

NATIONAL ADMINISTRATOR CREDENTIAL INSTRUCTOR APPLICATION

NOTE: *Please see the Instructor Qualifications and Instructor Job Description before completing this application.*

NAME _____ SS# _____

NAME OF COMPANY _____

BUSINESS ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

Please list your educational degrees, the institutions from which you graduated, and your major courses of study:

If your graduation records are in your maiden name, what is that name? _____

How long have you been a professional trainer/presenter? _____

Please list courses you have taught and dates. Use separate sheet of paper if necessary.

Course or Topic

Dates

Please list groups/associations/colleges to whom you have made presentations or for whom you have taught classes.

How many 40-hour NAC courses are you willing to teach each year? _____

Are you able to travel out of town to teach courses? _____

How far are you willing to travel? _____

Have you been the director or chief administrator of a licensed, center-based child care program for at least five years? _____

Please list the names of the programs, the addresses, dates when you served in this capacity, and your title. Use a separate sheet if necessary.

<i>Name of Program</i>	<i>Address</i>	<i>Dates</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omission, or misrepresentations are discovered, my application may be rejected or my ability to teach the National Administrator Credential course may be denied.

Date: _____ Signature: _____

**PLEASE ATTACH YOUR RESUME AND COLLEGE TRANSCRIPT TO THIS APPLICATION AND RETURN IT TO:
THE NATIONAL CHILD CARE ASSOCIATION,
2025 M Street NW, Ste. 800
Washington, DC 20036**

Applications must be received no later than two weeks prior the class you plan to attend.

Received _____ (Date)
By _____ (Name)
Approval Decision Sent _____ (Date)

NATIONAL ADMINISTRATOR CREDENTIAL

JOB DESCRIPTION FOR INSTRUCTORS

National Administrator Credential instructors will study the NAC training manual and become thoroughly familiar with its contents. The National Child Care Association will provide instructors with a teacher syllabus with suggestions for the order in which material should be covered and the time that should be allotted to each topic. Instructors will cover all material and will assist students in completing as many of the exercises in the training manual as time allows.

Instructors are encouraged to use their creativity to present the material in an interesting and effective manner and to foster sharing and friendship among the students.

Instructors will set an example of professionalism in their dress, their speech, and their presentation skills.

Instructors will make themselves available to students for short periods of time to answer individual questions.

Instructors will assure that students receive the full 40 hours class time.

Instructors will administer the tests required for successful completion of the course and will score the tests.

Instructors will complete Candidate Transcripts and return them promptly to the State Project Manager along with the Candidate Information Forms, completed tests, teacher evaluation, and completed student evaluation forms.

Instructor will conduct a “graduation” ceremony for candidates in order to present their clock hour certificates and to create a feeling of closure for the week’s course. Instructors will administer the final examination either in class or as a part of the student’s homework.