Early Childhood Education Preschool Director Certificate Program Guide 2023-2024

Career Highlights

Early Childhood Educators play a vital role in the development of children in their care. They instruct children through activities designed to promote social, physical, and intellectual growth. What children learn and experience during their early years can shape their views of themselves and the world, thereby having a profound effect on later successes in school, work, as well as their personal lives.

For more information regarding this career visit: Career Coach.

Program Information

The Preschool Director certificate is designed, as the third level in a series of certificate options, to prepare students with the academic tools to plan and administer a childcare program in a variety of state-licensed facilities including preschool or childcare centers. Students can be expected to learn and develop knowledge and skills to manage and supervise in an administrative position and participate in the workplace efficiently. This includes administrative tools and techniques needed to organize, open, and operate an early care education program.

Students completing this program will meet the educational requirements of the Department of Social Services, Community Care Licensing Division to work in a licensed **private** preschool or childcare center as a Center Director.

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- Apply online or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Early Childhood Education Certificate Program courses.

Program Location and Contact Information

NOCE Anaheim Campus 1830 W. Romneya Drive Anaheim, CA 92801	Career Technical Education (CTE) Office, Room 513 714-808-4915 careers@noce.edu Contact for general certificate program information	Counseling and Student Services Department, Room 215 714-808-4682 counseling@noce.edu Contact for course advisement, career counseling, and college planning

Last Updated 06/30/23

Program of Study Leading to a Certificate
This information is for advisement purposes only and is subject to change.

Required Core Courses for Preschool Director Certificate
Core courses are listed in the order of the program's recommended sequence

Course #	Course Title	Hours	Prerequisite(s)	Completion Status
ECED 100	Early Childhood Development (3 equiv. units[1])	54	-	
ECED 105	Family and Community Relationships (2 equiv. units[1])	36	-	
ECED 110	Early Childhood Education: Principles and Practice (3 equiv. units[1])	54	-	
ECED 120	Curriculum for Early Childhood Education, Introduction (3 equiv. units[1])	54	• ECED 100	
EDED 115	Child Health and Safety (2 equiv. units[1])	36	-	
ECED 205	Children with Special Needs (2 equiv. units[1])	36	-	
ECED 210	Infant Toddler Care and Education (3 equiv. units[1])	54		
ECED 400	Child Care Supervision and Administration (3 equiv. units[1])	54	• ECED 100 • ECED 105 • ECED 110 • ECED 115 • ECED 120	

Electives (2 Required)

Course #	Course Title	Hours	Prerequisite(s)	Completion Status
ECED 200	Early Childhood Education: Science and Math (2 equiv. units[1])	36	-	
ECED 215	Language Arts and Literacy in Early Childhood (2 equiv. units[1])	36	-	
ECED 220	Early Childhood Education: Creative Experiences (2 equiv. units[1])	36	-	
ECED 225	Early Childhood Education: Music and Movement (2 equiv. units[1])	36	-	
WFPR 100 **or** WFPR 101	Career Skills and Resource Lab **or** Virtual Career Skills and Resource Lab	36	-	

---

[1] This program is recognized by the State of California, Department of Social Services, Community Care Licensing Division (Title 22) for private childcare facilities. This course is based on instructional hours that are equivalent to ECE units for Title 22 facilities only. The Early Childhood Education Program is a noncredit program and courses are not transferable for college units.

Completion Timeline
All required courses for the Preschool Director Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.

It is recommended that students see a NOCE Counselor upon enrollment to complete an educational plan. Counselor appointments can be made in person at the Anaheim campus in room 215, by phone at 714-808-4682, or via email at counseling@noce.edu.

Additional Program Information

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:

Requests for course substitutions must be discussed with the CTE Office.

Challenge Exams

This program does not offer any challenge exams.

Program Attendance and Grading Requirements

In-Person Classes	Online Classes
First Day Of Class **ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist. No student will be allowed to enroll in a class after the established deadline.	**First Week of Attendance** **FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign into your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist, and you will be dropped from the course**.** If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes. No student will be allowed to enroll in a class after the established deadline.
Ongoing Attendance Regular attendance is expected of every student.	**Ongoing Active Participation** Ongoing active participation is expected of every student. Active participation requires more than just logging onto Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.
Waitlisted Students Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. - The waitlist process is only valid **before** the class start date. - After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added.	**Waitlisted Students** Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. - The waitlist process is only valid through the end of the first week of the class. - During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu. - No student will be allowed to enroll in a class after the established deadline.

In-Person Classes	Online Classes
• For classes five weeks in length or less, students cannot add after the start date. • For classes six weeks in length or more, students cannot add after the second meeting of the class. • No student will be allowed to enroll in a class after the established deadline.	
Grading Policy All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.	**Grading Policy** All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.

Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of their final term to complete the application for the program certificate. If you do not plan on participating in the Commencement Ceremony, you still must schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.