Children's Program Administration Courses Information Session

Thursday, December 13, 2018

12:00 PM

Presenters:

Claudine Campanelli, NY Early Childhood PDI

Elvia Mata , CUNY SPS

New York
Early Childhood
Professional
Development
Institute

CUNY School of Professional Studies

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What is the CPAC Program at the CUNY School of Professional Studies?

- Offered in partnership with the NY Early Childhood Professional Development Institute (PDI): http://www.earlychildhoodny.org/.

- Delivered online – asynchronous format
  - Each course is 4 weeks
  - Consists of discussions and projects that have due dates over the course but there is no specific day or time you must log-in and participate
  - Course content is directly connected to your daily work as a leader
  - Identify challenges, pose solutions, implement change

What is the CPAC Program at the CUNY School of Professional Studies?

- Consists of 18 courses (1 credit each) for a total of 18 graduate-level college credits under 6 Topic Areas

    - Topic 1: Administering Children's Programs
    - Topic 2: Financial Planning and Management of Children's Programs
    - Topic 3: Operations Management in Children's Programs
    - Topic 4: External Environment and Children's Programs
    - Topic 5: Designing Programs that are Good for Children and Families
    - Topic 6: Seminar in Children's Program Administration

About the CPAC Credential

- Our courses fulfill the 18 Children's Program Administration credits necessary for the Children's Program Administrator Credential of New York State awarded by the NYSAEYC: http://nysaeyc.org/childrens-program-administrator-credential/

- Students must also have an additional 18 credits of coursework in education including early childhood education, child development, or related courses verified by The Aspire Registry

- The CPAC is designed to be a standard credential, measuring the program management, fiscal management, and leadership abilities of ECE administrators and directors.

- Graduates of our program receive 18 graduate-level credits and preparation to attain the CPAC.

Who should obtain the CPAC?

Both new and experienced administrators who desire to be more effective leaders. This includes:

- Center Directors
- Educational Directors
- Administrative Directors
- Executive Directors
- Site Supervisors
- Teachers

The CPAC is a recognition of competence that is above and beyond college coursework and also serves as a measure of individual professional achievement.

Why the CPAC?

- Represents a level of individual professional achievement

- Used to meet quality standards required under QUALITYstarsNY and NAEYC Accreditation

- Increases your career ladder level in New York State

- Supports the knowledge, skills, and dispositions required to lead high quality programs

What are the Expectations of Students Regarding Coursework?

- Portfolio work:

  – Collection of documents and projects
  – Project narratives shaped in Capstone courses

- Administrative experience:

  – Currently working as an administrator of a children's program OR,
  – Ability to participate in an Administrative Internship/Practicum throughout all 18 courses

Applying to the CPAC Program at the CUNY School of Professional Studies

Admissions Requirements:

- Complete an online application and pay a $75 application fee

- Submit proof of an earned Bachelor's degree

    - International Transcripts: https://sps.cuny.edu/internationalapp

- A personal statement

Applications for the spring 2019 term are due before March 28, 2019
https://sps.cuny.edu/admissions/non-degree-admission

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Registering for Courses at the CUNY School of Professional Studies

- Students are provided with a registration form after they apply and have been admitted into the CPAC program at CUNY SPS.

- New students may register for classes by returning the winter and/or spring 2019 CPAC Registration form.

- New students must also return immunization paperwork: http://sps.cuny.edu/immunization

- Program staff will advise new students about the structure of the courses, and the benefits of registering for a "bundle" of courses versus individual courses.

Summer 2019 Course Schedule

Topic 4: External Environment and Children's Programs

Course	Course Title	Dates
ECE 611	Legal and Regulatory Requirements in Administering Early Childhood Programs	June 3rd – June, 30th , 2019
ECE 612	Marketing Early Childhood Programs	July 7th – August 4th , 2019

Fall 2019 Course Schedule

Topic 1: Administering Children's Programs

Course	Course Title	Dates
ECE 601	Organizational Management: Principles & Practices	August 26th – September 22nd , 2019
ECE 602	Personnel Management in Early Childhood Programs	September 23rd – October 13th , 2019
ECE 603	Foundations of Staff Development	October 21st – November 17th , 2019
ECE 604	Supervision of Early Childhood Teachers	November 18th – December 15th, 2019

Fall 2019 Course Schedule

Topic 2: Financial Planning and Management of Children's Programs

Course	Course Title	Dates
ECE 606	Formulating a Financial Plan - Financial Planning and Management of Children's Programs	September 23rd – October 13th, 2019
ECE 607	Budgets and Accounting - Financial Planning and Management of Children's Programs	October 21st – November 17th, 2019
ECE 608	Expenses and Resources - Financial Planning and Management of Children's Programs	November 18th – December 15th, 2019

Sample CPAC Two Year Schedule

Semester	F17	W17	SP18	SU18	F18	W19	SP19	SU19	F19		Key
	601		605	611	601	611	605	611	601		**Key**
	602		609	612	602	612	609	612	602		Topic 1
	603		610	613	603	613	610	613	603		Topic 2
	604		614	617	604		614	617	604		Topic 3
			615		606		615		606		Topic 4
			616		607		616		607		Topic 5
			618		608		618		608		Topic 6
					617				617		

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Tuition Assistance

Tuition & Fees:
- One Course: $455.00

- Funding may be available through Quality Scholars: http://qualitystarsny.org/discover-FAQ.php.

- Visit https://sps.cuny.edu/cpacfunding for additional funding opportunities for students.

- Tuition Payment Plan:
  - https://sps.cuny.edu/tuitionplan

Contact Information

CPAC program, credential and career pathways:

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