

TECPAC RENEWAL APPLICATION

The Tennessee Early Childhood Program Administrator Credential (TECPAC) 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.



Date _____

PERSONAL INFORMATION

Name _____

Home Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

Agency of Employment _____

Work Address _____

City _____ State _____ Zip _____

Work Phone _____ Work Fax _____

I am the Administrator responsible for day-to-day operations.

Current Position _____

I am no longer the Administrator responsible for day-to-day operations.

New Position _____

HIGHER EDUCATION COURSEWORK

List all college coursework completed since Credential was last awarded. **Please attach a copy of your transcript.**

Semester/Year	Course No.	Course Name	Semester Hours	Grade
Total Hours				

PROFESSIONAL DEVELOPMENT

List the descriptions and clock hours of job specific Early Childhood, management, or administrative professional development since the Credential was last awarded, not including college coursework. Use an additional sheet if needed. **Please be sure to attach supporting documents.**

Date	Description	No. of Hours

PROFESSIONAL MEMBERSHIPS

- NAEYC Exp. Date _____ NAFCC Exp. Date _____ TAEYC Exp. Date _____
 NSACA Exp. Date _____ ACEI Exp. Date _____ NBCDI Exp. Date _____
 TN ACEI Exp. Date _____ NCCA Exp. Date _____ SECA Exp. Date _____
 Local AEYC _____ Exp. Date _____ Other _____ Exp. Date _____

PROFESSIONAL CONTRIBUTIONS

Please list, by category, any professional contributions you have made since the Credential was last awarded. Name and describe the activity for each. **Please be sure to attach supporting documents.**

1. Service in a Leadership Role in a Professional Organization

- _____

2. Presentations/Trainings

- _____

3. Advocacy

- _____

4. Program Improvement

- _____

5. Writing and Publications

- _____

6. Research/Grant writing

- _____

7. Mentoring

- _____

By signing this application, I certify that all of the information on this application is correct and complete. I understand that any misrepresentation can result in my application not being considered for renewal.

Signature of Applicant _____ Date _____

For Office

Use Only

Candidate will renew at the following level:

Provisional

Standard

Advanced

Master

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 the Tennessee State University Center of Excellence for Learning Sciences and funded by the Tennessee Department of Human Services.



Examples of Professional Contributions

The activities that demonstrate contributions to the field of Early Childhood and school-age care and education fall into eight categories. The eight categories represent the range of professional activities in which directors engage to improve the field. Examples follow each category.

Membership in national Early Childhood association(s)

What organizations are you a member of? Below are examples of national organizations:

- Head Start Association
- National Black Child Development Institute
- National Family Child Care Association
- Tennessee Family Child Care Alliance
- National Association for the Education of Young Children
- National Child Care Association
- Tennessee Association for the Education of Young Children
- Tennessee School-Age Care Alliance

1. Service in a Leadership Role in a Professional Organization

Think about your professional affiliations. In what ways have you served the field of early childhood/school-age through your membership?

- Served in a leadership role in a student organization that focuses on early childhood issues
- Served on a community board as a representative of early childhood or school age care and education
- Served on a local, state, or national advisory board for an early childhood or school age organization
- Served on a local, regional, or statewide committee to promote early childhood and/or school-age issues
- Held an elected office in a local, state, or national early childhood organization
- Served on a committee for an early childhood or school-age organization to organize a conference, community-wide advocacy event or other major event

2. Presentations/Trainings

How have you helped spread the word?

- Presented at a local CCR&R training or workshop
- Served as instructor for a college course
- Presented at a professional conference
- Presented at a high school or technical school career fair
- Served as a paid consultant/trainer for another early childhood or school-age program
- Served as an accreditation validator or observer
- Served as a credential advisor, trainer or representative

3. Advocacy

How have you advocated for young children and their families and the profession?

- Wrote a letter to an elected official about an Early Childhood issue
- Wrote a letter on an early childhood issue that was printed in a local newspaper
- Provided testimony at a public hearing on an early childhood/school age-related issue
- Provided consultation to an elected official about early childhood/school age issues

- Arranged a food, clothing, or toy drive for a shelter, children's home, or disaster relief effort
- Served as a community coordinator for advocacy agency or event
- Presented or provided testimony at an advocacy event

4. Program Improvement

What have you done to improve programs for children, families, and early childhood professionals?

- Successfully brought an early childhood/school age program through NAEYC, Montessori, NSACCA, NCCA accreditation or Head Start Program of Achievement
- Developed a written curriculum based on sound early childhood principles that was marketed to early childhood programs
- Served as a consultant to other early childhood or school age programs in the implementation of a curriculum approach or theory
- Served as lead consultant in the design or renovation of indoor or outdoor environments
- Created a tangible product that exhibited originality of thought and execution that helped improve early childhood/school age programs

5. Writing and Publications

What have you put in writing to improve the field of early childhood?

- Written a student newsletter on Early Childhood topics
- Written an article or book review that was published in an early childhood/school age journal
- Served as editor of an early childhood/school age newsletter distributed in the community
- Published a book on an early childhood, school age or management-related topic
- Developed a new college-level course
- Developed new materials (e.g. handbook, manuals, curriculum) that were shared with other Programs

6. Research/Grant writing

How have you used local, state, national, or international resources to improve program quality?

- Conducted a research study on an early childhood, school age, or management-related topic as part of a supervised thesis or dissertation
- Wrote a proposal for a grant that was funded
- Served as chairperson of a major fundraiser for an early childhood or school age related endeavor
- Reviewed proposals, was a reader, for a foundation or other grant-making agency/organization

7. Mentoring

How have you contributed or participated in mentoring in the early childhood field?

- Participated in Provider Self Assessment and Mentoring (PSAM)
- Mentored a peer child care administrator
- Participated in TOPSTAR mentoring program