

## Contact the TECTA Office Nearest You:

Austin Peay  
State University  
931-221-7585

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**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  
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Tennessee State University  
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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	
<b>Provisional</b>	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
<b>Standard</b>	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
<b>Advanced</b>	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
<b>Master</b>	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](http://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.