



University Extension
Professional Studies

FORGE AHEAD IN YOUR CAREER

Professional Certificate in Advanced Teaching and Administration in Early Child Care Settings



Effective administrators of early care and education facilities are well-versed in the field, with considerable experience working as child care providers.

They have strong leadership qualities to work effectively with staff, parents and the surrounding community, and they constantly strive toward building successful programs with resilient and knowledgeable staff.

Developed in accordance with California and federal child care regulations, this program is geared toward individuals interested in the administrative and supervisory side of early care and education programs. Courses in this program provide comprehensive approaches to managing and administering early care and education programs, by building on the knowledge gained through teaching in early child care programs. Individuals will expand their skillset with an in-depth look into the role of administrators in both private and public programs, leadership styles, recruitment, development of staff, and financial management. Advance your career by learning empirically-based strategies that provide quality education and reflective care to young children and their families.

WHAT YOU'LL LEARN

Roles and responsibilities of the site administrator in both private and public early child care programs

Principles of launching an educationally and financially sound program

State licensing requirements

Methods for supervising student teachers, assistant teachers, parents, and volunteers in early child care settings



TOTAL UNITS
24



TUITION
\$1,810



COMPLETION TIME
12-24 months



FORMAT
Online



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BENEFITS OF EARNING A CERTIFICATE

There are several reasons why, Bachelor's degree in hand, you might be considering continuing your studies. An upgraded education section on your resume can open the door to a new career, or, if you're already working, lead to a promotion and a higher salary. While you're working, going back to school is an excellent way to stay current in rapidly changing fields, or, if you've been away from the workforce for a while, to quickly get caught up in the latest trends, concepts, and advances.

While there are as many paths to follow, as there are reasons to follow them when approaching continuing education, there is enormous value in terms of time, financial investment, and personal flexibility while gaining practical training from working professionals in your industry that extends beyond the theory of the classroom and into the real world.

KEY BENEFITS INCLUDE:

- UC quality curriculum
- Professional endorsements
- Schedule flexibility
- Variety of courses and programs
- Instruction from professional leaders in the industry

PAY AS YOU GO



Pay per individual course
as you register.

AVERAGE COURSE TUITION

\$300-350 PER (4.5 UNIT) COURSE

*Learn more about [tuition assistance](#).

CAREER INFORMATION



IN-DEMAND FIELD

Jobs are projected to grow at a rate of 11% over the next 5 years.



STRONG EARNING POTENTIAL

Median Salary **\$53,741**



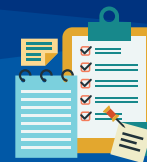
VARIETY OF JOBS TO CHOOSE FROM

- Site Administrator
- Childcare Director
- School Administrator
- Master Teacher
- Early Child Care Administrator



SKILLS FOR SUCCESS

- Critical Thinking
- Learning Strategies
- Judgment and Decision Making



REALITY CHECK. WHAT YOU WILL DO ON THE JOB.

- Develop educational goals, standards, policies or procedures
- Advise others on career or personal development
- Supervise employees
- Conduct employee training programs
- Determine operational compliance with regulations or standards

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STUDY PLAN

Our certificate programs are designed to be flexible, allowing you the option to take just a few courses or earn the complete certificate. If choosing to complete the certificate, we recommend you get the most out of your experience by following the suggested completion path below.

Required Courses		
QUARTER		UNITS
1	Supervising Adults Within Early Childhood Educational Settings EDUC X85	3
2	Seminar in Administration and Supervision of Early Childhood Centers, Part A EDUC X88.A	4.5
	Seminar in Administration and Supervision of Early Childhood Education Centers, Part B EDUC X88.B	4.5
3	Health, Nutrition, and Safety in Early Childhood Education EDUC X85.D	4.5
4	Observation and Assessment of Children's Social and Learning Development EDUC X85.F	4.5
	Elective	

Elective Options		
QUARTER		UNITS
4	Supervised Field Experience in Early Childhood Education EDUC X85.H	5
4	Advanced Child Growth and Development (Age 8 Through Adolescence) EDUC X82.31	3

ARE YOU READY FOR YOUR NEXT STEP?

Schedule an appointment with a [Student Success Coach](#) to get started. extension.ucr.edu/coach



*For a full list of policies and procedures, check our [website](#).