

# EDUCATION: EARLY CHILDHOOD EDUCATION DIRECTOR WITH CDA INFANT TODDLER (TECHNICAL CERTIFICATE)

## Overview

Award: Technical Certificate

Program of Study: Early Childhood Education Director with CDA Infant Toddler

Program Code: 1201

For students to enter this program, the student must hold a current CDA Infant Toddler Certification and provide proof of the Certification (copy of the current certification) to the Registrar's Office for the student's permanent file. EQIT Certification may or may not be presented to the Registrar's Office with the CDA Infant Toddler Certification. The Director certificate prepares students for careers in licensed early childhood care and education programs. The Director certificate enables students to meet the educational qualifications of the Colorado Department of Human Services. Students who wish to work in licensed early childhood classrooms may complete the Director sequence and then continue on to earn an Associate of Arts degree in Early Childhood Education. Career options include opportunities in childcare centers and pre-schools both public and private.

Specific Requirements of this Program:

The student must hold a current CDA Infant Toddler Certification and provide a copy of the certification to the Registrar's Office prior to enrolling in the program. EQIT Certification is optional.

For more information on what you can do with this major, visit CMU Tech's [Programs of Study](#) page.

All CMU/CMU Tech technical certificate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, communication fluency, and critical thinking. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Demonstrate effective oral and written communication skills. (Communication Fluency)
2. Analyze data collected from different evaluation tools to create logical next-step solutions for improving quality in a child care business. (Critical Thinking)
3. Utilize mathematical concepts required to create a child care business budget. (Specialized Knowledge)

## Requirements

The following institutional requirements apply to all CMU or CMU Tech Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.

- At least fifty percent of the credit hours must be taken at CMU/CMU Tech.
- 2.00 cumulative GPA or higher in all CMU/CMU Tech coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

## Institutional Certificate Requirements

The following institutional requirements apply to all CMU or CMU Tech Technical Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Consists of 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU/CMU Tech.
- 2.00 cumulative GPA or higher in all CMU/CMU Tech coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

## Specific to this program:

- Must hold a current CDA Infant Toddler Certification for entry into the program. EQIT Certification is optional.

## Program Specific Requirements

(24 semester hours, must maintain a 2.00 cumulative GPA or higher in all coursework. CDA Infant Toddler Certification required for entry into this program. EQIT Certification is optional.)

Code	Title	Semester Credit Hours
<b>Required Courses</b>		
EDEC 102 or EDEC 299	Introduction to Early Childhood Professions Lab Experiences Student Teaching in Early Education	3
EDEC 103	Guidance Strategies	3
EDEC 205	Nutrition, Health, Safety	3
EDEC 238	Early Childhood Development 0-8 Years	3
EDEC 240	Curriculum and Development: Early Childhood	3
EDEC 241	Early Childhood Administration: Human Relations	3
EDEC 250	Exceptionalities in Early Education	3
EDEC 264	Administration in Early Education	3
<b>Total Semester Credit Hours</b>		<b>24</b>

## Suggested Course Plan

First Year

Fall Semester		Semester Credit Hours
EDEC 102 or EDEC 299	Introduction to Early Childhood Professions Lab Experiences or Student Teaching in Early Education	3
EDEC 103	Guidance Strategies	3
EDEC 241	Early Childhood Administration: Human Relations	3
EDEC 205	Nutrition, Health, Safety	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Spring Semester</b>		
EDEC 238	Early Childhood Development 0-8 Years	3
EDEC 264	Administration in Early Education	3
EDEC 240	Curriculum and Development: Early Childhood	3
EDEC 250	Exceptionalities in Early Education	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

## Advising and Graduation Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for their intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic

department head. Discrepancies in requirements should be reported to the Registrar's Office.

## Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one-semester certificates, complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found on the [Graduation](#) web page.

If a student's petition for graduation is denied, it will be their responsibility to apply for graduation in a subsequent semester. A student's "Intent to Graduate" does not automatically move to a later graduation date.