

# CTECAD: EARLY CHILDHOOD ADMINISTRATOR

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## History

1. Mar 4, 2026 by Carol Evans (cacevans)
2. Mar 27, 2026 by Carol Evans (cacevans)
3. Apr 17, 2026 by Sera Bird (sabird)

**Viewing: CTECAD : Early Childhood Administrator**

**Last approved: 2026-04-17T15:41:01Z**

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## Program Cover

### Program Name

Early Childhood Administrator

### Transcript Title

Early Childhood Administrator

### Department

Public Services Careers Dept

### Division/College

Adv Tech/Public Serv Careers

### Academic Level

Credit

### Program Code

CTECAD

### Type of Award

Certificate

### Does this program lead to licensure?

No

### Is this intended to be an embedded program?

No

### Is this program occupational?

Yes

### Is it state approved?

No

### Program Occupation

High Demand Occupation  
High Skill Occupation  
High Wage Occupation

### Program Attributes

Online

### CIP Code

131210 - Early Childhood Education and Teaching.

## Purpose

### Rationale

Add program assessment plan based on recently approved program proposal documents.

**Effective Catalog**

Fall 2026

**Proposed Effective Term**

Fall 2026

**Program Curriculum****Minimum Credits Required for the Program: 30**

<b>Code</b>	<b>Title</b>	<b>Credits</b>
ECD 101	Child Development	3
ECD 180	Working with Families in a Diverse Society	3
ECD 200	Positive Child Guidance	3
ECD 205	Administration of Child Care Programs	3
ECD 210	Curriculum for Young Children	3
ECD 220	Development and Care of Infants and Toddlers	3
ECD 230	Child Observation and Assessment	3
Restricted Elective(s) Choose 3 courses		9
ACC 111	Principles of Financial Accounting <sup>1</sup>	
BMG 207	Business Communication	
BMG 230	Principles of Management	
BMG 273	Managing Operations	
BMG 279	Organizational Management	
BOS 106	Electronic Planning, Sharing and Organization	
<b>Total Credits</b>		<b>30</b>

<sup>1</sup> ACC 111 Principles of Financial Accounting requires Academic Math Level 3 or prerequisite.

**Program Description for Catalog**

This certificate program will prepare students to become effective administrators in early childhood education. Students will learn about high-quality early learning practices alongside essential business, management, and administrative skills. Together, these experiences will equip you to confidently lead and manage licensed child care programs.

Credit from this program can also be applied toward the associate degree in early childhood education

**Admission/Eligibility Requirements****Program admission requirements****Program Requirements**

Academic Reading and Writing Levels of 6

**Additional program information (articulation, accreditation, advisors)****Program Assessment Plan****Learning Outcome****Learning Outcome**

Describe how teachers can use the National Association for the Education of Young Children's (NAEYC) developmentally appropriate practices to support children's social-emotional development taking into account commonality, context, and individual differences.

**Assessment #1****Assessment Tool**

Outcome-related assignment(s) (Using the Three Core Considerations to Support Children's Social and Emotional Development Assignment)

**Anticipated Next Assessment Year**

2029

**Anticipated Next Assessment Term**

Fall

**Anticipated assessment population**

Other

**If not including all students from all sections, please provide an estimation of how many students will be included, and how you're planning to ensure representation for all schedule types, delivery methods, full-time and part-time students, all instructors, etc.**

ECD 200; All students from all sections

**Standard of success to be used for this assessment**

75% of students will achieve a minimum of 75% on the assessment.

**Who will score and analyze the data?**

Departmental faculty

**Scoring/evaluation tool (attach if possible)**

Departmentally-developed rubric

**Assessment #2**

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**Learning Outcome****Learning Outcome**

Develop a staff onboarding and training policy and procedures that comply with state early childhood licensing regulations.

**Assessment #1****Assessment Tool**

Outcome-related assignment (Staff Onboarding Policy and Procedures)

**Anticipated Next Assessment Year**

2029

**Anticipated Next Assessment Term**

Fall

**Anticipated assessment population**

Other

**If not including all students from all sections, please provide an estimation of how many students will be included, and how you're planning to ensure representation for all schedule types, delivery methods, full-time and part-time students, all instructors, etc.**

ECD 205; All students from all sections

**Standard of success to be used for this assessment**

75% of students will achieve a minimum of 75% on the assessment.

**Who will score and analyze the data?**

Departmental faculty

**Scoring/evaluation tool (attach if possible)**

Departmentally-developed rubric

**Assessment #2**

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**Learning Outcomes Display (show only)**

Course Code	PLO 1	PLO 2
ECD 101		
ECD 180		
ECD 200		
ECD 205		
ECD 210		
ECD 220		
ECD 230		
ACC 111		
BMG 207		
BMG 230		
BMG 273		
BMG 279		
BOS 106		

**Budget**

**Additional Information**

Is this a substantive change?

No

Key: 161

**PROGRAM PROPOSAL FORM**

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<b>Program Name:</b>	<u>Early Childhood Administrator Certificate</u>	<b>Program Code:</b>
<b>Division and Department:</b>	<u>ATP: Public Service Careers</u>	<u>CTECAD</u>
<b>Type of Award:</b>	<input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.	<b>CIP Code:</b>
<b>Effective Year (new programs are always effective in the Fall term):</b>	<u>Fall 2026</u>	<u>13.1210</u>
<b>Initiator:</b>	<u>Beth Marshall</u>	
<p><b>Program Features</b>            Program's purpose and its goals.            Criteria for entry into the program, along with projected enrollment figures.            Connection to other WCC programs, as well as accrediting agencies or professional organizations.            Special features of the program.</p>	<p>The Early Childhood Administrator Certificate at Washtenaw Community College will prepare students to become effective leaders in early childhood education. This program blends a strong foundation in child development and high-quality early learning practices with essential business, management, and administrative skills—empowering graduates to successfully lead, manage, and sustain licensed child care programs.</p> <p>The Early Childhood Administrator Certificate will consist of 30 total credit hours, with 21 credits in Early Childhood Education (ECD) courses and 9 credits in restricted business electives. All ECD courses included in this certificate are part of the Associate of Arts in Early Childhood Education (AAECE) transfer pathway. The business electives, while essential for program administration, are not part of the AA transfer pathway.</p> <p>All classes are available online or virtually. All courses included in the Early Childhood Administrator Credential are existing offerings within WCC's Early Childhood Education and Business programs.</p> <p>The proposed program has been approved by MiLEAP Child Care Center Administrator qualifications.</p> <p>It has also been approved for eligibility through the Michigan Association for the Education of Young Children T.E.A.C.H. Scholarship Program, supporting access and affordability for students.</p> <p>This is the only child care administrator certificate program in Michigan that intentionally integrates both early childhood education and business coursework, providing a comprehensive pathway for future child care leaders.</p> <p>Students must have college level reading and writing to enter the program.</p>	

<p><b>Need</b></p> <p>Need for the program with evidence to support the stated need.</p>	<p>The Early Childhood Administrator Certificate is an innovative and essential response to a long-standing gap in professional development and degree attainment for early childhood leaders. Across Michigan, child care administrators are often promoted into leadership roles without the specialized training necessary to effectively manage staff, ensure compliance with licensing regulations, or apply sound business practices. This “learn on the job” approach frequently leads to inconsistencies in program quality and long-term sustainability.</p> <p>This program directly addresses those challenges by offering a structured, intentional pathway that blends early childhood education knowledge with business and leadership skills—preparing administrators to lead high-quality, financially stable programs.</p> <p>The need is clear: current Michigan child care licensing requirements for administrators are minimal, and there is no widely available credential that equips leaders with both pedagogical <i>and</i> operational expertise.</p> <p>According to a recent Lightcast Job Posting Analytics report from April 2025 – September 2025 where the median wage for Child Care Center Administrators in Southeast Michigan was \$25.85 per hour over the past 6 months, reflecting increasing competitive compensation for qualified professionals in the field. Emerging skill demands include curriculum development, performance improvement, and social work, indicating a growing need for leadership grounded in both early childhood education and organizational management.</p> <p>The program also advances equity and workforce development goals by supporting first-generation, low-income, and racially diverse students, many of whom are T.E.A.C.H. scholarship recipients. By expanding access to degree attainment and leadership preparation, the certificate promotes professional advancement, higher wages, and long-term career stability.</p> <p>In collaboration with the Michigan Association for the Education of Young Children (Michigan AEYC) and the Michigan Educator Workforce Initiative (MEWI), this certificate will help establish standards for administrators, strengthen retention and leadership capacity in the early childhood workforce, and ultimately improve outcomes for children and families across the state.</p> <p>The concept for this program received enthusiastic support from WCC’s Early Childhood Education Advisory Board, which is composed of experienced center directors and program owners. Board members emphasized the importance of providing choice and flexibility within the business coursework, noting that administrative and business responsibilities vary widely among centers, with some opting to outsource certain functions. This adaptable approach ensures the program aligns with the diverse operational needs of early childhood programs across the field.</p> <p>With more than 8,000 licensed child care centers across Michigan, there is a clear and growing demand for this certificate program. To date, over 250 child care directors have completed 12 hours of professional development through the Michigan AEYC Director’s Cohort. Leaders of this cohort have noted that most participants are eager for additional, in-depth training and support. Michigan AEYC has expressed interest in partnering with Washtenaw Community College to help directors continue their professional growth through this program.</p> <p>Additionally, the Michigan Educator Workforce Initiative (MEWI) has identified WCC’s Early Childhood Education program as its premier community college partner. MEWI anticipates that 10 students initially and approximately 50</p>
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	students per year will enroll in this certificate program, further underscoring both the need and the significant potential impact of this initiative.		
<b>Curriculum</b>  List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.  Associate degree programs must provide a semester by semester program layout.	See attached list.		
<b>Budget</b>  Specify program costs in the following areas, per academic year:		<b>START-UP COSTS</b>	<b>ONGOING COSTS</b>
	<b>Faculty</b>	\$ 0 .	\$ 0 .
	<b>Training/Travel</b>	0.	0 .
	<b>Materials/Resources</b>	0.	0 .
	<b>Facilities/Equipment</b>	0 .	0 .
	<b>Other</b>	0 .	0.
	<b>TOTALS:</b>	\$ 0.	\$ 0 .
<b>Program Description for Catalog and Web site</b>	This certificate program will prepare students to become effective administrators in early childhood education. Students will learn about high-quality early learning practices alongside essential business, management, and administrative skills. Together, these experiences will equip you to confidently lead and manage licensed child care programs.  Credit from this program can also be applied toward the associate degree in early childhood education.		
<b>Program Information</b>	<b>Accreditation/Licensure -</b>  <b>Advisors –</b> Niki Lee, Jan Militello  <b>Advisory Committee -</b>  <b>Admission requirements –</b> Academic Reading and Writing Levels of 6  <b>Articulation agreements -</b>  <b>Continuing eligibility requirements -</b>		

**Assessment plan:**

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
1. Describe how teachers can use the National Association for the Education of Young Children's (NAEYC) developmentally appropriate practices to support	Outcome-related assignment(s) (Using the Three Core Considerations to Support Children's	Every 3 years	ECD 200: Positive Child Guidance	All students

children's social-emotional development taking into account commonality, context, and individual differences.	Social and Emotional Development Assignment)			
2. Develop a staff onboarding and training policy and procedures that comply with state early childhood licensing regulations.	Outcome-related assignment (Staff Onboarding Policy and Procedures)	Every 3 years	ECD 205: Child Care Administration	All students

**Scoring and analysis plan:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.
  1. Departmentally-developed rubric
  2. Departmentally-developed rubric
  
2. Indicate the standard of success to be used for this assessment.
  1. 75% of all students will achieve a minimum of 75% on the assessment.
  2. 75% of all students will achieve a minimum of 75% on the assessment.
  
3. Indicate who will score and analyze the data.
  1. Departmental Faculty
  2. Departmental Faculty

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Beth Marshall	<i>Beth Marshall</i>	10/17/25
Dean	Eva Samulski	<i>Eva Samulski</i>	10/17/2025
<b>Please return completed form to the Office of Curriculum and Assessment (SC 257)</b> <b>or by email to curriculum.assessment@wccnet.edu.</b> <b>Once reviewed by the appropriate faculty committees, we will secure the signature of the VPI and President.</b>			
Curriculum Committee Chair	Randy Van Wagnen	RVanWagnen	2/10/26
Assessment Committee Chair	Jessica Hale	Jessica Hale	2/10/26
Executive Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval	Dr. Brandon Tucker	<i>[Signature]</i>	2/16/26
President	Dr. Rose B. Bellanca	<i>[Signature]</i>	2/17/26
Board Approval			3/26/26

## Early Childhood Administrator Certificate

Course	Name	Credits
<a href="#">ECD 101</a>	Child Development	3
<a href="#">ECD 180</a>	Working with Families	3
<a href="#">ECD 200</a>	Child Guidance and Classroom Management	3
<a href="#">ECD 205</a>	Child Care Administration	3
<a href="#">ECD 210</a>	Curriculum for Young Children	3
<a href="#">ECD 220</a>	Development and Care of Infants/Toddlers	3
<a href="#">ECD 230</a>	Child Observation and Assessment	3
	<b>Total ECD Courses</b>	<b>21</b>
	<b>Restricted Electives - Students choose 3</b>	
<a href="#">ACC 111*</a>	Principles of Financial Accounting	3
<a href="#">BMG 207</a>	Business Communication	3
<a href="#">BMG 230</a>	Principles of Management	3
<a href="#">BMG 273</a>	Managing Operations	3
<a href="#">BMG 279</a>	Organizational Management	3
<a href="#">BOS 106</a>	Electronic Planning, Sharing and Organization	3
	<b>Total Restricted Electives</b>	<b>9</b>
	<b>Certificate Total</b>	<b>30</b>