, or staff supervision. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/texas-regulations/>.

***Vermont:** Requirements reported in the table are for directors of centers with 13–59 children. Regulations also specify requirements for small centers (12 or fewer children) and large centers (60 or more children). Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/vermont-regulations/>.

***Virginia:** Directors without management experience must have either one college course in a business-related field; 10 clock hours of management training; or one child care management course that covers planning, budgeting, staffing, and monitoring. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/virginia-regulations/>.

***Washington:** For the first 2 years of employment as a director, 5 of the 10 ongoing hours must be in program management and administration. Each year thereafter, 3 of the required 10 clock hours must be in program management and administration. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/washington-regulations/>.

***West Virginia:** Requirements reported in table are for directors of Type II Centers (31–60 children). Separate requirements exist for directors of Type I Centers (less than 30 children) and Type III Centers (more than 61 children). Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/west-virginia-regulations/>.

***Wisconsin:** Requirements reported in table are for directors of centers for 50 or fewer children. Regulations also specify requirements for directors of larger centers (51 or more children). Approved noncredit courses involve at least 36 clock hours of training. For directors who have no previous training in supervision or personnel management, 10 clock hours of the ongoing requirement in the first year must be completed in this area. Additional information is available at <http://nrckids.org/index.cfm/resources/state-licensing-and-regulation-information/wisconsin-regulations/>.

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