



**NORTHEAST**  
WI Technical College

# Early Childhood Administration Certificate

## Certificate # 903071

The Child Care Administration Certificate prepares participants with administrative and supervisory skills needed by early child care administrators: roles and responsibilities, financial management and planning, operations management, external factors affecting operation, and best practices for children and families in early childhood programs.

Completion of all six courses will prepare learners to receive The Wisconsin Child Care Administration Credential from The Registry-Wisconsin's Recognition System for the Childhood Care and Education Profession.

**It is suggested that these courses be taken in the order listed. However, not required with the exception of Course 6 (ECE: Child Care Administrator Capstone). This course must be taken last.**

### Course Descriptions

#### **Supervise/Admin ECE Programs, Catalog # 10-307-204**

**3 Credits**

Roles and responsibilities of directors, coordinators, supervisors and other administrators in early childhood programs. (Prerequisite: Accepted in Early Childhood Child Care Administration Certificate 903071)

Class # 21261

1/17/22-3/11/22

Online

\$463.95

#### **ECE: Operations Management, Catalog # 10-307-181**

**3 Credits**

Scheduling, staffing, facilities management, equipment acquisition and maintenance, services delivery, recordkeeping, communication.

This course is not offered this semester.

#### **ECE: Financial Management, Catalog # 10-307-182**

**3 Credits**

Principles and practices in budget planning and preparation and fiscal management, including hands-on experience with program applications.

This course is not offered this semester.

**ECE: External Environment, Catalog # 10-307-184****3 Credits**

External factors affecting operation of early care and education programs: community child care needs, marketing, laws and regulations, working with government and community agencies, political and societal issues and trends.

Class # 21250                      1/17/22-3/11/22                      Online                      \$463.95

**ECE: Child Care Best Practices, Catalog # 10-307-185****3 Credits**

Establishing and maintaining quality programs based on professional standards and the best available information on child growth and development.

Class # 21251                      1/17/22-3/11/22                      Online                      \$463.95

**ECE: Child Care Administrator Capstone, Catalog # 10-307-186****3 Credits**

Culminating experience in the credential course sequence. Individual projects are required with a focus on the integration of program aspects in developing strategic planning for change.

(Prerequisites: 10-307-204, ECE: Child Care Administration & Supervision; 10-307-162, ECE: Child Care Operations Management; 10-307-161, ECE: Child Care Financial Management; 10-307-163, ECE: Child Care External Environments; 10-307-164, ECE: Child Care Best Practices)

**This course must be taken last.**

Class # 21252                      3/23/22-5/17/22                      Online                      \$463.95

**Register:**      Phone: (920) 498-5444 or Toll Free: (888) 385-NWTC  
 Online: <https://www.nwtc.edu/> then click on my.NWTC

**Apply:**      Visit our website to apply for this credential:  
<https://www.nwtc.edu/admissions/admissions/getting-started>

**Questions:**      Stacey Felton, Early Childhood Program Support  
 Phone: (920) 498-6255 or Toll Free (800) 422-NWTC Ext. 6255 or  
 E-mail: [stacey.felton@nwtc.edu](mailto:stacey.felton@nwtc.edu)

Please Note: Fees do not include books or supplies and are subject to change.

Go to [www.the-registry.org](http://www.the-registry.org), the place to find training and events of interest to Early Childhood Care and Education Professionals. Click on the type of training you are interested in to see a list of upcoming events.

If you are working in a certified or licensed family child care or licensed group child care setting and are interested in learning more about scholarship options, call T.E.A.C.H. at (800) 783-9322 Ext 7240.

