



**Office of Professional & Continuing Education**  
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<http://www.auburn.edu/mycaa>

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Auburn University is an equal opportunity educational institution/employer.

## Education & Training Plan

### **Childcare Specialist Certificate Program with Externship**

Student Full Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Program includes National Certification & an Externship**  
**Opportunity Mentor Supported**

### **Childcare Specialist Certificate Program with Externship**

Course Code: AU-E-CHLD  
Program Duration: 6 Months  
Course Contact Hours: 375  
Student Tuition: \$3,999

#### **The Childcare Profession**

Childcare Specialists are responsible for caring for children when parents or other family members are unavailable. Quality childcare is a useful and necessary alternative for many working parents where full- or part-time care allows them to continue their professional pursuits. Childcare professionals who not only provide constant care, but who also have an understanding of early childhood education and who can recognize potential emotional distress or developmental issues provide parents the peace of mind they need to ensure their child's needs are met even when they can't be there throughout the day. Childcare specialists work in large childcare centers, preschools and public schools or may also work in the home caring for one or multiple children at a time. For any individual with the special gifts and talents necessary to connect with young children, working as a professional in this field with the ability to create and foster an educational/developmental environment provides a rewarding career that projected to grow 14% to 2022 according to the Bureau of Labor Statistics.

#### **The Childcare Specialist Program**

This program introduces the historical, theoretical and developmental foundations for educating and caring for young children. With particular emphasis on caring for children from birth through age 8, this program takes students through a range of topics including the roles, responsibilities and requirements of individuals working in early childhood settings, current issues that have implications on children, families and early childhood professionals, and age-related developmental accomplishments. Alongside ensuring the health, safety and well-being of all children in their care, this program will ensure students have a firm grasp on the educational and developmental needs of young children in order to create a stimulating, nurturing and fun environment for all children in their care.

## Education and National Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- There are several National Certification exams that are available to students who successfully complete this program:
  - **National Career Certification Board (NCCB) Certified Child Care Worker (CCCW) Certification Exam**
  - **Microsoft Office Specialist (MOS) Certification Exam.**

## Program Objectives

At the conclusion of this program, students will be able to:

- Analyze the roles, responsibilities, and requirements for those who work in early childhood education (ECE) settings and the evolution of the field of ECE
- Analyze current issues in ECE that have implications for children, families, and society
- Describe the age-related developmental accomplishments of young children from birth through age 8 in each of the developmental domains
- Analyze programs that support individual differences, culturally responsive, and inclusive
- Analyze ECE standards as related to preparing developmentally appropriate activities
- Analyze practices that ensure the health, safety, and well-being of all children
- Compare a variety of guidance strategies to help children develop emotional self-regulation and avoid challenging behaviors
- Describe strategies that foster childcare worker and family partnerships
- Describe the role of assessment/documentation to inform curriculum development and improve care, child outcomes, and early childhood program quality
- Evaluate the attributes of professionalism in ECE including advocacy, and social justice

## National Certification

Upon successful completion of this Auburn University program, students would be eligible to sit for the National Career Certification Board (NCCB) Certified Child Care Worker (CCCW) Certification Exam and the Microsoft Office Specialist (MOS) exam. Although there are no state approval, state registration or other state requirements for this program, students who complete this program at Auburn University will be prepared and are eligible to sit for these national certification exams. Students who complete this program are encouraged to complete the externship option with their program. Students who complete this program can and do sit for these national certification exams and are qualified, eligible and prepared to do so. Auburn University works with each student to complete the exam application and register the student to take their national certification exam.

## Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. Auburn University works with national organizations and has the ability to place students in externship opportunities nationwide.

**Auburn University contact:** If students have any questions regarding this program including national certification and clinical externships, **they should call Shavon Williams of Auburn University at | 334-844-3108 or via email at [szw0063@auburn.edu](mailto:szw0063@auburn.edu)**

Note: No refunds can be issued after the start date published in your Financial Award document.

## About Auburn University!

**Welcome to Auburn University!** Auburn University was established in 1856 as the East Alabama Male College, 20 years after the city of Auburn's founding.

**OUR MISSION:** The Office of Professional and Continuing Education (OPCE) makes the educational resources of Auburn University available for non-credit education programs and conferences designed to promote lifelong learning, regardless of age, interest, or location. Our programs fall into five general categories: Professional Development, Certificate Programs, Personal Enrichment, Summer Youth Programs, and Conferences.

<http://www.auburn.edu/mycaa>



### **Auburn University and Pearson Education**

The Auburn University Office of Professional and Continuing Education eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at [www.pearson.com](http://www.pearson.com).

### **About Pearson Education**

Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

## **Childcare Specialist Program Detailed Student Objectives:**

### **EARLY CHILDHOOD EDUCATION PROFESSIONALS**

- Explain the mission and purpose of the early childhood professional
- Describe the various roles of professionals in the field of early childhood education
- Explain education expectations for those working in various roles in the field of early childhood education
- Describe the unique characteristics of various early childhood settings including family child care, center-based care and education (public and private), infant/toddler care, Head Start, public pre-kindergarten, primary grades, and after-school care

### **HISTORY & THEORIES OF EARLY CHILDHOOD EDUCATION (ECE)**

- Describe contributions of historical figures to the field of early childhood education
- Compare the various theories of child development
- Compare the various learning theories
- Explain characteristics of early childhood program models

### **CURRENT ISSUES IN ECE – RESEARCH, TRENDS AND POLICY**

- Identify current issues in early childhood education
- Describe the current trends in early childhood education in terms of their impact on children, families, and early childhood professionals
- Analyze the implications of research on early childhood education

### **CHILD DEVELOPMENT**

- Describe the characteristics of children ages zero through age eight in each developmental domain
- Describe the typical age-related developmental accomplishments for each age group, including infants and toddlers, preschoolers, kindergartners, and children in the primary grades
- Explain how knowledge of child development impacts care and education of infants and toddlers
- Explain how knowledge of child development impacts teaching for preschoolers
- Explain how knowledge of child development impacts teaching of children in kindergarten
- Explain how knowledge of child development impacts teaching of children in the primary grades

### **EFFECTIVE TEACHING: DEVELOPMENTALLY APPROPRIATE PRACTICES (DAP), ENVIRONMENTS, AND PLAY**

- Explain the concept of developmentally appropriate practices
- Explain how DAP considers the age-related developmental characteristics of young children
- Explore how DAP addresses individual differences
- Describe how DAP is responsive to social and cultural contexts
- Apply developmentally appropriate teaching practices to learning in the developmental domains
- Describe how DAP influence the arrangement of the learning environment
- Critique the application of DAP to the early childhood education environment
- Explain the role of play in developmentally appropriate environments

### **SPECIAL NEEDS AND CULTURAL AND LINGUISTIC DIVERSITY**

- Describe early childhood education inclusive practices
- Analyze early childhood education interpersonal environments that are responsive to cultural, linguistic, and individual needs
- Analyze early childhood education physical environments that are responsive to cultural, linguistic, and individual needs
- Explain the terminology in special education

### **EFFECTIVE PRACTICE AND CURRICULUM STANDARDS**

- Describe the various standards that promote recommended practices
- Explain how program quality standards impact curriculum development
- Explain how the developmental domains and knowledge of content areas relate to curriculum development
- Describe the characteristics of effective curriculum
- Explain how intentional teachers plan and implement curriculum

### **HEALTH, SAFETY, AND WELL-BEING OF ALL CHILDREN**

- Describe practices that promote health, good nutrition, and cleanliness in early childhood settings
- Analyze the qualities of early childhood environments that promote safety in indoor and outdoor settings
- Explain practices that promote the health, safety, and well-being of all children
- Justify the role of play in healthful development and learning

### **GUIDING YOUNG CHILDREN**

- Explain the guidance strategies that facilitate appropriate behavior in early childhood
- Identify how individual guidance strategies impact specific behaviors in children
- Determine how to use a variety of guidance strategies in the early childhood education classroom
- Promote practices that support the development of self-regulation skills
- Determine the effectiveness of early childhood environments in promoting appropriate behavior and reducing inappropriate behavior of children

### **FAMILY, SCHOOL, AND COMMUNITY PARTNERSHIPS**

- Describe diverse family structures and impacts on family life that challenge children's learning
- Describe the benefits of creating positive relationships and meaningful family involvement
- Describe types of effective communication techniques for involving families in early childhood programs
- Explain the role of the early childhood education teacher in connecting families to community resources

### **ASSESSMENT OF YOUNG CHILDREN**

- Describe the different approaches used to assess young children
- Describe the advantages and disadvantages for various types of assessments in early childhood
- Explain the positive contributions of documenting assessment results to teaching and learning
- Explain how assessment findings shape decision making and influence teaching, learning, and early childhood program quality

### **PROFESSIONALISM IN EARLY CHILDHOOD EDUCATION**

- Explain what it means to be an ECE professional: ethical conduct and using evidence-based practices
- Describe the role of advocacy in the field of ECE
- Explain ways early childhood professionals can contribute the development of policies that impact early childhood education
- Explain what it means to be a culturally competent early childhood professional

**Note: This program can be completed in 6 months. However, students will have online access to this program for a 24-month period.**

### **MICROSOFT OFFICE Module**

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

**Note:** Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

**System Requirements:**

**Windows Users:**

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

**Mac OS User:**

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

**iPad Users:**

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

**Screen Resolution:**

- We recommend setting your screen resolution to 1024 x 768 pixels.

**Browser Requirements:**

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

**Suggested Plug-ins:**

- Flash Player
- Real Player
- Adobe Reader
- Java