

### Child Care Professional – Early Childhood Teacher

**Description of Work**

An Early Childhood Teacher works for a child care center providing care and educational experiences for children ages 3 – 5. Teachers develop lesson plans, integrate curriculums, teach lessons, establish an age-appropriate environment, discipline children, maintain records, and interact with parents.

**Courses to Complete**

Course #	Title
CCT298	Communication Skills for Child Care Professionals
CCT101	Growth & Development in Early Childhood
CCT102	Materials & Methods in Early Childhood Education

**Total Number of Hours**

99 clock hours

**Total Approximate Cost**

\$730

**Pre-Requisites**

Good reading and writing skills.

**Requirements**

Minimum of 18 years of age.

**Information Unique to the Training**

None

**Related Courses**

None

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## Child Care Professional – Infant/Toddler Teacher



### Description of Work

A Child Care Teacher for Infants & Toddlers works for a child care center providing care and educational experiences for children ages birth - age 2. The Infant & Toddler Teacher develops lesson plans, integrate curriculums, teach lessons, establish an age-appropriate environment, discipline children, maintain records, and interact with parents.

### Courses to Complete

Course #	Title
CCT298	Communication Skills for Child Care Professionals
CCT101	Growth & Development
CCT102	Methods & Materials
CCT103	Infants & Toddlers: Development & Care

### Total Number of Hours

144 clock hours

### Total Approximate Cost

\$1110

### Pre-Requisites

Good reading and writing skills.

### Requirements

Minimum of 18 years of age.

### Information Unique to the Training

None

### Related Courses

None

### Child Care Professional – School-Age Teacher

**Description of Work**

A School-age Teacher is a professional who works for a child care center providing care and educational experiences for children ages 6 - 14. Care most often occurs in the public schools before and after school sessions. Providers develop lesson plans, integrate curriculums, teach lessons, establish an age-appropriate environment, discipline children, maintain records, and interact with parents.

**Courses to Complete**

Course #	Title
CCT298	Communication Skills for Child Care Professionals
CCT101	Growth & Development
CCT072	School-age Child Care Training

**Total Number of Hours**

99 clock hours

**Total Approximate Cost**

\$730

**Pre-Requisites**

Good reading and writing skills.

**Requirements**

Minimum of 18 years of age.

**Information Unique to the Training**

None

**Related Courses**

None

### Professional Volunteer Administrator

**Description of Work**

Professional Volunteer Administrators are responsible for developing volunteer programs for non-profit organizations, and recruiting and managing the volunteers in those programs. Job titles vary including Director of Volunteers, Manager of Volunteer Services and Coordinator of Volunteer Programs. Volunteer Administrators create the mission and vision of their program; develop administrative systems to implement the program and work within their organizations to gain organizational support for the program.

**Courses to Complete**

Course #	Title
MGT133	Professional Volunteer Management Training

**Total Number of Hours**

90 hours

**Total Approximate Cost**

\$600

**Prerequisites**

none

**Requirements**

none

**Information Unique to the Training**

This is an online course. It is competency-based and includes reading and written assignments as well as development of a professional portfolio. Students also are required to complete a capstone project that has direct applicability to their volunteer program. Individuals who successfully complete this training will be awarded a Certificate of Achievement in Professional Volunteer Management Training. This training is endorsed by the Association for Volunteer Administration (AVA).

**Related Courses**

VOC082	A to Z Grantwriting
VOC852	Advanced Grant Proposal Writing
VOC851	Writing Effective Grant Proposals