

Appendix A to 5180:2-12-07

Administrator Qualifications

A child care administrator is to have completed a high school education and at least one of the following education/training options (A through L) combined with experience where noted:

	Education/Training*	Experience**
A	Minimum of an associate degree in child development, early childhood education or related field approved by the Ohio department of children and youth (DCY). Must be from an accredited college, university, or technical college.	No minimum experience.
B	A minimum of a current prekindergarten associate license issued by the Ohio department of education and workforce (DEW).	No minimum experience.
C	A current infant and toddler or early childhood credential from a program accredited by the Montessori accreditation council for teacher education.	No minimum experience.
D	Two years of training, including at least four courses in child development or early childhood education from an accredited college, university, or technical college.	No minimum experience.
E	A current Ohio administrator credential as approved by DCY.	No minimum experience.
F	A current Ohio school-age administrator professional endorsement (if serving only school-age children).	No minimum experience.
G	Current designation under a minimum of a career pathways level three.	No minimum experience.
H	Current designation under the career pathways level two.	Two years of experience working in the early care and education field.
I	Current designation under the career pathways level one, within one year, a current designation under the career pathways level two must be achieved.	Two years of experience working in the early care and education field.
J	At least four courses in child development or early childhood education from an accredited college, university, or technical college.	Two years of experience working in the early care and education field.
K	A current child development associate credential issued by the council for professional recognition.	Two years of experience working in the early care and education field.
L	No minimum education above the high school diploma or GED, but within 1 year of being named administrator, must have completed at least one of the education/training options above. Verification of high school education is to meet the requirements in appendix A to rule 5180:2-12-08 of the Administrative Code.	A person who has two years of experience working in the early care and education field and was promoted from within that center.

*Education/Training Calculation Note:

- Two years of education/training is equal to sixty semester or ninety quarter hours from an accredited college, university or technical college.
- Four courses is equal to twelve semester hours or eighteen quarter hours from an accredited college, university or technical college.

**Experience Calculation Note:

- One year of experience is equal to working fifteen hours per week for twelve consecutive months.
- If an individual works fewer than twelve consecutive months, their experience is adjusted proportionally. For example: working fifteen hours per week for nine months equals three-quarters of a year of experience.

**Examples of experience include:

- Direct work and field experiences with young children birth to thirteen years of age in a regulated organization/agency or early care and education setting.
- Direct evidence-based services for children birth to thirteen years of age who have developmental delays or disabilities and their families.
- Direct home visiting services using an evidence-based or promising-practice model.
- Direct mental health services to children birth to thirteen years of age and their families.
- Supervision, leadership, or management of an early care and education program.
- Program coordination, development or regulation.
- Training, instruction, or technical assistance provided to early care and education programs.
- Employment as an evaluator or researcher in the field of early care and education.