Ohio Administrator Credential

The Ohio Administrator Credential is based upon the Ohio Core Knowledge and Competencies (CKC) Framework for Program Administrators. The credential is inclusive of the knowledge, skills, and competencies identified in the CKC as best practice. There are three levels of the Ohio Administrator Credential to choose from. The credential is valid for two years.

How to apply for the Ohio Administrator Credential

1. Log in to your Ohio Professional Registry (OPR) profile or create one by using this Create Profile User Guide.

2. In the Professional Development tab – upload the CKC Self-Assessment

3. When the required trainings for the credential level are verified, send the Ohio Administrator Credential payment form to:

<div align="center">

OCCRRA

2469 Stelzer Rd.

Columbus OH 43219

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4. The OPR will wait up to 2 weeks for the check to clear prior to issuing the Ohio Administrator Credential.

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Ohio Administrator Credential fee structure

Initial credential - $25
Out-of-state review - $50
Consideration of leadership training for Level II elective - $15 additional fee
Renewal - $15

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Ohio Administrator Credential Requirements

Ohio Administrator Credential Level I – Initial

- Assessment requirement – CKC Self-Assessment which will determine the personal areas of development

- Training requirements – 60 contact hours total, taken in any order

    1. Core Training- Taking the Lead: Ohio's Program CKC = 10 hour
    2. Two Administrator CKC Leading and Succeeding trainings (see list), based on the results of the self-assessment – 25 hours per training = 50 hours
    3. Select from two of the following (each training is 25 hours):

    a.   Administrator CKC Leading and Succeeding: Business and Operations Management
    b.   Administrator CKC Leading and Succeeding: The Curriculum Cycle
    c.   Administrator CKC Leading and Succeeding: Family & Community Partnerships
    d.   Administrator CKC Leading and Succeeding: Human Resource Leadership and Development
    e.   Administrator CKC Leading and Succeeding: Program Development and Evaluation

Ohio Administrator Credential Level II – Initial (Three options to obtain this level)
Ohio Administrator Credential Level II – Option 1: Ohio's Successful Leadership Series for Program Administrators – 145 contact hours total

- Assessment requirement – CKC Self-Assessment which will determine the personal areas of development
- Training requirements – 145 contact hours total, taken in any order

    1. Ohio Approved (OA) Trainings* = 10 hours total
    2. Core Training- Taking the Lead: Ohio's Program CKC = 10 hour
    3. Five Administrator CKC Leading and Succeeding trainings (see list) – 25 hours per training = 125 hours

All the following (each training is 25 hours):

    a.   Administrator CKC Leading and Succeeding: Business and Operations Management
    b.   Administrator CKC Leading and Succeeding: The Curriculum Cycle
    c.   Administrator CKC Leading and Succeeding: Family & Community Partnerships
    d.   Administrator CKC Leading and Succeeding: Human Resource Leadership and Development
    e.   Administrator CKC Leading and Succeeding: Program Development and Evaluation

*Prior professional development in leadership/management within the last five (5) years may be accepted for up to 10 hours as an elective, approval dependent upon documentation provided for verification. Processing fee for administrative costs apply.

Ohio Administrator Credential Level II – Option 2: Aim4Excellence – 144 hours

- Assessment requirement – CKC Self-Assessment which will determine the personal areas of development

- Training requirements – Aim4Excellence trainings offered by McCormick Center eLearning https://mccormickcenterelearning.nl.edu/ets/home Upon completion of *all Modules*, professional must upload the Aim4Excellence Credential for review.
  Module 1: Leading the Way
  Module 2: Recruiting, Selecting and Orienting Staff
  Module 3: Promoting Peak Performance
  Module 4: Managing Program Operations
  Module 5: Building a Sound Business Strategy
  Module 6: Planning Indoor and Outdoor Environments
  Module 7: Supporting Children's Development and Learning
  Module 8: Creating Partnerships with Families
  Module 9: Evaluating Program Quality

Ohio Administrator Credential Level II – Option 3 – College Coursework – Nine (9) semester hours or Short-Term Certificate

1. The professional will complete nine semester hours of college coursework to complete a Level II option 3, which includes the following:

   o Assessment requirement – CKC Self-Assessment which will determine the personal areas of development
   o Education requirement – nine semester hours total. Upon completion of courses, professional will upload official transcript to the Education tab of their Registry profile. Courses are verified from the approved list generated by the Ohio Coalition of Associate Degree Early Childhood Programs.
     - Three classes of college coursework
     - Minimum of three semester hours per course earning a grade of C or better
     - One course each of the following topics:
       - Leadership/Advocacy
       - ECE Organization & Administration
       - Small Business Management

2. The professional has completed a Short-Term Certificate with issue date:

   o Official transcript from the college that shows the professional has a Short-Term Certificate with a declared Child Care Administration major

Ohio Administrator Credential Level III

- CKC Self-Assessment which will determine the personal areas of development
- Any option from Ohio Administrator Credential Level 2
- Associate Degree or higher in an Early Childhood Education or closely related field.

Ohio Administrator Credential Renewal

Renewal must be complete every 2 years before the expiration date

Ohio Administrator Credential Level I - Renewal

- Training requirement – 25 hours total, select one
  1. Administrator CKC Leading and Succeeding completed training session - 25 hours

or

  2. Level II approved electives - 25 hours

Ohio Administrator Credential Level II and III – Renewal

- Training requirement – 20 hours of specialized Ohio Approved training

Out-of-State issued Administrator Credential information

Administrator Credential programs not from Ohio which are completed or renewed within the last five (5) years may be considered for substitution at an Ohio Administrator Credential Level II on an individual basis with proper documentation if *all the following three items are met*:

- The credential is posted on the approved list for accreditation by the National Association for the Education of Young Children (NAEYC)
- The credential is aligned with the Ohio Administrator CKC
- A completed Ohio Administrator CKC Self-assessment

There will be an assessment processing fee for an out-of-state Administrator Credential substitution of $50 to be charged whether the credential is accepted or not.

Career Pathway Model effective July 1, 2018
Ohio Administrator Credential Level I – 0.5 points
Ohio Administrator Credential Level II and III – 2 points