

EARLY CHILDHOOD ADMINISTRATIVE CREDENTIAL CERTIFICATE

Program Number: 97-307-1

Certificate

Campus: Online

This program is **not** eligible for financial aid

Earn necessary credentials in as little as a year to work as an administrator or director in an early childhood setting with the Early Childhood Administrator Credential certificate at MPTC.

About the Program

The Early Childhood Administrative Credential is designed for current or new directors, administrators and child care teachers in early childhood fields. This online early childhood credential offers flexibility for busy, working adults.

What You'll Learn

Keep working in the field while you earn your credential. The courses will help you to increase or refine your business skills in areas such as: staffing, developing budgets, laws and regulations, best practices and performance standards. Graduates of the program are prepared to assess community needs and lead facilities management.

Graduates of the certificate may apply to the Wisconsin Registry for the Wisconsin Professional Credential for Child Care Administrators.

Scholarships may be available for students who are employed in a licensed child care center or a licensed or certified family child care program. Applicants must have the support of their employer and possess a high school diploma or GED. Scholarships for the Early Childhood Administrative Credential Certificate are available through the Wisconsin Early Childhood Association T.E.A.C.H. program (<http://wisconsinearlychildhood.org/programs/t-e-a-c-h/>).

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable, accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Additional Information

State Licensure Disclosure: Moraine Park Technical College offers programs designed to meet the educational requirements leading to licensure or certification that may be required for employment in certain professions. See Professional Licensure and Certification Disclosure (<https://catalog.morainepark.edu/program-information/professional-licensure/>) for more details.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/credit-for-prior-learning/>) page for more information.

Approximate Costs

NOTE: The fees below are 2025-2026 fees. They will be updated when 2026-2027 fees are approved.

Tuition

Occupational

- \$152.85 per credit (resident)
- \$229.28 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$192.20 per credit (resident)
- \$288.30 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- \$5.00 minimum per course Material Fee
- \$13.76 per-credit Supplemental Fee for Undergraduate courses
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Semester 1		
307-181	ECE: Child Care Operations Management	3
307-182	ECE: Child Care Financial Management	3
307-204	ECE: Child Care Administration and Supervision	3
		Credits
		9
Semester 2		
307-184	ECE: Child Care External Environment	3
307-185	ECE: Child Care Best Practices	3
307-186	ECE: Child Care Administrator Capstone	3
		Credits
		9
		Total Credits
		18

Pathways

- Early Childhood Education Associate Degree (<https://catalog.morainepark.edu/program-information/programs/early-childhood-education/>)
 - Child Care Services Technical Diploma (<https://catalog.morainepark.edu/program-information/programs/child-care-services/>)
 - Early Childhood Administrative Credential Certificate (p. 1)
 - Early Childhood Preschool Credential Certificate (<https://catalog.morainepark.edu/program-information/programs/early-childhood-preschool-credential-certificate/>)
 - Infant/Toddler Credential Certificate (<https://catalog.morainepark.edu/program-information/programs/infant-toddler-credential-certificate/>)

Earn certificates, a technical diploma and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.