

---

# Institute for Early Childhood Education

VOLUME IV ● 2014 CATALOG

---



ONLINE PROFESSIONAL DEVELOPMENT AND TECHNICAL ASSISTANCE WITH YOU IN MIND



## Institute for Early Childhood Education

11519 McMullen Road  
Riverview, FL 33569  
Office (813) 689-6360  
Fax (866) 511-7193  
Email: [training@thecae.org](mailto:training@thecae.org)  
Website: [www.iece.thecae.org](http://www.iece.thecae.org)

---



**Licensed by the Commission for Independent Education, Florida Department of Education.**

Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400  
OR  
toll-free telephone number (888)224-6684.

**INSTITUTE FOR  
EARLY CHILDHOOD EDUCATION**

**2014 Catalog**

**CONTENTS**

<b>General Information</b>	<b>4</b>
<b>Online Certificate Programs</b>	<b>6</b>
<b>Renewal and Continuing Education Programs</b>	<b>6</b>
<b>Tuition/Fee Information</b>	<b>7</b>
<b>Cancellation and Refund Policy</b>	<b>8</b>
<b>Academic Policies</b>	<b>9</b>
<b>Admissions &amp; Registration</b>	<b>11</b>
<b>Sites and Facilities</b>	<b>14</b>
<b>Student Policies/Services</b>	<b>15</b>
<b>Florida Child Care Professional Credential (FCCPC)</b>	<b>18</b>
<b>Childhood Development Associates Credential (CDA)</b>	<b>24</b>
<b>Renewal and Continuing Education Programs</b>	<b>30</b>
<b>Director's Credential Renewal/Continuing Education</b>	<b>33</b>
<b>The IECE Team</b>	<b>37</b>

## General Information

### Statement of Legal Control

The Committee for Academic Excellence, Inc. is a non profit corporation operating under the laws of the state of Florida and doing business as the Institute for Early Childhood Education.

### President

Timothy B. Kilpatrick, Sr.

### Board of Trustees

The Institute for Early Childhood Education is governed by the following board members:

Timothy B. Kilpatrick, Sr.

Sharon Goudeau

Colleen Donovan

Sharon Carlisle

### Mailing Address

The IECE

11705 Boyette Road #401

Riverview, FL 33569

### Purpose

The Institute for Early Childhood Education (IECE) is a consortium of educators, doctors, legal professionals, businesses, parents and community based organizations dedicated to strengthening the community through higher levels of educational achievement, character development and professional collaboration.

### Mission

The IECE will deliver online professional resources and training to a diverse community of adult learners to achieve their maximum potential in the early childhood industry.

### Values

Our dedication is to provide quality educational online services for each student we serve which is outlined in the following values:

- **Visionary, Ethical Educational Services** that provides the utmost in safety, concern and devotion to all of our students, while providing an educational experience that will ensure student achievement in future early childhood endeavors.
- **Accountability** that responds to the school's internal and external community. The IECE will provide an education environment that fulfills its mission, and it will continually monitor results and review strategic plans.
- **Community Relations** that include collaborative partnerships, shared resources and continuous communication. The IECE commits itself to community forums, business advisory boards and other means of participation.
- **Support Services** that aim to enhance student diversity, development and growth.

- **Professional Development Opportunities** that focus professor's work towards student and personal success that motivated professors to maintain high professional standards.
- **Cultural Diversity** that celebrates individual talents and experiences that enrich one another's lives as well as improves the IECE's curricular and extracurricular activities.
- **Fiscal Responsibility** that demonstrates sound management, long-range planning and comprehensive consideration of the budgeting process and return on investment objectives.
- **Strategic Planning** that not only responds to internal and external needs, but also assesses and anticipates strengths, weaknesses and opportunities. This planning will be practical, comprehensive and visionary in its approaches.

### **Equal Access/Equal Opportunity and Educational Equity**

The IECE is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability or marital status or any other bias that is or may be prohibited by law. In addition, the school does not discriminate in our employment practices or in the admission and treatment of students. The IECE is committed to equitable treatment of all students and employees and to working towards a learning and working environment free of discrimination and harassment for current as well as future students and employees. The school provides equal educational opportunities to qualified individuals with disabilities and complies with and fully supports the Americans with Disabilities Act.

The IECE's Human Resource Coordinator ensures compliance with federal and state laws prohibiting discrimination. Individuals who believe they have been a victim of discrimination or sexual harassment should contact:

**The Institute for Early Childhood Education**  
**Attention: Human Resources Coordinator**  
**11705 Boyette Road, #401**  
**Riverview, FL 33569**  
**Telephone: (813) 689-6360**

### **The IECE Holidays**

The IECE will not be open for business during the following holidays:

- Martin Luther King Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day and the day after
- Winter Holidays (December 24, 2014 - January 5, 2015)

## Online Certificate Programs

### Florida Child Care Professional Credential (FCCPC)

*Program Description:* The IECE Florida Child Care Professional Credential (FCCPC) is designed to provide the 120 clock hours of professional development required by the Department of Children and Families in the State of Florida. The program is broken into eight Instructional Units. These units focus on the eight FCCPC Content Areas. Each student in the FCCPC Certificate program must complete 480 clock hours working with children in an early childhood child care setting, complete an early childhood portfolio, and be formally observed once while working with children during the FCCPC training program. The cost of the FCCPC online training program includes the cost of the onsite observation visit (\$700 for the FCCPC online class and \$200 for the onsite observation visit).

### Childcare Development Associate Credential (CDA)

*Program Description:* The IECE Child Development Associate (CDA) is designed to provide the 120 clock hours of professional development required by the National Council for Professional Recognition in Washington, D.C. The program is broken into eight Instructional Units. These units focus on eight content areas. Each student in the CDA Certificate Program must complete 480 clock hours working with children in an early childhood child care setting and the compilation of an early childhood portfolio. Participants must also be formally observed once while working with children during the CDA training program. The cost of the CDA online training program includes the cost of the online program and the application fee (\$1125 for the online class and \$25 for the application fee).

## Renewal and Continuing Education Programs

### Florida Child Care Professional Credential Renewal (FCCPC Renewal/Continuing Education)

*Program Description:* The Department of Children and Families requires 45 clock hours (4.5 CEUs) in any birth through five curriculum area in order to renew your FCCPC. The IECE has a variety of course offerings to assist you in meeting the 45 clock hour requirement.

### Director's Credential Renewal/Continuing Education

*Program Description:* The Florida Director's Credential expires every five years and requires successful completion of 4.5 CEUs (45 clock hours) of instruction in Overview of Child Care Center Management, Child Care and Educational Organizational Leadership and Management, or Child Care and Education Programming to renew the certification. The IECE offers a variety of classes in these different topic areas to assist you in attaining the necessary clock hours for your renewal.

\*The renewal and continuing education programs have no affiliation under the CIE and are not licensed by the Commission.

## Tuition/Fee Information

### Course Fees

Tuition and fees for programs are required at the time of enrollment. Course prices listed include tuition fees as well as applicable sales tax. Prices are subject to change. In addition, the student will be responsible for books, supplies, and application fees.

#### Initial Online Certifications

Birth Through Five Florida Child Care Professional Credential (FCCPC) (12 CEUs/120 Hours)	\$900
---	-------

Child Development Associate Credential (CDA) (8 Units/480 Hours)	\$1125
--	--------

#### FCCPC Renewal/Continuing Education Online Courses

Emergent Literacy I (1.5 CEUs/15 Hours)	\$75
---	------

Emergent Literacy II (1.5 CEUs/15 Hours)	\$75
--	------

Positive Relationships With Families (1.5 CEUs/15 Hours)	\$75
--	------

Principles of Child Growth and Development (1.5 CEUs/15 Hours)	\$75
--	------

Effective Program Operation (1.5 CEUs/15 Hours)	\$75
---	------

#### Director's Credential Renewal/Continuing Education Online Courses

Overview of Child Care Center Management I (2.7 CEUs/27 Hours)	\$100
--	-------

Overview of Child Care Center Management II (2.5 CEUs/25 Hours)	\$100
---	-------

Child Care and Education Organizational Leadership and Management (2 CEUs/20 Hours)	\$100
---	-------

Child Care and Education Programming I (2.5 CEUs/25 Hours)	\$100
--	-------

Child Care and Education Programming II (2.55 CEUs/25.5 Hours)	\$100
--	-------

#### Special Fees and Charges

Application Fee (non-refundable)	\$25
----------------------------------	------

Returned Check Fee (non-refundable) \$35 per check	\$35
--	------

Transcript Fee (non-refundable)	\$5
---------------------------------	-----

## **Cancellation and Refund Policy**

### **Student Refund of Tuition/Fees**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made by electronic mail, by Certified Mail, or by termination.
2. All monies will be refunded if the IECE does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but not before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

### **\*IECE Termination/Cancellation Policy**

Should IECE need to terminate or cancel a class for any reason, 100% of the program fees are refunded within 30 days of the planned start date. Students will be notified by email, phone, and certified letter.



## Academic Policies

### Grading System

Students may ask their instructors about their academic progress throughout the course. Instructors will also post grades on the Blackboard online system for students to view. Students will be awarded letter grades for all assignments, quizzes, exams, and a final course grade. The following chart lists the grade range:

Grade	Score	Meaning
A	90 - 100	Excellent
B	80 - 89	Good
C	70 - 79	Satisfactory
D	60 - 69	Poor (Failing)
F	0 - 59	Unsatisfactory (Failing)

### Other Grades Include

FF	Failure/academic dishonesty
I	Incomplete
W	Withdrawal from course without penalty

### Satisfactory Academic Progress

In order to have satisfactory academic standing, a student at the IECE must maintain a grade average of 70% "C."

### Academic Warning

Students will be placed on academic warning if the grade average falls below 70%. To regain satisfactory academic standing, students must raise their grade average to 70% or better by the completion of the course.

### Academic Suspension

Students on academic warning who fail to regain satisfactory academic standing by the end of their course will be placed on academic suspension for three months during which time they may not register for classes. Students on academic suspension must consult with and obtain the approval of the IECE Academic Officer before they may register to retake the course after the three month suspension.

### Readmission of Students on Academic Suspension

Those students readmitted by the Academic Officer will be on a final academic probation status. Students readmitted after the three month suspension must earn a grade average of

70% or higher during all periods of their course until they regain satisfactory academic standing.

Students who fail to earn a grade average or 70% or higher during the course will be academically dismissed from the school. After a period of two years, students who have been academically dismissed may reapply for readmission. They must present clear and decisive evidence that past poor academic performance has been remedied. Students readmitted by the IECE Academic Officer are readmitted with the status of final academic probation.

## Admissions & Registration

### Admissions Policies

The IECE maintains an “open-door” policy. Students may be admitted if they meet one of the following criteria:

- Graduated with a standard diploma from a secondary school
- Earned a high school equivalency certificate or diploma through any state Department of Education or through the military
- Earned a Certificate of Completion, Eligible for College
- Placement Test (W8A) (graduating class of 2003 forward)
- Completed a home education program pursuant to the requirements of F.S. 1002.41
- In order to maintain the school ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, deemed to be in the best interest of the school.

### Admissions Procedures

- **Application** (NOTE: Application for admission can be obtained and submitted on-line at [www.iece.thecae.org](http://www.iece.thecae.org). Applicants must register for classes within one year of admission. Otherwise, a new application and transcripts will be required. No additional fee will be charged for the second application.
- **Transcripts** - The IECE must have a copy of your diploma or GED on file from the high school previously attended prior to the start date of the first day of class. Applicants are responsible for ensuring that a copy of their Florida Department of Children and Families Child Care Training Transcript is submitted to the school. Applicants who completed a home education program must provide a signed affidavit affirming completion. **IMPORTANT:** If students have completed high school outside of the United States, they must provide certified English translations, official transcripts, and evaluations of their high school transcripts from a service recognized by the National Association of Credential Evaluations Services (NACES). A document-by-document evaluation is required for high school transcripts. **Students are responsible for all costs associated with obtaining translations and evaluations of their transcript(s).**
- **Credit for Prior Learning** - The IECE does not grant credit for prior learning or by examination.
- **Fraudulent Credentials** - If a student knowingly:
  - \* Makes a false statement,
  - \* Conceals material information,
  - \* Provides inaccurate information on any document submitted to the school,
  - \* Alters a transcript or other academic credential, he or she may be denied admission, suspended or dismissed.

## **Registration**

The IECE provides convenient rolling enrollment for all of its online courses. Students may register through the IECE web page at [www.iece.thecae.org](http://www.iece.thecae.org). Students who are unable to complete registration successfully through the Internet may seek assistance from the IECE Admissions Office.

**NOTE:** The IECE may withhold registration privileges from students who have unpaid fees; who have failed to provide transcripts or other documents required for admission purposes; and who have been disqualified for academic or disciplinary reasons.

## **Orientation Program**

Students enrolled in any of the online IECE programs will receive an online orientation during the first week of class to familiarize themselves with the online system and receive an overview of the course requirements.

## **Former Student Returning**

A student file is kept active as long as the student is enrolled. A student who leaves a program and wishes to reenroll at a later date will be considered a new student for registration purposes. At the time of re-enrollment the student will complete a new registration form.

Since training requirements are constantly changing to remain current with Early Childhood work requirements, there is no guarantee that courses, once offered, will continue to be offered.

## **Transfer of Credit**

Transferability of credit's earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## **Transcript Request**

Students may request that their IECE official transcripts be sent to another organization or individual by submitting a written request to the IECE Administrative Office. A fee of \$5 is charged for each request.

Requests should include full name, and the name and address of the institution or party to whom the transcript is to be sent. If their names have changed since their last period of enrollment, both their present and former names should be provided. The IECE will try to respond to transcript requests within 10 working days.

**NOTE:** Transcripts will not be provided if the student has an outstanding financial obligation with the IECE.

## **Certificates**

The IECE provides students certificates upon completion of a program. In order to receive a certificate of completion, a student must complete the program requirements and meet a satisfactory grade of at least 70% on all quizzes, exams, projects, and assignments. The IECE

does not award college credit for completion; however, the school will issue continuing education units (CEU's) for the hours of course work completed (.1 CEU for 1 clock hour). **Definition of Units of Credit:** One clock hour constitutes 60 minutes of directed, supervised instruction.

### **Course Numbering System**

Courses are assigned letter prefixes depicting the program taught and are numbered in the order in which the courses are taken. FCCPC and CDA courses are not a part of the Florida Statewide Course Numbering System.

## Sites and Facilities

### Description of Facility and Equipment

The Institute for Early Childhood Education leases one (1) professional office site located in Riverview, FL.

The 2,200 square foot site is located on 11519 McMullen Road on the in the south part of Tampa. The site consists of one (1) permanent two story building containing five (5) offices.

The executive director's office, finance office, and human resource office are all located on the second floor of the building. The first floor houses the reception and common areas. Both the first and second floor have spacious storage and conference rooms.

Students are encouraged to use the IECE online system and Blackboard as their main method for registration, payment, completion and submission of course work, and communication with professors. However, students are welcome to visit the IECE office to register and make payment in person, or to speak with a professor or administrator by making an appointment during office hours (Monday - Friday, 9:00am to 5:00pm).

The IECE administrators and professors have access to on-site equipment and resources which constitutes the following kinds of materials in early childhood development and education:

Instructional Curricula	LCD Projector
Mac Book Pro 13/Mac Pro Book 15	Printers
Videos	CD Player
CDs	DVD Player
DVDs	Training Guides
Curriculum Guides	Copiers
Fax Machine	Scanners
Word Processing Software	Internet and Email Access
Binding Machine	Laminators
Die-Cut Machine	Upper and Lower Case Alphabet Die Cuts

## Student Policies/Services

### Academic Ethics

The Institute for Early Childhood Education may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a certification, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or professor's editions, and/or falsifying academic records.

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or internet files, using someone else's work for the assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course. Turning in any work that has been falsified and/or duplicated in any manner will result in automatic failure of course.

**Collusion** is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

### Academic Advising

Advisors review transcripts, interpret placement test scores, and explain certificate requirements.

### Admissions, Registration and Records

In order to provide students with efficient service, the IECE maintains accurate information and reliable student records. The IECE operates an admissions, registration, and records office to answer questions about admissions, assist with registration, help complete forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. In addition, the IECE admissions, registration, and records office will help students understand the policies and procedures in this catalog.

### Student Online Access

Upon enrollment at the IECE, all students are provided personalized access through the IECE's web based online classroom. The IECE has adopted email as the official means of communications with students because of its speed and efficiency in delivering important school communications. For this reason, it is important for students to check their email regularly.

### **ADA (Americans with Disabilities Act)**

The IECE complies with, and fully supports, the 1990 Americans with Disabilities Act (ADA). The ADA prohibits discrimination on the basis of disability in the services, programs and activities provided and operated by the school. The IECE also complies with, and fully supports, other federal, state and local laws that protect the rights of disabled persons, such as the Rehabilitation Act of 1973 and the Florida Educational Equity Act.

### **Confidentiality of Student Information**

The Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student records. (Records are defined as all records, files and data directly related to students that are created, maintained, and used by the IECE.)

### **Sexual Harassment Policy**

The IECE will maintain a workplace and educational setting free from harassment of any kind and from any source including but not be limited to supervisors, co-workers, administrators, students, faculty, consultants and visitors to the school.

Each administrator, faculty member, professional/managerial employee, classified employee and student should pursue assignments and responsibilities at the school with a total commitment to basic ethical principles and professional codes of conduct.

### **Statement of Non-Discrimination**

It shall be the policy of the IECE to ensure equal opportunity for all in its personnel policies and practices and not to discriminate on the basis of race, religion, color, national origin, handicap, sex, age, or marital status. No person shall, on the basis of sex, race, color, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any education program or activity under the direction of the local agency.

### **Student Misconduct**

Students must adhere to all published federal and state laws and ordinances and school administrative rules and procedures. Alleged violations will be referred to the appropriate administrator of student services.

### **Disciplinary Actions**

1. Probation. Probation is an official warning that the student is in violation of the IECE's general policies and that continued enrollment depends upon satisfactory attendance, performance, or behavior during the period of probation.
2. Suspension. Suspension is the temporary removal of a student from the IECE for a period not to exceed ten days. A student who is suspended will receive a zero grade for any test or quiz given during the time of suspension. Days suspended are reported as non-documented absences and are counted in the accumulated total of absences for withdrawal purposes.
3. Withdrawal. Withdrawal is the removal of the student from the IECE for at least the remainder of the term in which the student is currently enrolled.
4. Expulsion. Expulsion is the removal of the student from the IECE for a specific length of time.



### **Threats of Violence**

Threats by IECE students, staff or visitors to do bodily harm, damage property or disrupt the operation of the school are inimical with the goals of the IECE and will not be tolerated. Students or employees who make such threats, whether verbal or written, expressed or implied, will be disciplined accordingly.

### **Grievance Procedure**

A grievance is a situation occurring in the course of the school's operation which causes a student to address a complaint. The IECE is responsible for providing mechanisms for the students to express their positions.

1. Level I - Students who wish to file a grievance should contact the school administrator (813-689-6360). The administrator will meet with the student and/or investigate the problem.
2. Level II - If the problem cannot be resolved, the student will be provided a grievance form and instructions on filling it out. The completed grievance form is to be returned to the administrator who will forward it to the Board of Trustees for further action
3. Level III - Students not satisfied with the resolution of their grievance may appeal to the Commission for Independent Education at 325 W. Gaines Street, #1414, Tallahassee, FL, 32399-0400, toll-free (888) 224-6684.

## Florida Child Care Professional Credential (FCCPC)

### Purpose

Based on the requirements for the Florida Child Care Professional Credential (FCCPC) guidelines, the online program is designed to teach individuals how to assume major responsibilities in guiding and caring for children age birth through five. Instructing individuals in the areas of physical, intellectual, emotional and social development, child care providers will be able to create and/ or maintain early childhood centers of excellence.

### Enrollment Requirements for the FCCPC Online Program

- Must be 18 years of age or older
- Must possess a High School Diploma, G.E.D., or equivalent
- Proof of current certification in Infant and Child First Aid and CPR
- Must have 40-clock-hour Introductory Child Care Training comprised of Part I and Part II courses
- Must have 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development
- Student must be employed at an Early Child Care Center.
- Must have access to the Internet through a JavaScript enabled web browser
- Must be able to speak, read, and write well enough in English to understand and complete the course material
- Must have access to a computer, printer, and a valid email address

### Program Start Date

The FCCPC online training program can be started anytime with the IECE's convenient rolling enrollment. Go online to [www.iece.thecae.org](http://www.iece.thecae.org) to register today!

### Program End Date

The FCCPC online training program is self paced and can be completed in as little as seven (7) months; however, students have one (1) year from their enrollment date to successfully complete the program.

### Program Objectives

1. For students to acquire the knowledge and skills to advance the physical and intellectual development of children. The students will:
  - a. Learn to express a variety of long term goals for children that advance their physical and intellectual growth.
  - b. Focus upon how children learn through brain development of young children, modeling and hands on experiences.
  - c. Explore the most effective teaching outcomes that include a balance of child-initiated/teacher-guided play, and teacher led small group learning experiences.
  - d. Provide a variety of equipment, activities and opportunities to promote the physical development of children.
  - e. Organize the physical equipment and activities to include inside and outside materials which are adapted to special needs children.

- f. Provide activities to children that encourage exploring the world through their senses of taste, smell, sight, hearing, and touch.
2. To advance intellectual competence, the student will:
  - a. Provide opportunities for children to understand verbal and non-verbal communication.
  - b. Use knowledge of language development to provide scaffolding for children to acquire and utilize communication.
  - c. Promote communication of thoughts and feelings among children.
  - d. Demonstrate active communication with children.
  - e. Utilize sound and rhythm to stimulate children's play.
  - f. Encourage use of language in children's play.
  - g. Provide support for children to express creativity.
  - h. Describe how the use of space and materials aid in children's expression of creativity.
3. Describe the FCCPC process. The student will:
  - a. Define terms associated with the FCCPC training program.
  - b. Outline stages of assessment.
  - c. Summarize the eight content area goals.
  - d. Develop general observation skills.
  - e. Analyze types of observation techniques.
  - f. Observe and record children's development.
  - g. Utilize skills in writing, speaking, problem-solving, time management and record keeping.

### **Clock Hours**

The Birth Through Five FCCPC Training Program includes 120 clock hours (12 CEUs) of online early childhood training. One clock hour constitutes 50 minutes of direct instruction and appropriate breaks. In addition, students are required to submit written documentation of completing 480 clock hours working with children in an early childhood child care setting in the last five (5) years prior to the completion of the FCCPC online training program. A minimum of 80 clock hours within the 480 hour requirement must be completed while attending the FCCPC online training program.

### **Delivery Method**

The FCCPC online program will be delivered to students online using the following methods: lecture, instructional demonstrations, audio, presentations, projects, checklists and forms, quizzes, and exams.

### **Textbooks**

Students are required to purchase the following text book:  
Working With Young Children by Judy Herr; 7th Edition; Goodheart-Willcox Publishing; Published April 25, 2011; ISBN 978-1605254364; Approximate Cost: \$76

### **Student Assessment**

Students enrolled in the FCCPC online program are assessed using the following methods:

- Competency based multiple choice questions
- Open-ended essay questions
- Student activity and/or observations with written feedback
- End of Course Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course.
- Completion and submission of the student portfolio—Students must receive a grade of 70% or better on the portfolio to complete the course.
- Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program.

### **Online Instruction and Activities**

Students are expected to participate in early childhood classroom instruction in addition to online instruction, which may include but is not limited to lecture, note taking, video viewing, completion of assigned readings, and application projects.

Projects and assignments are expected to be of high quality and done by the student. Those not meeting the program standards will be returned to the student to improve. The completed credit will not be granted until the work is of the standard expected. The online professor determines the quality of work based on program standards.

### **On-The-Job Timesheet Form**

On-The-Job (OJT) Timesheets are a record of hours a student spends on the job in an Early Childhood Center. As you complete your timesheet keep the following instructions in mind:

1. Complete all sections.
2. Days you are away from work count as absences. These are to be written on your timesheet using the actual reason for absence such as VACATION, PAID HOLIDAY, SICK, etc.
3. Your timesheets are due by the 5th of each month. They are to be signed by you and your center director.
4. Total each week's hours.
5. Total each month's hours.
6. Total all OJT hours worked while in the FCCPC program thus far.
7. Your timesheet is valuable and an important part of the FCCPC program. Complete in detail and with care.
8. Remember to use the decimal system for your calculations:
  - 15 minutes = .25
  - 30 minutes = .50
  - 45 minutes = .75
  - 60 minutes = 1

### **Early Childhood Portfolio**

Students are required to have a large 3-ring loose-leaf binder upon entry into the online program. It is the student's responsibility to keep the binder organized. This binder will contain a compilation of classroom materials and completed online course work including, but not limited to, the following:

1. A 300 word minimum autobiography that describes the student's early childhood educational goals and why working with young children and families is important to them.
2. Eight (8) separate statements of competence, 250 word minimum each, related to the following eight competences:
  - A. **CAE 1001 - Child Growth and Development (15 clock hours)** - Knowledge of basic principles of child growth and development.
  - B. **CAE 1002 - Creating a Developmentally Appropriate Learning Environment (15 clock hours)** - Creation of developmentally appropriate learning environment that is safe, healthy, respectful, and supportive of children and families.
  - C. **CAE 1003 - Social and Emotional Development of Children (15 clock hours)** - Development of educational programs that promote the social and emotional development of children.
  - D. **CAE 1004 - Improving Motor, Language, Literacy, and Cognitive Development in Children (15 clock hours)** - Development of educational programs that improve motor, language, and cognitive development of children, including literacy development.
  - E. **CAE 1005 - Improvement and Positive Relationships with Families and Communities (15 clock hours)** - Promotion of involvement and positive relationships with families and communities.
  - F. **CAE 1006 - Principles of Screening and Assessment (15 clock hours)** - Understanding and application of the principles of screening and assessment.
  - G. **CAE 1007 - Professionalism in Early Childhood Education (15 clock hours)** - Identification and demonstration of professionalism in the field of early childhood education.
  - H. **CAE 1008 - Effective Program Management Techniques (15 clock hours)** - Identification and demonstration of effective program management techniques.
  - I. Each separate statement of competence must include the student's career goals, examples of positive early childhood practices, and must clearly indicate the student's knowledge and understanding of each competency area.
3. A resource collection that includes contact names and numbers of local and state child care and community agencies; early childhood membership and training certificates; age appropriate songs , activities, and book titles; policies and information for parents; record keeping forms; and an observation tool.
4. Detailed developmentally appropriate individual and weekly lessons plans, will be submitted according to the requirements of the assignment.
5. A personal professional resume.
6. A research paper on one of the four developmental theorists mentioned in the text book.

Students will be required to mail in the completed binder to the IECE for grading. After grading is completed, the IECE will mail the binder back to the student.

### **Outline (\*Subject to Change)**

This syllabus is intended to be a set of guidelines for this online course. The Institute for Early Childhood Education and online professor reserve the right to make modifications in content,

schedule, and requirements as necessary to promote the most effective learning possible within the prevailing conditions affecting the course. Changes will be announced if they are to be made and will only be made in an effort to improve the course.

Week	Content Area
1	Introductions, Online Orientation, and 300 Word Autobiography
2	Child Growth and Development / Quiz / Begin Theorist Research Paper
3	Child Growth and Development / Quiz
4	Child Growth and Development / Quiz / 250 Word Statement of Competence (SOC)
5	Creating a Developmentally Appropriate Learning Environment / Quiz
6	Creating a Developmentally Appropriate Learning Environment / Quiz
7	Creating a Developmentally Appropriate Learning Environment / Quiz / 250 Word SOC
8	Social and Emotional Development of Children / Quiz
9	Social and Emotional Development of Children / Quiz
10	Social and Emotional Development of Children / Quiz / 250 Word SOC
11	Improving Motor, Language, Literacy and Cognitive Development of Children / Quiz
12	Improving Motor, Language, Literacy and Cognitive Development of Children / Quiz
13	Improving Motor, Language, Literacy and Cognitive Development of Children / Quiz / 250 Word SOC
14	Mid-term Exam / Resource Collection: Songs, Activities, Book Titles / Submit Theorist Research Paper
15	Involvement and Positive Relationships with Families and Communities
16	Involvement and Positive Relationships with Families and Communities
17	Involvement and Positive Relationships with Families and Communities / Quiz / 250 Word SOC
18	Resource Collection: Local & State Child Care & Community Agencies / Policies and Information for Parents
19	Principles of Screening and Assessment

Week	Content Area
20	Principles of Screening and Assessment
21	Principles of Screening and Assessment / Quiz / 250 Word SOC
22	Resource Collection: Record Keeping Forms / Observation Tools
23	Professionalism in Early Childhood Education / Quiz / Lesson Plans
24	Professionalism in Early Childhood Education / Quiz
25	Professionalism in Early Childhood Education / Quiz / 250 Word SOC / Resume
26	Resource Collection: Early Childhood Memberships / Training Certificates
27	Effective Program Management Techniques / Quiz
28	Effective Program Management Techniques / Quiz
29	Effective Program Management Techniques / Quiz / 250 Word SOC
30	Final Exam / Submit Binder

### **Student Observation**

All students must be formally observed once while working with children during the course of the FCCPC online training program. The observation must be within an early childhood classroom setting while the student is working with children as the lead teacher. It is the responsibility of the student to schedule the observation visit with a IECE certified observer. The observation visit will be three hours in duration during which the observer records the student's consistent performance using the IECE Assessment Observation Instrument.

### **Disclosure - Criminal Record Check**

All child care employees are required to pass a Level 2 criminal record check prior to beginning employment at a child care facility. This Level 2 screening shall include, but is not limited to, fingerprinting, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include a local criminal records checks through local law enforcement agencies. Should your record contain a potentially disqualifying criminal history, you may be ineligible to work in the child care field.

## **Child Development Associate (CDA) Credential**

### **Purpose**

Based on the requirements for the Child Development Associate (CDA) Credential guidelines, the online program is designed to provide the 120 clock hours of professional development required by the National Council for Professional Recognition. The program is broken into eight Instructional Units. These Units focus on eight CDA Content Areas that teach individuals how to assume major responsibilities in guiding and caring for children age birth through five. Instructing individuals in the areas of physical, intellectual, emotional and social development, child care providers will be able to create and/ or maintain early childhood centers of excellence.

### **Enrollment Requirements for the CDA Online Program**

- Must be 18 years of age or older
- Must possess a High School Diploma, G.E.D., or equivalent
- Proof of current certification in Infant and Child First Aid and CPR
- Must have 40-clock-hour Introductory Child Care Training comprised of Part I and Part II courses
- Must have 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development
- Student must be employed at an Early Child Care Center.
- Must have access to the Internet through a JavaScript enabled web browser
- Must be able to speak, read, and write well enough in English to understand and complete the course material
- Must have access to a computer, printer, and a valid email address

### **Program Start Date**

The CDA online training program can be started anytime with the IECE's convenient rolling enrollment. Go online to [www.iece.thecae.org](http://www.iece.thecae.org) to register today!

### **Program End Date**

The CDA online training program is self paced and can be completed in as little as seven (7) months; however, students have one (1) year from their enrollment date to successfully complete the program.

### **Program Objectives**

1. For students to acquire the knowledge and skills to advance the physical and intellectual development of children. The students will:
  - a. Learn to express a variety of long term goals for children that advance their physical and intellectual growth.
  - b. Focus upon how children learn through brain development of young children, modeling and hands on experiences.
  - c. Explore the most effective teaching outcomes that include a balance of child-initiated/teacher-guided play, and teacher led small group learning experiences.
  - d. Provide a variety of equipment, activities and opportunities to promote the physical development of children.



- e. Organize the physical equipment and activities to include inside and outside materials which are adapted to special needs children.
  - f. Provide activities to children that encourage exploring the world through their senses of taste, smell, sight, hearing, and touch.
2. To advance intellectual competence, the student will:
- a. Provide opportunities for children to understand verbal and non-verbal communication.
  - b. Use knowledge of language development to provide scaffolding for children to acquire and utilize communication.
  - c. Promote communication of thoughts and feelings among children.
  - d. Demonstrate active communication with children.
  - e. Utilize sound and rhythm to stimulate children's play.
  - f. Encourage use of language in children's play.
  - g. Provide support for children to express creativity.
  - h. Describe how the use of space and materials aid in children's expression of creativity.
3. Describe the CDA process. The student will:
- a. Define terms associated with the CDA training program.
  - b. Outline stages of assessment.
  - c. Summarize the eight content area goals.
  - d. Develop general observation skills.
  - e. Analyze types of observation techniques.
  - f. Observe and record children's development.
  - g. Utilize skills in writing, speaking, problem-solving, time management and record keeping.

### **Clock Hours**

The Birth Through Five CDA Training Program includes 120 clock hours (12 CEUs) of online early childhood training. One clock hour constitutes 50 minutes of direct instruction and appropriate breaks. In addition, students are required to submit written documentation of completing 480 clock hours working with children in an early childhood child care setting in the last five (5) years prior to the completion of the CDA online training program. A minimum of 80 clock hours within the 480 hour requirement must be completed while attending the CDA online training program.

### **Delivery Method**

The CDA online program will be delivered to students online using the following methods: lecture, instructional demonstrations, audio, presentations, projects, checklists and forms, quizzes, and exams.

### **Textbooks**

Students are required to purchase the following text book:  
 Working With Young Children by Judy Herr; 7th Edition; Goodheart-Willcox Publishing; Published April 25, 2011; ISBN 978-1605254364; Approximate Cost: \$76

## **Student Assessment**

Students enrolled in the CDA online program are assessed using the following methods:

- Competency based multiple choice questions
- Open-ended essay questions
- Student activity and/or observations with written feedback
- End of Course Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course.
- Completion and submission of the student portfolio—Students must receive a grade of 70% or better on the portfolio to complete the course.
- Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program.

## **Online Instruction and Activities**

Students are expected to participate in early childhood classroom instruction in addition to online instruction, which may include but is not limited to lecture, note taking, video viewing, completion of assigned readings, and application projects.

Projects and assignments are expected to be of high quality and done by the student. Those not meeting the program standards will be returned to the student to improve. The completed credit will not be granted until the work is of the standard expected. The online professor determines the quality of work based on program standards.

## **On-The-Job Timesheet Form**

On-The-Job (OJT) Timesheets are a record of hours a student spends on the job in an Early Childhood Center. As you complete your timesheet keep the following instructions in mind:

1. Complete all sections.
2. Days you are away from work count as absences. These are to be written on your timesheet using the actual reason for absence such as VACATION, PAID HOLIDAY, SICK, etc.
3. Your timesheets are due by the 5th of each month. They are to be signed by you and your center director.
4. Total each week's hours.
5. Total each month's hours.
6. Total all OJT hours worked while in the CDA program thus far.
7. Your timesheet is valuable and an important part of the CDA program. Complete in detail and with care.
8. Remember to use the decimal system for your calculations:
  - 15 minutes = .25
  - 30 minutes = .50
  - 45 minutes = .75
  - 60 minutes = 1

## **Early Childhood Portfolio**

Students are required to have a large 3-ring loose-leaf binder upon entry into the online program. It is the student's responsibility to keep the binder organized. This binder will contain

a compilation of classroom materials and completed online course work including, but not limited to, the following:

1. A 300 word minimum autobiography that describes the student's early childhood educational goals and why working with young children and families is important to them.
2. Eight (8) separate statements of competence, 250 word minimum each, related to the following eight competences:
  - A. **CAE 1021 - Child Growth and Development (15 clock hours)** - Knowledge of basic principles of child growth and development.
  - B. **CAE 1022 - Creating a Developmentally Appropriate Learning Environment (15 clock hours)** - Creation of developmentally appropriate learning environment that is safe, healthy, respectful, and supportive of children and families.
  - C. **CAE 1023 - Social and Emotional Development of Children (15 clock hours)** - Development of educational programs that promote the social and emotional development of children.
  - D. **CAE 1024 - Improving Motor, Language, Literacy, and Cognitive Development in Children (15 clock hours)** - Development of educational programs that improve motor, language, and cognitive development of children, including literacy development.
  - E. **CAE 1025 - Improvement and Positive Relationships with Families and Communities (15 clock hours)** - Promotion of involvement and positive relationships with families and communities.
  - F. **CAE 1026 - Principles of Screening and Assessment (15 clock hours)** - Understanding and application of the principles of screening and assessment.
  - G. **CAE 1027 - Professionalism in Early Childhood Education (15 clock hours)** - Identification and demonstration of professionalism in the field of early childhood education.
  - H. **CAE 1028 - Effective Program Management Techniques (15 clock hours)** - Identification and demonstration of effective program management techniques.
- I. Each separate statement of competence must include the student's career goals, examples of positive early childhood practices, and must clearly indicate the student's knowledge and understanding of each competency area.
3. A resource collection that includes contact names and numbers of local and state child care and community agencies; early childhood membership and training certificates; age appropriate songs , activities, and book titles; policies and information for parents; record keeping forms; and an observation tool.
4. Detailed developmentally appropriate individual and weekly lessons plans, will be submitted according to the requirements of the assignment.
5. A personal professional resume.
6. A research paper on one of the four developmental theorists mentioned in the text book.

Students will be required to mail in the completed binder to the IECE for grading. After grading is completed, the IECE will mail the binder back to the student.

### Outline (\*Subject to Change)

This syllabus is intended to be a set of guidelines for this online course. The Institute for Early Childhood Education and online professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the most effective learning possible within the prevailing conditions affecting the course. Changes will be announced if they are to be made and will only be made in an effort to improve the course.

Week	Content Area
1	Introductions, Online Orientation, and 300 Word Autobiography
2	Child Growth and Development / Quiz / Begin Theorist Research Paper
3	Child Growth and Development / Quiz
4	Child Growth and Development / Quiz / 250 Word Statement of Competence (SOC)
5	Creating a Developmentally Appropriate Learning Environment / Quiz
6	Creating a Developmentally Appropriate Learning Environment / Quiz
7	Creating a Developmentally Appropriate Learning Environment / Quiz / 250 Word SOC
8	Social and Emotional Development of Children / Quiz
9	Social and Emotional Development of Children / Quiz
10	Social and Emotional Development of Children / Quiz / 250 Word SOC
11	Improving Motor, Language, Literacy and Cognitive Development of Children / Quiz
12	Improving Motor, Language, Literacy and Cognitive Development of Children / Quiz
13	Improving Motor, Language, Literacy and Cognitive Development of Children / Quiz / 250 Word SOC
14	Mid-term Exam / Resource Collection: Songs, Activities, Book Titles / Submit Theorist Research Paper
15	Involvement and Positive Relationships with Families and Communities
16	Involvement and Positive Relationships with Families and Communities
17	Involvement and Positive Relationships with Families and Communities / Quiz / 250 Word SOC
18	Resource Collection: Local & State Child Care & Community Agencies / Policies and Information for Parents

Week	Content Area
19	Principles of Screening and Assessment
20	Principles of Screening and Assessment
21	Principles of Screening and Assessment / Quiz / 250 Word SOC
22	Resource Collection: Record Keeping Forms / Observation Tools
23	Professionalism in Early Childhood Education / Quiz / Lesson Plans
24	Professionalism in Early Childhood Education / Quiz
25	Professionalism in Early Childhood Education / Quiz / 250 Word SOC / Resume
26	Resource Collection: Early Childhood Memberships / Training Certificates
27	Effective Program Management Techniques / Quiz
28	Effective Program Management Techniques / Quiz
29	Effective Program Management Techniques / Quiz / 250 Word SOC
30	Final Exam / Submit Binder

### **Student Observation**

All students must be formally observed once while working with children during the course of the CDA online training program. The observation must be within an early childhood classroom setting while the student is working with children as the lead teacher. It is the responsibility of the student to schedule the observation visit with an IECE certified observer. The observation visit will be three hours in duration during which the observer records the student's consistent performance using the IECE Assessment Observation Instrument.

### **Disclosure - Criminal Record Check**

All child care employees are required to pass a Level 2 criminal record check prior to beginning employment at a child care facility. This Level 2 screening shall include, but is not limited to, fingerprinting, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include a local criminal records checks through local law enforcement agencies. Should your record contain a potentially disqualifying criminal history, you may be ineligible to work in the child care field.

## **Renewal and Continuing Education Programs**

### **Renewal and Continuing Education Programs**

The following renewal and continuing education programs are not under the purview of the Commission for Independent Education.

### **FCCPC Renewal/Continuing Education**

#### **Purpose**

The Florida Child Care Professional Credential (FCCPC) expires every five years and requires successful completion of 4.5 CEUs (45 clock hours) of instruction in Birth Through Five curriculum to renew the certification. The IECE's offers a variety of classes in different curriculum areas to assist you in attaining the necessary clock hours for your renewal.

#### **Enrollment Requirements for the FCCPC Renewal/Continuing Education Online Programs**

- Must be 18 years of age or older
- Must possess a High School Diploma, G.E.D., or equivalent
- Must have access to the Internet through a JavaScript enabled web browser
- Must be able to speak, read, and write well enough in English to understand and complete the course material
- Must have access to a computer, printer, and a valid email address

#### **Program Start Date**

The FCCPC renewal/continuing education online training programs can be started anytime with the IECE's convenient rolling enrollment. Go online to [www.iece.thecae.org](http://www.iece.thecae.org) to register today!

#### **Program End Date**

Each of the 15 clock hour FCCPC renewal/continuing education online training programs is self paced and can be completed in as little as five (5) weeks; however, students have three (3) months from their enrollment date to successfully complete the program.

#### **Clock Hours**

The FCCPC renewal/continuing education online programs include a variety of 15 clock hour early childhood course choices each equaling 1.5 CEUs.

#### **Delivery Method**

The FCCPC renewal/continuing education online program will be delivered to students online using the following methods: lecture, group discussion, instructional demonstrations, audio, presentations, projects, checklists and forms, quizzes, and exams.

#### **Textbooks**

There is not a required text book for the FCCPC renewal/continuing education online program. Handouts and additional resources will be provided online.

## **Student Assessment**

Students enrolled in the FCCPC renewal/continuing education online programs are assessed using the following methods:

- Competency based multiple choice questions
- Open-ended essay questions
- Student activity and/or observations with written feedback
- End of Course Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course
- Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program

## **Online Instruction and Activities**

Students are expected to participate in online classroom instruction, which may include but is not limited to lecture, note taking, group discussion, sharing, video viewing, completion of assigned readings, and application projects.

Projects and assignments are expected to be of high quality and done by the student. Those not meeting the program standards will be returned to the student to improve. The completed credit will not be granted until the work is of the standard expected. The online professor determines the quality of work based on program standards.

## **FCCPC Renewal / Continuing Education Options**

### *Emergent Literacy I (1.5 CEU/15 Hours)*

- CAE 1111 - Introduction to Emergent Literacy (.3 CEU/3 Hour)
- CAE 1112 - Reading to Promote Literacy (.3 CEU/3 Hour)
- CAE 1113 - Creating Literacy Rich Classroom Environments (.3 CEU/3 Hour)
- CAE 1114 - Role of Language in Fostering Literacy (.3 CEU/3 Hour)
- CAE 1115 - Using Language for Conversation & Storytelling (.3 CEU/3 Hour)

### *Emergent Literacy II (1.5 CEU/15 Hours)*

- CAE 2111 - Symbolic Play (.3 CEU/3 Hour)
- CAE 2112 - Phonological Processing Skills: Auditory Discrimination (.3 CEU/3 Hour)
- CAE 2113 - Phonological Processing Skills: Rhyme, Alliteration, Segmentation, and Blending (.3 CEU/3 Hour)
- CAE 2114 - Teaching Children About Print (.3 CEU/3 Hour)
- CAE 2115 - Using Formal & Informal Assessments (.3 CEU/3 Hour)

### *Positive Relationships With Families (1.5 CEU/15 Hours)*

- CAE 3111 - Cross-Cultural Communication (.3 CEU/3 Hour)
- CAE 3112 - Effective Written Communication (.3 CEU/3 Hour)
- CAE 3113 - Encouraging Parental Involvement (.3 CEU/3 Hour)
- CAE 3114 - Overcoming Difficulties in Communication with Parents (.3 CEU/3 Hour)
- CAE 3115 - Conflict Resolution for Adults (.3 CEU/3 Hour)

### *Principles of Child Growth and Development (1.5 CEU/15 Hours)*

- CAE 4111 - Language Development (.3 CEU/3 Hour)
- CAE 4112 - Stages of Physical Growth and Development in Infants (.3 CEU/3 Hour)
- CAE 4113 - Stages of Physical Growth and Development in Preschoolers (.3 CEU/3 Hour)
- CAE 4114 - Stages of Physical Growth and Development in Toddlers (.3 CEU/3 Hour)
- CAE 4115 - Brain Development (.3 CEU/3 Hour)

*Effective Program Operation (1.5 CEU/15 Hours)*

- CAE 5111 - Early Childhood Programs for Multilingual Children (.3 CEU/3 Hour)
- CAE 5112 - Transitioning to Kindergarten (.3 CEU/3 Hour)
- CAE 5113 - Working with Children with Disabilities (.3 CEU/3 Hour)
- CAE 5114 - Staffing your Child Care Program (.3 CEU/3 Hour)
- CAE 5115 - Providing Real World Experiences (.3 CEU/3 Hour)

**Outline (\*Subject to Change)**

This syllabus is intended to be a set of guidelines for the FCCPC renewal/continuing education online programs. The Institute for Early Childhood Education and online professors reserve the right to make modifications in content, schedule, and requirements as necessary to promote the most effective learning possible within the prevailing conditions affecting the course. Changes will be announced if they are to be made and will only be made in an effort to improve the course. All FCCPC 15 clock hour renewal/continuing education programs will follow the outline below:

Week	Content Area
1	Introductions / Subject # 1 / Quiz # 1 / Assignment # 1
2	Subject # 2 / Quiz # 2 / Assignment # 2
3	Subject # 3 / Quiz # 3 / Assignment # 3
4	Mid-Term Exam
5	Subject # 4 / Quiz # 4 / Assignment # 4
6	Subject # 5 / Quiz # 5 / Assignment # 5
7	Final Exam



## **Director's Credential Renewal/Continuing Education**

### **Purpose**

The Director's Credential expires every five years and requires successful completion of 4.5 CEUs (45 clock hours) of instruction in Overview of Child Care Center Management, Child Care and Educational Organizational Leadership and Management, or Child Care and Education Programming to renew the certification. The IECE offers a variety of classes in these different topic areas to assist you in attaining the necessary clock hours for your renewal.

### **Enrollment Requirements for the Director's Credential Renewal/Continuing Education Online Programs**

- Must be 18 years of age or older
- Must possess a High School Diploma, G.E.D., or equivalent
- Must have access to the Internet through a JavaScript enabled web browser
- Must be able to speak, read, and write well enough in English to understand and complete the course material
- Must have access to a computer, printer, and a valid email address

### **Program Start Date**

The Director Credential renewal/continuing education online training programs can be started anytime with the IECE's convenient rolling enrollment. Go online to [www.iece.thecae.org](http://www.iece.thecae.org) to register today!

### **Program End Date**

Each of the Director's Credential renewal/continuing education online courses are self paced and can be completed in as little as six (6) to eight (8) weeks; however, students have three (3) months from their enrollment date to successfully complete the course.

### **Clock Hours**

The Director's Credential renewal/continuing education online programs include a variety of 20, 25, and 27 clock hour early childhood administrative courses.

### **Delivery Method**

The Director's Credential renewal/continuing education online program will be delivered to students online using the following methods: lecture, group discussion, instructional demonstrations, audio, presentations, projects, checklists and forms, quizzes, and exams.

### **Textbooks**

There is not a required text book for the Director's Credential Renewal online program. Handouts and additional resources will be provided online.

### **Student Assessment**

Students enrolled in the Director's Credential renewal/continuing education online program are assessed using the following methods:

- Competency based multiple choice questions

- Open-ended essay questions
- Student activity and/or observations with written feedback
- End of Course Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course
- Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program

### **Online Instruction and Activities**

Students are expected to participate in online classroom instruction, which may include but is not limited to lecture, note taking, group discussion, sharing, video viewing, completion of assigned readings, and application projects.

Projects and assignments are expected to be of high quality and done by the student. Those not meeting the program standards will be returned to the student to improve. The completed credit will not be granted until the work is of the standard expected. The online professor determines the quality of work based on program standards.

### **Director’s Credential Renewal/Continuing Education Options**

#### *Overview of Child Care Center Management I (2.7 CEU/27 Hours)*

- CAE 3001 - Assessing Child Care Business Practices (.3 CEUs/3 Hours)
- CAE 3002 - Child Abuse: Identification and Prevention (.3 CEUs/3 Hours)
- CAE 3003 - Child Oriented Spaces (.3 CEUs/3 Hours)
- CAE 3004 - Cross-Cultural Communications (.3 CEUs/3 Hours)
- CAE 3005 - Effective Written Communication (.3 CEUs/3 Hours)
- CAE 3006 - Encouraging Parental Involvement (.3 CEUs/3 Hours)
- CAE 3007 - Environmental Safety (.3 CEUs/3 Hours)
- CAE 3008 - Finding and Using Resources on the Internet (.3 CEUs/3 Hours)
- CAE 3009 - Managing Your Child Care Business (.3 CEUs/3 Hours)

#### *Overview of Child Care Center Management II (2.5 CEU/25 Hours)*

- CAE 4001 - Outdoor Play Safety (.25 CEUs/2.5 Hours)
- CAE 4002 - Overcoming Difficulties in Communicating with Parents (.25 CEUs/2.5 Hours)
- CAE 4003 - Reading Prescription Labels (.25 CEUs/2.5 Hours)
- CAE 4004 - Relating with Parents (.25 CEUs/2.5 Hours)
- CAE 4005 - Risk Management (.25 CEUs/2.5 Hours)
- CAE 4006 - Safety and Security Procedures (.25 CEUs/2.5 Hours)
- CAE 4007 - Staffing Child Care Programs (.25 CEUs/2.5 Hours)
- CAE 4008 - Open House (.25 CEUs/2.5 Hours)
- CAE 4009 - Working and Communicating with Families (.25 CEUs/2.5 Hours)
- CAE 4010 - Working with Children with Disabilities (.25 CEUs/2.5 Hours)

#### *Child Care and Education Organizational Leadership and Management (2 CEU/20 Hours)*

- CAE 5001 - Professional Practices (.5 CEUs/5 Hours)
- CAE 5002 - Sexual Harassment Awareness (.5 CEUs/5 Hours)

- CAE 5003 - Stress Management (.5 CEUs/5 Hours)
- CAE 5004 - Time Management (.5 CEUs/5 Hours)

*Child Care and Education Programming I (2.5 CEU/25 Hours)*

- CAE 6001 - Assessing Childhood Development (.5 CEUs/5 Hours)
- CAE 6002 - Assessing Children’s Physical Development (.5 CEUs/5 Hours)
- CAE 6003 - Computer Technology in Early Childhood Education (.5 CEUs/5 Hours)
- CAE 6004 - Documenting Children’s Behaviors (.5 CEUs/5 Hours)
- CAE 6005 - Early Childhood Program Accreditation (.5 CEUs/5 Hours)

*Child Care and Education Programming II (2.55 CEU/25.5 Hours)*

- CAE 7001 - Early Childhood Programs for Multilingual Children (.425 CEUs/4.25 Hours)
- CAE 7002 - Health: Curriculum Development Tools (.425 CEUs/4.25 Hours)
- CAE 7003 - Introduction to Computer Technology (.425 CEUs/4.25 Hours)
- CAE 7004 - Nutrition: Curriculum Development Tools (.425 CEUs/4.25 Hours)
- CAE 7005 - Safety: Curriculum Development Tools (.425 CEUs/4.25 Hours)
- CAE 7006 - Special Interest Centers (.425 CEUs/4.25 Hours)

**Outline (\*Subject to Change)**

This syllabus is intended to be a set of guidelines for the Director’s Credential renewal/continuing educational online programs. The Institute for Early Childhood Education and online professors reserve the right to make modifications in content, schedule, and requirements as necessary to promote the most effective learning possible within the prevailing conditions affecting the course. Changes will be announced if they are to be made and will only be made in an effort to improve the course. The Director’s Credential renewal/continuing educational programs will follow one of the sample outlines below based on the number of subject areas:

**Sample Outline A**

Week	Content Area
1	Introductions, Online Orientation, and Subject # 1
2	Subject # 1 / Quiz # 1 / Assignment # 1
3	Subject # 2
4	Subject # 2 / Quiz # 2 / Assignment # 2
5	Subject # 3
6	Subject # 3 / Quiz # 3 / Assignment # 3
7	Mid-Term Exam

Week	Content Area
8	Subject # 4
9	Subject # 4 / Quiz # 4 / Assignment # 4
10	Subject # 5
11	Subject # 5 / Quiz # 5 / Assignment # 5
12	Final Exam

### **Sample Outline B**

Week	Content Area
1	Introductions, Online Orientation, and Subject # 1 / Quiz # 1 / Assignment # 1
2	Subject # 2 / Quiz # 2 / Assignment # 2
3	Subject # 3 / Quiz # 3 / Assignment # 3
4	Subject # 4 / Quiz # 4 / Assignment # 4
5	Subject # 5 / Quiz # 5 / Assignment # 5
6	Mid-Term Exam
7	Subject # 6 / Quiz # 6 / Assignment # 6
8	Subject # 7 / Quiz # 7 / Assignment # 7
9	Subject # 8 / Quiz # 8 / Assignment # 8
10	Subject # 9 / Quiz # 9 / Assignment # 9
11	Subject # 10 / Quiz # 10 / Assignment # 10
12	Final Exam

## The IECE Team

### Full-Time Administrators

Name	Degree	Conferring Institution	Title
Timothy Kilpatrick	Bachelor of Science in Computer Information Science (Minor Accounting)	University of Tampa	Executive Director
	-----		
	Bachelor of Science in Management Information Systems	Tampa College	
	-----		
	Associates of Arts in Computer Science	Prospect Jr. College	
Elisa Schlieg	Master of Science in Education (BrainSMART Leadership Training)	Nova University	Chief Education/ Academic Officer
	-----		
	Bachelor of Science in Professional Management	Nova University	
Sharecia Terry			Finance Director
Sharon Goudeau	Associates Degree in Liberal Arts	Hillsborough Community College	Admissions Director
Melanie Parker			Human Resources



Delivering online professional resources and training to a diverse community of adult learners to achieve their maximum potential in the early childhood industry.

## IECE Administrative Office

11519 McMullen Road  
Riverview, FL 33569  
Office (813) 689-6360  
Fax (866) 511-7193  
Email: [training@thecae.org](mailto:training@thecae.org)  
Website: [www.iece.thecae.org](http://www.iece.thecae.org)