



**2018-2019 PROGRAM REQUIREMENTS**  
**Degree: Technical Certificate**  
**Program of Study: Early Childhood Education Director**

**About This Major . . .**

This 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.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>.

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

1. Demonstrate effective written communication skills (Communication Fluency)
2. Demonstrate effective oral communication skills (Communication Fluency)
3. Utilize mathematical concepts required to create a child care business budget (Quantitative Fluency)
4. Analyze data collected from different evaluation tools to create logical next-step solutions for improving quality in a child care business. (Critical Thinking)
5. Create documents that are substantially error-free for families, staff and government agencies using current early childhood professional terminology. (Applied Learning)
6. Apply the National Association for the Education of Young Children principles and practices in interactions with young children, families, and other professionals. (Applied Learning)

**Advising Process and DegreeWorks**

This document 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 her/his 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 at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

## **INSTITUTIONAL CERTIFICATE REQUIREMENTS**

The following institutional requirements apply to all CMU technical certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU 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.

## **PROGRAM-SPECIFIC CERTIFICATE REQUIREMENTS**

- 30 semester hours for the Technical Certificate in Early Childhood Education Director.
- 2.00 cumulative GPA or higher in all coursework.
- 2.00 cumulative GPA or higher in coursework toward the major content area.

## **TECHNICAL CERTIFICATE: EARLY CHILDHOOD EDUCATION DIRECTOR REQUIREMENTS** (30 semester hours)

- EDEC 101 - Introduction to Early Childhood (3)
- Complete one of the following:
  - EDEC 102 - Introduction to Early Childhood Laboratory (3)
  - EDEC 299 - Student Teaching (3)
- EDEC 103 - Guidance Strategies (3)
- EDEC 113 - Infant and Toddler Theory and Practice (3)
- EDEC 205 - Nutrition Health and Safety (3)
- EDEC 238 - Early Childhood Development (3)
- EDEC 240 - Curriculum & Development in EC (3)
- EDEC 241 - Administration Human Relations (3)
- EDEC 250 - Exceptionalities (3)
- EDEC 264 - Administration in Early Childhood (3)

## **SUGGESTED COURSE SEQUENCING**

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### **Freshman Year, Fall Semester: 15 credits**

- EDEC 101 - Introduction to Early Childhood Education (3)
- EDEC 103 - Guidance Strategies (3)
- EDEC 113 - Infant and Toddler Theory and Practice (3)
- EDEC 241 - Administration Human Relations (3)
- EDEC 205 - Nutrition Health and Safety (3)

### **Freshman Year, Spring Semester: 15 credits**

- EDEC 102 - Introduction to Early Childhood Laboratory (3) or EDEC 299 - Student Teaching (3)
  - EDEC 238 - Early Childhood Development (3)
  - EDEC 264 - Administration in Early Childhood (3)
  - EDEC 240 - Curriculum & Development in EC (3)
  - EDEC 250 - Exceptionalities (3)
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