



Dear Supervisor/Board of Directors,

The Director that serves your program has indicated interest in earning the NYS Children's Program Administrator Credential (CPAC), which is an 18-credit graduate program that is taught on-line. Earning the CPAC has been shown to increase competency in all areas of management and leadership, and reduce turnover. I trust you will agree that your program stands to benefit from your Director's participation.

The New York Early Childhood Professional Development Institute offers a wide variety of supports and services to the early childhood workforce at all levels. I encourage you to visit our website ([www.earlychildhoodny.org](http://www.earlychildhoodny.org)) for more information. Our latest project, the NYC Leadership Initiative, makes a limited number of needs-based scholarships for Directors (or those in similar leadership roles) taking CPAC coursework at the CUNY School of Professional Studies.

We are happy to consider a request for a needs-based scholarship for the Director who serves your program. In order to qualify for consideration we require a letter from you recommending your director's participation. We urge you to articulate how you intend to support your director during and after his/her attainment of the credential. It is common practice that Directors who are enrolled in the CPAC coursework receive limited release time to complete assignments, and receive salary increments along the way, or at least upon completion of the credential. Some Supervisors/Boards of Directors have promoted their Directors upon receipt of the credential to acknowledge the accomplishment. We encourage you to consider your options and share your intent in your letter of support.

Please feel free to reach out with any questions you may have. We are excited to have your Director as part of the next cohort!

Sincerely,

Sherry M. Cleary  
Executive Director