

NAC Registration Form

I am registering for the NAC class in
(city/state, date):

Name:

Program Name:

Street:

City:

State/Zip Code:

Phone:

Email:

Enclosed is payment in the amount of \$600:

- Check
- Visa
- Mastercard
- American Express

Name of Cardholder:

Signature:

Please submit this form and payment
to:

The NECPA Commission, Inc.
PO BOX 2948
Merrifield, VA 22116
1-855-706-3272 phone
www.necpa.net



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The National Administrator Credential

*In the Management of
Programs Serving Children
and Families*

A Professional Recognition Awarded
by The NECPA Commission, Inc.



A comprehensive, forty-hour course
for directors and administrators of
child care programs and an award
for demonstrated mastery of
administration skills.

The National Administrator Credential



is the only nationally awarded credential just for Directors.

The NAC Course

- ◆ The NAC course offers childcare and education Directors a chance to get 40 hours of high-quality relevant, college-level education in a five-day time frame at a reasonable cost.
- ◆ Students are expected to complete projects and reading assignments between classes, so most elect to stay at the workshop facility for the full five days.
- ◆ Each class is made up of candidates from a variety of child care and education programs and their diversity enhances the learning atmosphere and networking possibilities.
- ◆ Classes are limited to 20 students to foster discussion and to maximize learning.

The NAC Candidate

- ◆ Every center director will benefit from the NAC. Whether you have been a director for many years or are brand new to your job, you'll develop new skills and be exposed to ideas that will help you be more successful and more self-assured.

Course Content

The NAC curriculum was developed by experts in various areas of business and child care, including attorneys, business consultants, editors of widely respected publications in the childhood care and education industry, and experienced child care center associates. The curriculum addresses the following topics:

- ◆ Marketing and Public Relations
- ◆ Personal and Professional Self-Awareness
- ◆ Legal and Fiscal Management
- ◆ Program Operations and Facilities Management
- ◆ Staff Management and Human Relations
- ◆ Educational Programming
- ◆ Leadership and Advocacy
- ◆ Community Relations and Family Support

This course has been successful in providing candidates with relevant job-targeted information in an easy-to learn format.

Cost

- ◆ Tuition for the National Administrator Credential is \$600 per person. Special pricing arrangements are available for residents of Iowa, Louisiana, and New Mexico. This fee includes the 40-hour course taught by an NECPA trained instructor with practical experience as a director, an information-filled student manual, all learning materials, and credential certificate and pin.
- ◆ The full fee is due when you register. Should you need to cancel, you must do so at least 10 days before the course begins. No re-funds can be made after that time. A \$25 cancellation fee will apply.

Frequently Asked Questions

Q: How long does it take to complete the National Administrator Credential?

A: Typically the course is offered over a five-day period from 8 am until 5 pm each day. Provided that the student meets all course requirements, the credential is completed within the week.

Q: What are the requirements to earn the credential?

A: A student is required to attend all 40 hours of course time offered throughout the week. In addition, the student will be given homework and journal activities to complete each night that typically equal an additional 5 hours of work required within the week. The student will be assessed on class participation, written assignments and formal assessments. The student will receive a pre and post assessment at the beginning and end of each course. In addition, the student will be assessed each day through a series of quizzes.

Q: How do I register for a NAC class?

A: Please download the NAC Registration Form and return it to The NECPA Commission, Inc. by postal mail, fax or via email at NAC@necpa.net. Please visit www.necpa.net to view a list of current the NAC class schedule .