



# THE PENNSYLVANIA DIRECTOR CREDENTIAL



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The Pennsylvania Director Credential is designed as a standard to measure and validate the abilities and competencies of directors and administrators to manage high quality early childhood and school-age programs. Additionally, it represents the level of personal and professional accomplishments of directors and administrators, their professional contributions through demonstrated leadership, and active engagement in professional endeavors beyond the scope of the daily operation of a program. (Pakeys.org)

PA Keys, Office of Child Development has approved Chestnut Hill College to offer the Director Credential program. Chestnut Hill College's School of Continuing and Professional Studies is excited to offer the three courses (9 credits) required to obtain the Pennsylvania Director Credential. After successfully completing the courses, candidates must submit a separate application to Pennsylvania Key for award of the Director Credential certificate. Credits earned for the PA Director Credential may also be applied towards an associate or bachelor's degree in the Accelerated Adult Degree Program.

## Required Courses:

### **UEED 226 Supervision Issues in Childcare (3 credits)**

Focuses on the skills and sensitivities necessary in professional supervision, a critical aspect of leading an early childhood program. It will begin with a review of the vision and mission of the school developed in Leadership and Administration, the relevance of that vision for recruitment, mentoring, and assessment of teaching. Specific standards and procedures will be discussed for the hiring and releasing of staff as well as clinical supervision and formative evaluation methods. Corresponding appropriate professional development methods will be considered that are responsive to interests as well as needs of staff members, and which are responsive to the mission of the school and aligned with Pennsylvania requirements such as Professional Development Records (PDR's), Pennsylvania Quality Assurance System (PQAS), and Keystone STARS. Challenges and benefits specific to early childhood settings regarding staffing, such as working with organizational priorities, recruitment and retention, and staff development will be included. Each student will develop a supervisory program model that corresponds to the direction and needs of his/her school.

### **UEED 227 The Business of Child Care (3 credits)**

Provides students with the theories and tools necessary in developing a business plan that is both practical and supportive of values and vision. Directors or aspiring directors will be required to examine the visions/mission statements of their schools and determine the necessary procedures for accomplishing these objectives. In order to accomplish this task, students will study specific aspects of business management as they relate to the childcare field. Because of the breadth of possible topics, a survey will be administered to students at the beginning of the course to determine areas needing the most emphasis.

### **UEED 228 Leadership and Administration (3 credits)**

Leading an early childhood program requires the abilities necessary to meet demands in at least three main areas of responsibility: management, community-building, and supervision. This foundational course, Part I of a two part series, will focus on management and community-building. Initial considerations will include developing a school vision that will guide all future efforts. Management will include understanding state regulations, adhering to institutional policies, developing budgets, creating schedules, and other tasks that promote a comfortable school climate. Community-building will include building interrelationships among teachers, parents, and children, as well as a communication network with the institutional context and relating to the community at large. Each student will review his/her own current program in order to evaluate success and progress in each of the areas listed above as well as overall institutional health.

## Enrollment Requirements:

1. Complete online application for the Accelerated Adult Degree Program ([www.chc.edu](http://www.chc.edu))
2. Submit a copy of your college or high school diploma or GED certificate to:

Chestnut Hill College  
Accelerated Adult Degree Program  
9601 Germantown Avenue  
Philadelphia, Pennsylvania 19118  
Email: [adultdegree@chc.edu](mailto:adultdegree@chc.edu)

## Course Delivery:

Courses are scheduled in an 8-week session/ hybrid format (a combination of face-to-face and online learning). This arrangement makes it possible for students to take classes and hold a full-time job.

Tuition and Fees are available  
<https://www.chc.edu/financial-services/adult-accelerated-cost-education>  
(The T.E.A.C.H scholarship may be available)



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