

# Alaska Early Childhood Administrator Credential Application



## About the Credential

The Alaska Early Childhood Administrator Credential (AK-ECAC) is a series of content-specific trainings designed to provide administrators with knowledge in the areas of fiscal management, human resources, social emotional development, family engagement, what it means to be a professional in early childhood, and how to arrange a classroom environment to support children's development. These content areas have been identified by a statewide advisory panel of early childhood professionals as foundational to any program administrator in order to help provide a quality early childhood education program.

The AK-ECAC includes the following training content areas:

1. Fiscal Management
2. Human Resources/Personnel Development (Center and Group Homes ONLY)
3. Family Engagement: *Strengthening Families Training*
4. Social Emotional Development: *Pyramid Model Foundations Training*
5. Professionalism: *Introduction to the Alaska Early Childhood Core Knowledge and Competencies*
6. Learning Environment: *Environment Assessment Scales (Part I, II, and III)*
7. Child Development:
  - Center Administrator: SEED Level 7
  - Group Home Administrator: SEED Level 6
  - Family Child Care Home Administrator: SEED Level 5

## The AK-ECAC and Learn & Grow

While the AK-ECAC is a stand-alone credential, it is also a requirement of Learn & Grow, Alaska's Quality Recognition and Improvement System (QRIS) for early childhood education programs. For more information on Learn & Grow, visit [www.aklearnandgrow.org](http://www.aklearnandgrow.org).



## Applying for the Credential

Here are a few steps to assist with the process:

1. **Gather Documentation:** Gather any training certificates and/or transcripts you have and upload them to them to your Alaska SEED Registry profile. For university transcripts, include any course descriptions/syllabi.

### 2. Review Transcripts with a Staff Member:

For applicants working in a program participating in Learn & Grow:

Work with your program's Professional Development Specialist (PDS) from **thread**, who will help review your transcripts and determine what AK-ECAC content areas you have completed.

For applicants working in programs **NOT** participating in Learn & Grow:

Arrange a time to talk with a SEED Systems Development Coordinator to review transcripts and determine what AK-ECAC content areas you have completed. Call 907.265.3132 or email [info@seedttas.org](mailto:info@seedttas.org).

### 3. Complete Training for All Content Areas.

4. **Submit Application:** When you have completed training for all content areas, complete the following application form on page 3 and submit it and any supporting documents to Alaska SEED at [info@seedttas.org](mailto:info@seedttas.org). Alaska SEED will respond to you within 10 business days of receiving your application.

## Renewing the Credential

The AK-ECAC is good for three years, and the expiration date is listed on your credential. When renewing, only fill out your contact information in the top section of the application form on page 3. Then sign, date, and submit it to Alaska SEED at [info@seedttas.org](mailto:info@seedttas.org).

Questions? Contact Alaska SEED at [info@seedttas.org](mailto:info@seedttas.org) or call 907.265.3132.

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Initial Application:  Renewal Application:  (For renewal, please fill out your contact information only, then sign and date.)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Type:  Home  Group Home  Center

| Content Area and Trainings  | How was the training completed?<br>( <i>thread, university, other</i> ) | OFFICIAL<br>USE ONLY |
|---|---|----------------------|
| <b>Child Development:</b><br>Center: SEED Level 7<br>Group Home: SEED Level 6<br>Family Child Care Home: SEED Level 5 | (Indicate SEED Level and SEED Registry expiration date.)                |                      |
| <b>Family Engagement:</b> Met by completing Strengthening Families training.  |   |                      |
| <b>Social Emotional Development:</b> Met by completing Pyramid Model Foundations training.                            |   |                      |
| <b>Professionalism:</b> Met by completing Introduction to Alaska Early Childhood Core Knowledge and Competencies.     |   |                      |
| <b>Learning Environment:</b> Met by completing Environment Rating Scale (ERS) training (Parts I, II, and III).        |   |                      |
| <b>Fiscal Management:</b> Met by completing a university course or SEED-approved training.                            |   |                      |
| <b>*Human Resources:</b> Met by completing a university course or SEED-approved training.                             |   |                      |

\*Home providers are not required to complete this content area.

I certify that the information on this application is correct and that the supporting documentation is either attached with this application or has been uploaded to my Alaska SEED Registry profile.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this page to SEED at [info@seedttas.org](mailto:info@seedttas.org). SEED will contact you within 10 business days of receiving your application.**