



# INITIAL Eligibility Application

## Tennessee Early Childhood Program Administrator\* Credential

*\*The individual who provides leadership, supervision, and management in a licensed early childhood program (center or family/group setting).*

Name: \_\_\_\_\_ SS#(last 4) \_\_\_\_\_

Home Address: \_\_\_\_\_

City

State

Zip

### Step One

- Inquiry:** Prospective candidate requests information about the process from the TECTA Management office or accesses information on-line from <http://www.tecta.info>.
- Initial Application:** Prospective candidate submits initial application form and transcripts for review.
- Establish Eligibility for Candidacy:** TECTA staff reviews prospective candidate's application and transcript(s) to determine eligibility.

### Step Two

Agency of Employment: \_\_\_\_\_ County: \_\_\_\_\_

Work Address: \_\_\_\_\_

City

State

Zip

Current Position: \_\_\_\_\_ How many years in this position? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Which TECTA Orientation(s) did you complete?

Administrator    Family Child Care    Center-Based    Infant/Toddler    School-Age

Please check your CURRENT educational level and **provide an unofficial transcript:**

- High School Diploma/ or GED
- Enrolled in CDA preparation course work
- CDA-Child Development Credential
- Some Early Childhood Academic Coursework
- Early Childhood Technical Certificate
- Associate Degree
- Bachelor Degree or higher

Degree Major: \_\_\_\_\_

Is your program nationally accredited? YES or NO If yes, by what organization? \_\_\_\_\_

**Step Three**

Upon review of eligibility

↙ OR ↘

Applicant receives advisement for completion of entry requirements for candidacy eligibility.

Applicant meets candidacy eligibility and will be admitted to the Administrator Academy.

**Step Four: Commitment**

Candidate is assigned to the Credential Advisor and enrolls in the Administrator Academy.

*Tennessee's Early Childhood Program Administrator Credential is the recognition awarded to early childhood administrators who have demonstrated the specific competencies for effective leadership and management through academics, experiences, and portfolio assessment.*

**Question:** How do you think the Administrator Credential will benefit you and your program?

**➔ Please return this initial application and college transcripts to your local TECTA site.**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**For Office Use  
Transcript Review**

ECE Semester Hrs \_\_\_\_\_  
ECE Semester Hrs Needed \_\_\_\_\_

Admin.& Mgmt hrs \_\_\_\_\_  
Admin.& Mgmt hrs Needed \_\_\_\_\_

**Point of Entry: This is the determination of the prospective candidate's current education and experience level.**

- Design Professional Development Plan to meet candidacy requirements. \_\_\_\_/\_\_\_\_/\_\_\_\_
- OR**
- Meets candidacy eligibility and has been assigned to Credential Advisor status is Pending Academy. \_\_\_\_/\_\_\_\_/\_\_\_\_
- This applicant is Ineligible for the Administrator Credential

\_\_\_\_\_  
TECTA Site Coordinator

\_\_\_\_\_  
Date

*The Tennessee Early Childhood Program Administrator Credential is administered by Tennessee Early Childhood Training Alliance, approved by Tennessee Board of Regents and the National Association for the Education of Young Children (NAEYC), granted by Tennessee State University Center of Excellence for Learning Sciences and funded by the Tennessee Department of Human Services.*

TENNESSEE DEPARTMENT OF  
HUMAN SERVICES



*Helping shape Tennessee lives.*