FLORIDA CHILD CARE AND EDUCATION PROGRAM
DIRECTOR CREDENTIAL AND RENEWAL APPLICATION

RESOURCE PAGE

A director credential is required for each licensed child care facility and Voluntary Pre-Kindergarten (VPK) Program. The director credential combines education and experience in early childhood education and child care administration. The director credential has three levels: Level I, Level II, or Advanced. All three levels may be used to meet licensing compliance and participation in the Voluntary Pre-Kindergarten (VPK) Program, pursuant to Chapter 6A-6.040(1)(a), F.A.C.

Documenting Educational Requirements:

- High School Diploma: Submit a copy of the diploma, or transcript from an accredited high school. A college transcript may be submitted, if it includes your high school graduation date. If your high school diploma was earned outside the U.S., it must be translated and evaluated by someone who is a member of the American Translators Association, a credential evaluation agency approved by the Bureau of Educators Certification, or an accredited college/university and determined to be equivalent to a U.S. high school diploma or GED or their equivalent. High school diplomas issued by private schools that are registered with or recognized by the Florida Department of Education or its equivalent in other states will be accepted.
- GED: Submit a copy of the GED certificate. A college transcript may be submitted if it includes your GED completion date.
- Part I Mandated Child Care Training: Department of Children and Families (DCF) Child Care Training Transcript will be evaluated to ensure requirement is met.
- 8 Hours of Special Needs Training: Submit a copy of a training certificate, in-service training record form, letter from training provider, or DCF Child Care Training Transcript.
- Active Staff Credential: Documented on your DCF Child Care Training Transcript. Staff Credential Verification Application (form CF-FSP 5211) outlines the credential requirements and is available in DCF Forms at https://eds.myflfamilies.com/DCFFormsInternet/Search/DCFFormSearch.aspx.
- Overview of Child Care Management Course: Submit an unaltered copy of the transcript or unofficial transcript documenting course completion (not enrollment) and any additional documentation, as needed, to validate course requirements. Course must be on the Department of Children and Families approved list (see box below).
- Director/Administrator Credential/Certificate Issued by Another State Agency: Submit documentation of the Director/Administrator Credential/Certificate issued by another state agency which authorizes you to be a director of a child care facility in that state.
- College Degree or Coursework: Submit an unaltered copy of the transcript or unofficial transcript documenting date degree and/or coursework was completed. If your degree was earned outside the U.S., it must be evaluated by a credential evaluation agency approved by the Bureau of Educators Certification or an accredited college/university and determined to be equivalent to a U.S. Degree.

Child Care Website – www.myflfamilies.com/childcare
The child care training website has useful information regarding the Director Credential, including a list of approved "Overview of Child Care Management" courses.

Select "Training & Credentialing" – then select "Director Credential"

Documenting Experience Requirements:

- Experience may be earned as a director, co-director, assistant director, or lead teacher in a Head Start program.
- To document experience, you may submit one of the following:
  - Letter on official letterhead from child care facility owner, board member, company CEO, representative of the organization, or supervisor stating position, title, and experience as a director; or,
  - Copy of Child Care License listing applicant as director.
- "Year of Experience" is equivalent to a minimum of 1040 hours of paid and/or nonpaid documented work experience.

FLORIDA CHILD CARE AND EDUCATION PROGRAM DIRECTOR CREDENTIAL AND RENEWAL APPLICATION

FOR OFFICIAL USE ONLY
Date Processed:_____
Processed By:_____
Date:_____

This application is used for initial director credential verification and renewal, pursuant to s. 402.305(2), Florida Statutes.

Please complete all the required sections and submit the application, with documentation, to:

ONLINE:
Upload documents via the Credential Application Portal on your Child Care Training System Student Account at https://training01-dcf.myflorida.com/studentsite/admin/login.jsf

MAIL:
Florida Department of Children and Families
Child Care Program Office – Credential Unit
2415 North Monroe St., Suite 400, Room N216
Tallahassee, Florida 32303-4190

Section 1 Candidate Information (all applicants must complete):

Last Name	First Name	MI	DCF Student ID/Last 5 Digits of SSN*

Mailing Address:			

City:	State:	Zip Code:	County:

Email Address:

Date of Birth:	Home Telephone:	Business Telephone:	If applicable, enter extension number

ATTESTATION

I hereby attest that all information pertaining to this application is true, correct, and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.

_____ _____
Signature of Applicant Date of Application

*The department is requesting the last 5 digits of your social security number, but you are not required to provide it under the law. However, providing the last 5 digits of your social security number will assist the department in processing your application quickly and determining your eligibility faster and more accurately. Social security numbers are used by the department for identity verification only. You may use your Department of Children and Families Student ID found on your Child Care Training Transcript.

Go To Page 1 To review information regarding the director credential and additional resources available.

Go To Page 3 If you are submitting your application for your **initial** director credential.

Go To Page 4 If you are **renewing** your director credential.

Incomplete applications will only be retained for 3 months from the date of receipt.

INITIAL DIRECTOR CREDENTIAL

Provide all the documentation to support **Section 2**:

Section 2 Core Requirements:

- Documentation must be provided to show completion of **all** requirements below.
- Child Care Training Transcript will be used to document Part I Child Care Training and Staff Credential.

If your high school diploma was earned outside the U.S., it must be translated and evaluated by someone who is a member of the American Translators Association, an approved credential evaluation agency approved by the Bureau of Educators Certification, or an accredited college/university and must be determined to be equivalent to a U.S. High School Diploma or G.E.D. or their equivalent.

- ☐ High School Diploma or G.E.D.
- ☐ 30 Hour Part I Department of Children and Families' Introductory Child Care Training. **SCHOOL-AGE APPLICANTS** may substitute training for Child Growth and Development and Behavioral Observation and Screening pursuant to Section 4.5 of the School-Age Child Care Licensing Handbook.
- ☐ At least eight hours of in-service training regarding children with disabilities. The Department of Children and Families' Special Needs Appropriate Practice course will meet this requirement.
- ☐ Active Staff Credential Verification (form CF-FSP 5211), excluding Employment History Recognition Exemption [available in DCF Forms at https://eds.myflfamilies.com/DCFFormsInternet/Search/DCFFormSearch.aspx].

Provide all the documentation to support **one** of the following (Section 3, 4, or 5):

Section 3 Level I Requirements:

- Completion of an approved "Overview of Child Care Management" course offered through accredited vocational-technical schools, community colleges, colleges and universities as documented on an educational transcript.

  OR

- A Director/Administrator Credential/Certificate that has been issued by another state agency which authorizes that individual to be a director of a child care facility in that state, subject to approval by the Department of Children and Families. Third party issuances of credentials/certificates will not be accepted.

Name of Approved Overview of Child Care Management Training Provider	Issue Date

List of approved programs may be found at www.myflfamilies.com/childcare; select "Training & Credentialing" and then "Director Credential."

Section 4 Level II Requirements:

- Completion of an approved "Overview of Child Care Management" course offered through accredited vocational-technical schools, community colleges, colleges and universities as documented on an educational transcript.

  OR

- A Director/Administrator Credential/Certificate that has been issued by another state agency which authorizes that individual to be a director of a child care facility in that state, subject to approval by the Department of Children and Families. Third party issuances of credentials/certificates will not be accepted.

  AND

- Minimum of one-year experience as an on-site child care director in a licensed child care facility or a child care facility legally exempt from licensure.

Name of Approved Overview of Child Care Management Training Provider	Issue Date

List of approved programs may be found at www.myflfamilies.com/childcare; select "Training & Credentialing" and then "Director Credential."

Section 5 Advanced Level Requirements:

- Minimum of two years experience as an on-site child care director in a licensed child care facility or child care facility legally exempt from licensure.

AND

- Complete **one** of the following:
  - Completion of an approved "Overview of Child Care Management" course offered through accredited vocational-technical schools, community colleges, colleges and universities as documented on an educational transcript; or,
  - Course may be substituted by successfully completing a three-credit college level course in Child Care Administration, Business Administration, or Education Administration, if **all** the other requirements are met; or,
  - A Director/Administrator Credential/Certificate that has agency which authorizes that individual to be a director of a child care facility in that state, subject to approval by the Department of Children and Families. Third party issuances of credentials/certificates will not be accepted.

AND

- Complete **one** of the following:
  - Associate degree or higher; or,
  - At least two three college credit courses in one of the following curriculum areas:
    - Child Care and Education Organizational Leadership
    - Child Care and Education Financial and Legal Issues
    - Child Care and Education Programming

If your degree was earned outside the U.S., it must be evaluated by a credential evaluation agency approved by the Bureau of Educators Certification or an accredited college/university and determined to be equivalent to a U.S. Degree.

Name of Approved Overview of Child Care Management Training Provider	Issue Date

List of approved programs may be found at www.myflfamilies.com/childcare; select "Training & Credentialing" and then "Director Credential."

AND

Degree Earned – Area of Study	Name of Institution	Graduation Date

OR

Name of Two Three Credit Courses	Name of Institution	Course Completion Date
1.		
2.		

RENEWAL DIRECTOR CREDENTIAL

Provide documentation verifying **all** requirements have been met (Section 6, 7, 8 and 9):

Section 6 Director Credential Renewal Level:

If you are applying for a Director Credential Renewal for a higher level than your current credential, you must submit additional documentation.

Please select level.

☐ **Level I** No additional documentation required.

☐ **Level 2**

- ☐ One Year Experience as an active, onsite director (see page 1 for documentation of experience requirements).

☐ **Advanced**

- ☐ Two or more years' experience as an active, onsite director (see page 1 for documentation of experience requirements).
- ☐ Additional educational requirements (see page 4, Section 5 for Advanced level requirements).

Section 7 Active Staff Credential (No Documentation Required):

- Staff Credential Verifications must be active at the time of renewal.
- Child Care Training Transcript will be used to verify an active staff credential.

Section 8 Educational Requirement:

- Training must be completed within last five years. In-service hours, non-vocational class hours, or coursework previously submitted to earn an initial/renewal credential will not be accepted.
- Training must be under any of the following topic areas:
  - DCF Approved Overview of Child Care Management course. (Coursework must be in addition to that required for the original Florida Director Credential. If a Florida-approved Overview of Child Care Management course was used to meet the requirements for an initial Florida Director Credential, a Florida-approved Overview of Child Care Management course cannot be used for renewal.)
  - Child Care and Education Leadership and Management.
  - Child Care and Education Financial and Legal Issues.
  - Child Care and Education Programming.
  - Coursework completed to renew a State of Florida Teaching Certificate.
- Training must be completed through **one** of the following:

☐ 4.5 Continuing Education Units (CEUs) – training certificates must clearly list the number of CEUs awarded and the date earned.

☐ Three college credit hours from an accredited or U.S. Department of Education recognized institution – copy of college transcript documenting the semester and year the college credits were earned. If the subject area and age range is not clear on the transcript, please include a course description provided by the university or college in which you attended the training.

☐ Forty-five clock hours completed at a Florida Career Education Center (public vocational or technical school), accredited Florida Community Colleges, Colleges, Universities or an institution licensed by the Florida Commission for Independent Education.

☐ Forty-five Department of Education district approved teacher in-service points.

☐ Any combination of the above training hours. (For example: 1 college credit + 1.5 CEUs + 15 vocational hours).

Section 9 Professional Contribution Requirement:

- **One** of the following professional contribution activities must be completed within last five years:

☐ Make a presentation in the field of early childhood or school-age education at a conference, association meeting, coalition meeting, or teach courses through an educational institution such as a college or career-technical center. (Documentation must include a copy of the presentation, agenda, syllabus AND sign-in sheet, class roster or conference brochure.)

☐ Serve as an officer, committee member, consultant, or mentor in a professional organization related to the field of early childhood or school-age education. (Documentation must include proof of role in organization, including length of time involved and duties. Letter should be from the organization, client, or person being mentored. Membership alone does not satisfy this requirement.).

☐ Publish an article related to the field of early childhood or school-age education in a professional journal, professional newsletter, newspaper article, letter to the newspaper editor, or book. (Documentation must include a copy of the published article and proof of publication such as the journal, newsletter, etc. Blog type activities do not satisfy this requirement.)

☐ Participate in an educational research project related to early childhood or school-age education. (Documentation must include proof participation was at least three months in the research project.)

☐ Complete initial or renewal of a Florida-recognized accreditation program. (Documentation must include proof of accreditation.) For a list of approved accreditation organizations, visit www.myflfamiliescom/childcare; select “Gold Seal Quality Care Program.”

☐ Serve as a validator or advisor for a Florida-recognized accreditation program, as a National Child Development Associate (CDA) advisor, or as a school-age certification representative for the Florida Child Care Professional Credential School-Age Program. (Documentation must include completion of one validation or accreditation visit.)

☐ Serve as an editor or reviewer for a professional journal or book. (Documentation must include proof of completion of review such as letter from publisher.)

☐ Participate in a rule development workshop for a governmental agency. (Documentation must include proof of active participation at the rule workshop from agency holding workshop and include information shared. Active participation requires providing information for change, rationale for change, providing written suggestions, or sharing information or opinions on proposed rule.)