

NATIONAL ADMINISTRATOR CREDENTIAL INSTRUCTOR QUALIFICATIONS

All instructors must hold a current National Administrator Credential and must be a member of the National Child Care Association

Education:

A minimum of a Bachelor's degree from an accredited college or university.*

A thorough understanding of child development and appropriate teaching methods for all developmental stages documented by transcripts, certificates, or a resume.

A minimum of 15 clock hours in adult learning methods courses.

Experience:

A minimum of five years experience as the director or administrator of a licensed child care program serving a minimum of 20 children. Experience should include:

- Budgeting
- Maintaining financial, tax, personnel, and children's records
- Marketing
- Hiring and managing staff
- Public relations
- Facility maintenance
- Working with regulating agencies
- Advocating for children's issues
- Community outreach and collaborative efforts
- Working with parent advisory boards or boards of directors.

At least two years experience teaching adults in workshops, college courses, or seminars.

Recommendation:

A letter of recommendation from a colleague in the field. This letter cannot be from a subordinate or relative.

Continuing Education Requirement:

Participation at least once every three years in a NAC Refresher Session held at the NCCA Annual Conference.

At least 20 clock hours of training in business/management topics bi-annually. These hours may include articles published, community involvement and classes taught on business/management for other organizations. The NAC classes you teach will not count toward your 20 hours.

Continuity

Instructors must teach the NAC course at least once every two years in order to maintain active instructor status.

**Some states may require a higher degree*