

Contact the TECTA Office Nearest You:

Austin Peay
State University
931-221-7585

Chattanooga State
Community College
423-697-2697

Dyersburg State
Community College
731-855-9198

East Tennessee
State University
423-439-7554

Roane State
Community College
865-481-2034

Southwest Tennessee
Community College
901-333-5541

Tennessee State
University
615-277-1695

Tennessee Tech
University
931-372-6561



TSU-pub number— Tennessee State University
is an AA/EEO employer.



**Tennessee
Early
Childhood
Training
Alliance**

Tennessee State University
Center of Excellence for
Learning Sciences
P.O. Box 9500
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561
615-277-1651

TENNESSEE DEPARTMENT OF
HUMAN SERVICES



Helping shape Tennessee lives.

*The Tennessee Early Childhood
Program Administrator Credential is
administered by the Tennessee Early
Childhood Training Alliance,
approved by the Tennessee Board of
Regents, granted by Tennessee State
University's Center of Excellence for
Learning Sciences, and funded
through a contract with the
Tennessee Department of Human
Services and Tennessee State
University, Center of Excellence for
Learning Sciences.*

Tennessee State University
Center of Excellence
for Learning Sciences



Tennessee
Early
Childhood
Program
Administrator
Credential



*Your life only gets better when you
do. Your staff only gets better when
you become a better manager. Go to
work on yourself.*

- Brian Tracy

Tennessee Early Childhood Program Administrator Credential (TECPAC)

Q & A

Levels	To Enter the Academy...			To Complete the Academy...		Credential Renewal
	Education	Experience	Early Childhood Coursework	Administration/ Management Coursework	Application Requirements	
Provisional	High School Diploma or GED	Minimum one (1) year in the current position as a Program Administrator in a DHS licensed agency	Earn a grade of 'C' or above in the following: ECED 2010, ECED 2015, ECED 2040, ECED 2130*	Completed or is enrolled in six (6) semester credit-bearing hours of coursework in the areas of Administration, Leadership, an Intro Computer course or Business Management course or their articulated equivalents	Will have documentation of a minimum of two (2) years as a program administrator in an Early Childhood setting	Renewal every three (3) years
Standard	Associate's Degree (Two-year Degree)	Minimum two (2) years in the current position as a Program Administrator in a DHS licensed agency Two (2) years of experience as an Administrator in a DHS licensed program	At least 30 credit-bearing hours of specialized college-level coursework in Early Childhood Education or Child Development*	Completed or is enrolled in nine (9) semester credit-bearing hours of coursework in the areas of Administration, Leadership, an Intro Computer course or Business Management course or their articulated equivalents	Will have documentation of a minimum of three (3) years as a program administrator in an Early Childhood setting	Renewal every three (3) years
Advanced	Bachelor's Degree (Four-year Degree)		At least 11-12 credit-bearing hours of specialized college-level coursework in Early Childhood Education, Child Development, or Early Childhood Special Education*	Completed or is enrolled in nine (9) semester credit-bearing hours of specialized college-level coursework in the areas of Administration, Leadership, and/or Management		Renewal every five (5) years
Master	Master's Degree (Graduate-level Degree)	At least 11-12 credit-bearing hours of specialized college-level coursework in Early Childhood Education, Child Development, Elementary Education, or Early Childhood Special Education*				

* THEC Approved/Accredited Institution or equivalent content

What is the Tennessee Early Childhood Program Administrator Credential?
The Tennessee Early Childhood Program Administrator Credential, or TECPAC, is the recognition awarded to early childhood administrators who have demonstrated the specific competencies for effective leadership and management through academics, experience, and a portfolio assessment.

Why does Tennessee need a state issued Administrator Credential?
State leadership at the Department of Human Services acknowledges the well-documented relationship between overall administrative practices and quality outcomes for children and families. The state credential provides another level of recognition as part of the quality rating system.

Will the Administrator Credential help me earn national accreditation?
Yes. Early Childhood program administrators who have earned a state issued Administrator Credential, have multiple years of experience, and at minimum an Associate's Degree will be able to meet the alternate pathway required for NAEYC accreditation standards.

To get started:

The Administrator Credential can be earned in one semester. A substantial portion of tuition expenses and advisement is paid through the Tennessee Early Childhood Training Alliance, as funding is available.

1. Visit www.tecta.info or the TECTA Office nearest you to complete the TECPAC Eligibility Application.
2. Submit a copy of your transcript and TECTA staff will determine your eligibility to enter the Academy.