

APPENDIX C: MINIMUM LICENSING AND REGULATION CREDENTIALS FOR CHILD CARE ADMINISTRATORS IN CANADA¹

Prov/Terr	Min age	First Aid	Medical	Licensing certification ²	ECE	Admin Courses	Experience	Personal Characteristics	Criminal Chk	Notes
Alberta (1993) "program director"	18	x•		level 3*	x					<ul style="list-style-type: none"> •at least one staff member in a centre with first aid is on the premises during the hours of operation of the centre. * 2 year ECE diploma offered by an Alberta public college, or an equivalent level of training.
British Columbia (No distinction between teaching and administrative staff.1994)	19		x	x*	x				x	<ul style="list-style-type: none"> *Early Childhood Educator- completed an ECE program or equivalent + 500 hours of work experience in Canada, within 5 years of completing the program, in not more than two facilities, under the direction of an early childhood educator + be recommended by the person under whose direction the work experience was completed, who can attest to the applicants suitability to act as an early childhood educator, + be of good character. * There is no certification for a child care administrator.
Manitoba (1987)		x		CCW III•*	x	*			x	<ul style="list-style-type: none"> •Degree in child studies (4 yr Univ. of Man. Human Ecology/ Child Studies); or approved CCWII training program plus a post-diploma certificate; or equivalent as determined by the Director of Child Day Care. *The Act & regulations do not specify how a CCW becomes a CCWIII in order to be a director of a licensed facility, therefor a director could be administrating a facility with no specific administration training. A CCWIII could have a Day Care Management Certificate or an Infant Care Certificate

¹. Alberta, Saskatchewan, Manitoba, Nova Scotia and New Brunswick provided the information in the feedback questionnaire. The information for these provinces plus the provinces/territories which did not respond was gathered by examination of their licensing documents.

². This is an assessment made by the licensing agency and is not evaluation by one's professional peers.

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Newfoundland & Labrador (1990) "Group supervisor" (program director)			x		x*		x*	-two work related references, one from immediate past employer and one character reference (non-relative)	x	<ul style="list-style-type: none"> •1 yr ECE+ 1 yr experience +a professional reference; or -2 yr ECE diploma or degree ++a professional reference; or -a related degree or diploma which includes a concentration in: <ol style="list-style-type: none"> 1) Human growth & development with an emphasis on the relevant age of children in the program. 2) Psychology related to the behaviour of young children, children with special needs and personality development of children. 3) curriculum development and implementation of program for the relevant age of children in the program e.g. play, arts, music, language, + 1 year experience + a professional reference.
North West Terr (No distinction between teaching and administrative staff.1992)	19	x*	x							<ul style="list-style-type: none"> *where available, CPR training -Operator and administrator seem to share administrator responsibilities.
Ontario (1987)			x		x*		2 yr•			<ul style="list-style-type: none"> *diploma in ECE from an Ontario College of Applied Arts and Technology or equivalent in the opinion of the Director. •working in a day nursery with children who are at the same age and development levels as the children in the day nursery where the supervisor is to be employed
Saskatchewan (1992)	18	x•	x		x					<ul style="list-style-type: none"> • at least one staff member in a centre with first aid is on the premises during the hours of operation of the centre.

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New Brunswick (No distinction between teaching and administrative staff.)		x	x		*			-the ability to understand the needs of children; -a willingness to participate in training programs and workshops recommended by the Minister; -an awareness of community resources; -an ability to maintain a good working relationship with community-based professionals and parents of children attending the centres.		* To date (1996) there are no minimum education requirements enforced. Child Care Reforms (1994) approved a strategic direction that by policy, the director or one in four staff would be required to have a minimum of one year community college training in child care.
Nova Scotia (1988)	19	x	x		x*					* program in ECE or its equivalent Grade 12 +two years experience in a licensed child care+1 full credit (60 hr) (human growth & development with an emphasis on the young child or curriculum development and implementation of programs for young children in day care facilities; + 25 hours in workshops seminars in the other area not completed by way of post secondary education.

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Prince Edward Island (1988)	18			Supervisor's certificate	x•		x*			<p>•*a combination of education & experience:</p> <p>A- ECE University degree;</p> <p>B- 2 year diploma + 2 yr experience.;</p> <p>C- 1year diploma +3 years experience;</p> <p>D- Related degree +2 relevant to ECE extension units+1 yr experience;</p> <p>E- Related diploma +4 relevant to ECE extension units + 3 years experience;</p> <p>F- 10 University credits +4 relevant to ECE extension units +3 years experience</p>
Quebec ³ (No distinction between teaching and administrative staff.)					x*					<p>*ECE college/university;</p> <p>or</p> <p>related plus two 45 hour courses on the hygiene and health of young children as well as child care services in Quebec;</p> <p>or</p> <p>college + university certificate in ECE = 3 years relevant experience working with groups of young children;</p> <p>or</p> <p>have worked in a cc centre before Oct 83 and have successfully completed a collegial or university level course (45 hrs) in the field of child development, child health, development of activity programs for toddlers and for day care centres in Quebec.</p>

³.CCCF, Child Care in Canada. Ottawa: CCCF, 1993

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Yukon ⁶ (No distinction between teaching and administrative staff.)		x	x*					-recognize and act against hazards to physical safety; -have an awareness of EC development and apply it; -provide a variety of learning and social experiences appropriate to the children; -be thoroughly familiar with objectives, policies and procedures of the centre; -demonstrate the ability to work with parents; -communicate with and be accepted by the children.	x	*yearly chest x-ray or tuberculin skin test

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⁶. CCCF, Child Care in Canada. Ottawa: CCCF, 1993