

Administrator Track

for Louisiana Pathways Career Development Systems



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Director	- As required by Licensing Minimum Standards (documented by licensing approval letter) Encouraged to participate in an early childhood professional organization
Director 1	Membership in an early childhood professional organization; and - CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and 30 clock hours in approved administrative training categories, or - Related associate degree or 30 hours towards associate degree with 4 college courses in early childhood / child development.
Director 2	Membership in an early childhood professional organization and service to the profession (see below for definition and examples); and - CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and 45 clock hours in approved administrative training categories / national administrator credential, or - Associate degree in early childhood / child development, or - Related associate degree with 4 college courses in early childhood / child development, or - Related bachelor's degree with 3 college courses in early childhood / child development, or - Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 3 star quality rated center on July 1.
Director 3 Administrator Certificate: To obtain the Administrator Certificate, 75 clock hours must be completed within the approved administrative training categories. Completion of 2 college courses in administration may be used to replace the requirement for the Administrator Certificate.	Membership in an early childhood professional organization and service to the profession (see below for definition and examples); and - CDA Credential, approved early childhood diploma, or Early Childhood Ancillary Certificate and the Administrator Certificate, or - Associate degree in early childhood / child development and the Administrator Certificate, or - Bachelor's degree in early childhood / child development and the Administrator Certificate, or - Related bachelor's degree with 6 college courses in early childhood / child development and the Administrator Certificate, or - Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 4 star quality rated center on July 1.
Director 4	Membership in an early childhood professional organization and service to the profession (see below for definition and examples); and - Master's degree in early childhood, child development, or early childhood administration and the Administrator Certificate, or - Related master's degree with 8 college courses in early childhood / child development and the Administrator Certificate, or - Meets director qualifications from Bulletin 137 and has been the director for at least one year of a 5 star quality rated center on July 1.

The **Louisiana Pathways Career Development System Administrator Certificate** recognizes you as a professional in early childhood. Receiving the Administrator Certificate helps you have the skills and knowledge to operate a quality early childhood program.

When early learning centers fail, it is often because the administrator does not have the necessary skills to budget, supervise staff, and manage the many other tasks involved in running a highly regulated business. Receiving such training will help you be prepared for the daily activities required by an early learning center administrator.

Major objectives for the Administrator Certification System are:

- To provide the specialized training that directors want and need;
- To encourage aspiring directors to receive training prior to seeking a director position;
- To address the needs of directors who want help in supporting caregiver efforts to apply what they learn;
- To assist administrators in designing staffing patterns and financial incentives to create opportunities for promotion, for increased responsibilities, and for financial benefits.

Administrative training needed to receive the Administrator Certificate:

	Category of Training	Hours
ADM 1	Regulations (Licensing, health, fire, and other)	6
ADM 2	Financial Management (Budgeting, cash flow, purchasing, taxes, business plans, and collections)	15
ADM 3	Personnel and Operations Management (Recruitment, professional development, supervision, and separation; developing role definitions, process evaluation, and employee manuals; organizational structures, interpersonal relations, and incentive programs)	15
ADM 4	Food Service (Menu planning, portion management, procurement and stock control, hygiene standards, and compliance with the CACFP or licensing protocols)	15
ADM 5	Professionalism, Marketing, and Image (Strategies for sustained enrollment and family engagement; building a community reputation, telephone etiquette, and networking; prioritizing customer service, ethical standards, and legal compliance; and engagement with Louisiana Pathways and advocacy efforts)	12
ADM 6	Other Miscellaneous Administrative Topics (Including quality initiatives, stress management, facility planning and equipment; collaborating with boards, shared-use spaces, and multi-site center operations)	12
	TOTAL	75

Additional Information about qualifying for the Tax Credit

Administrators/ directors must do the following to qualify:

- Work for a minimum of six months (average 30 hours a week) in the same Type III star-rated center during the tax year (as verified by the July 1 star rating) as stated in [Bulletin 139](#).
- Must meet requirements for Director 1 or above.
- Maintain membership in an early childhood professional organization and submit proof to Louisiana Pathways annually.
- Director 2 and above also requires service to the profession which is defined as contributing to the field of Early Care and Education by going above and beyond what is required by their job. Some examples include:
 - Serving on a board or committee related to early childhood,
 - Presenting at or attending a professional conference or event,
 - Participating as a CDA Professional Development Specialist or conducting CLASS observations.
 - [Documentation of service to the profession](#) should be obtained and submitted every 3 years to qualify your Pathways level for the Staff and Administrator Tax Credit.
- The number of directors able to claim tax credits using their center's star rating is based on licensed capacity, as referenced in [Bulletin 139](#).
- Directors will continue to receive communication about how to file for the tax credits from Louisiana Pathways.
- For questions about your tax credit level, contact [Louisiana Pathways](#) at 1-800-245-8925.