

Earn Your Ohio Administrator Credential Start Striving for Excellence Today!

Approved for Step Up To Quality Credit

What Is the Ohio Administrator Credential?

Awarded through the Ohio Professional Registry, the Ohio Administrator Credential helps you achieve the higher levels of expertise recognized in the state's revised Step Up To Quality (SUTQ) Standards. It also immediately highlights your professionalism to staff, families and the community.

How Do I Get My Credential?

Complete training through the Administrator Core Knowledge & Competencies (CKC) Training Series. Three Credential levels are available:

Level 1 Taking the Lead + Two Areas of Practice (60 hours of training)

Level 2 Taking the Lead + Five Areas of Practice + Building on Success (145 hours of training)

Level 3 Taking the Lead + Areas of Practice + Building on Success + Associate's Degree or higher in early childhood education or closely related field (145 hours of training + degree)

Take Select Administrator Training

You are invited to take any CKC Area of Practice session to grow your skills. Each counts as 25 professional development contact hours.

First course is offered
FREE of charge!



Benefits

- Face-to-face instruction
- All training counts toward Step Up To Quality requirements
- Trainings boost your everyday skills
- You can grow your professional abilities affordably

Administrator Core Knowledge & Competencies Training Series

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Phase	Title & Hours
Phase I	Taking the Lead – 10 Hours Total
Required for all Credential Levels	NO FEE! Introduction covers basic CKC foundation, strength-based leadership, general overview of all practice areas. Three sections with flexibility in scheduling.
Phase II	Leading and Succeeding: CKC Practice Areas – 125 Hours Total
Two Areas of Practice required for Credential Level 1 All five Areas of Practice required for Credential Levels 2 & 3	<ul style="list-style-type: none"> • Program Development & Evaluation (25 hrs) – How to align goals and objectives to program philosophy and vision. Marketing to meet modern families’ needs. • The Curriculum Cycle (25 hrs) – How to choose curriculum and assessment tools. Alignment with program philosophy. Tips on directing your staff in use of these resources. • Human Resource Leadership & Development (25 hrs) – Finding good staff and keeping them, aligning policies and procedures to meet higher levels on the Program Administration Scale (PAS). • Family & Community Partnerships (25 hrs) – Connecting with families and developing community partnerships to enhance relationships • Business & Operations Management (25 hrs) – Budgets that work, risk management, emergency procedures and staffing considerations.
Phase III	Building on Success – 10 Hours Total
Required for Credential Levels 2 & 3	Choice of electives designed to enhance specific skills. Includes but not limited to: <ul style="list-style-type: none"> • Marketing 101 • Social Emotional Field Guide: Administrator Perspective • Time Management • Multigenerational Considerations • Family Involvement



Start with NO FEE! Then Pay as You Go

Credit cards accepted. Contact your local R & R at www.occrra.org/about_agencies.php for more information.

Sign Up Today

Visit occrra.org to find training near you.

Click on  and enter "Administrator" in the search.

Questions about your Registry Profile?
Call OCCRRA at 1-877-547-6978.