



RESOURCE PAGE FOR DIRECTOR CREDENTIAL APPLICATION

Do not send in this page. Retain for your records.

The requirements and documentation required to obtain a Florida Director Credential are listed on pages 1 and 2 of this application. To apply for a Florida Director Credential, please submit page 3 of the application with all required documentation to the address listed at the bottom of page 3.

Florida Director Credential applicants **must meet all core requirements in addition to** the requirements for one of the following: Director Credential Level I, Director Credential Level II, or Advanced Director Credential (requirements and documentation for this level are listed on page 2). For more details on the Florida Director Credential, please visit www.myflorida.com/childcare and select "Training Requirements". For assistance with the application or other related questions, please call toll-free 1-888-352-2842.

	Requirements	Documentation Required
Core Requirements <i>must meet all requirements</i>	<ol style="list-style-type: none"> 1. High School Diploma or G.E.D. 2. The 30 hour Part I Department of Children and Families' Introductory Child Care Training. <ol style="list-style-type: none"> a. FOR SCHOOL-AGE APPLICANTS ONLY: School-age training from a national organization as outlined in 65C-22.008(4)(b) may substitute for the Child Growth and Development and Behavioral Observation and Screening components of the 30 hour Part I Department of Children and Families' training. 3. A minimum of eight (8) hours of in-service training on children with disabilities or the department's Special Needs Appropriate Practices course. 4. An active Staff Credential outlined in 65C-22.003(7)(a), excluding Employment History Recognition Exemption. 	<ol style="list-style-type: none"> 1. Copy of high school diploma or G.E.D. 2. Child care training transcript or copies of training certificates issued by the department signifying completion of the 30 hour Part I Introductory Training. <ol style="list-style-type: none"> a. FOR SCHOOL-AGE APPLICANTS: proof of training from a national organization as outlined in 65C-22.008(4)(b), if applicable. 3. Child care training transcript, a copy of appropriate certificate(s) of completion or a copy of the In-Service Training Record (CF-FSP Form 5268). 4. Copy of active CF-FSP Form 5206 or child care training transcript.
Director Credential <u>Level I</u>	<ol style="list-style-type: none"> 1. Meet all core requirements (above); and 2. An "Overview of Child Care Management" course approved by the department for vocational credit, CEU's or college credit; or a Director Credential recognized by another state, subject to approval by the Florida Child Care Director Credential Program. 	<ol style="list-style-type: none"> 1. Documentation of all core requirements (see above). 2. Copy of completion certificate from an approved "Overview of Child Care Management" course or a copy of a Director Credential from another state.
Director Credential <u>Level II</u>	<ol style="list-style-type: none"> 1. Meet all core requirements; and 2. An "Overview of Child Care Management" course approved by the department for vocational credit, CEU's or college credit; or a Director Credential recognized by another state, subject to approval by the Florida Child Care Director Credential Program; and 3. A minimum of one (1) year experience as an on-site child care director⁺ in a licensed child care facility or facility that is legally exempt from licensure. <p>⁺ Experience may be gained as a director, co-director, assistant director or lead teacher in a Head Start program.</p>	<ol style="list-style-type: none"> 1. Documentation of all core requirements. 2. Copy of completion certificate from an approved "Overview of Child Care Management" course or a copy of a Director Credential from another state. 3. Notarized letter on official letterhead from center owner, board member, company CEO, representative of the organization or supervisor stating your position or title and experience as director ⁺.
<p>For a list of approved "Overview of Child Care Management" courses, please visit www.myflorida.com/childcare.</p>		

Advanced Director Credential	
Requirements	Documentation Required
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Advanced Director Credential must meet <u>one</u> of the following plus experience:</p> <p>1. Meet all core requirements and</p> <p>2. Meet the requirements of <u>one</u> (1) of the following categories:</p> <p>A. An associate's degree or higher; a minimum of two (2) years experience as an on-site child care director⁺ in a licensed child care facility or facility that is legally exempt from licensure; and an "Overview of Child Care Management" course approved by the department for vocational credit, CEU's or college credit.*</p> <p>B. A minimum of two (2) years experience as an on-site child care director⁺ in a licensed child care facility or facility that is legally exempt from licensure; an "Overview of Child Care Management" course approved by the department for vocational credit, CEU's or college credit; **and at least two (2) three (3) credit courses in the following curriculum areas:</p> <ul style="list-style-type: none"> • Child Care and Education Organizational Leadership • Child Care and Education Financial and Legal Issues • Child Care and Education Programming <p>C. Five (5) years experience as an administrator or director⁺ in a licensed child care facility or facility that is legally exempt from licensure and an "Overview of Child Care Management" course approved by the department for vocational credit, CEU's or college credit. **</p> <p>⁺ Experience may be gained from the positions of director, co-director, assistant director or lead teacher in a Head Start program.</p> <p>[*] The "Overview of Child Care Management" requirement may be substituted by successfully passing a corresponding child care competency exam with a minimum score of 70; by completing a three (3) credit college level course in Child Care Administration, Business Administration, or Education Administration; <u>or</u> with a Director Credential recognized by another state, subject to approval by the Florida Child Care Director Credential Program.</p> <p>^{**} The "Overview of Child Care Management" requirement may be substituted by successfully completing a three (3) credit college level course in Child Care administration, Business Administration, or Education Administration <u>or</u> with a Director Credential recognized by another state, subject to approval by the Florida Child Care Director Credential Program.</p>	<p>1. Documentation of all core requirements.</p> <p>2A. & 2B. Copy of college transcript with coursework and degrees awarded. Note on competency exam: Advanced Level Director Credential applicants who possess an associate's degree or higher but do not meet the necessary Level I "Overview of Child Care Management" requirement may take a corresponding competency exam with a minimum passing score of 70 to fulfill that requirement. <u>All other Advanced Director Credential requirements must be met and confirmed by the Florida Child Care Director Credential Program before authorization to take exam will be granted.</u></p> <p>2A., 2B., 2C. Notarized letter on official letterhead from center owner, board member, company CEO, representative of the organization or supervisor stating your position or title and experience as director⁺.</p> <p>Applicants with two (2) years or five (5) years experience as the director⁺ <u>and</u> the owner may choose one of the following:</p> <ul style="list-style-type: none"> • Notarized letter on official letterhead from a board member stating your position/title and years of experience as director. • A copy of your center's current license as well as copies of licenses from previous two (2) years with your name indicated as the owner or operator. • A copy of the Department of Children and Families' Application for a License to Operate a Child Care Facility, CF-FSP Form 5017, for the current and two (2) previous years. <p>2A., 2B., 2C. Copy of completion certificate from an approved "Overview of Child Care Management" course or a copy of a Director Credential from another state.</p> <p>For a list of approved "Overview of Child Care Management" courses, please visit www.myflorida.com/childcare.</p>
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FLORIDA DIRECTOR CREDENTIAL APPLICATION

Official Use Only	
Application:	
Date processed:	_____
Processed by:	_____
Certificate:	
Issued by:	_____
Certificate #:	_____

CANDIDATE INFORMATION (Please Print):

Social Security # *: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____ E-mail: _____

Home Phone: (____) _____ Work Phone: (____) _____

* Pursuant to 65C-22.003, Florida Administrative Code, the department is requesting your social security number(s), but you are not required to provide your social security number(s) under the law. However, providing your social security number(s) will assist the department is processing your application quickly and determining you eligibility faster and more accurately. Social security numbers are used by the department for identity verification only.

To ensure proper handling of completed application, please submit copies of all documentation with application.

Core Requirements (Please send all of the following):

- A copy of your High School Diploma or G.E.D.* and
- A copy of your child care training transcript (if transcript is not accurate or has not been updated, submit a copy of appropriate DCF training certificates), and
- A copy of your Staff Credential, and
- Verification of attending a minimum of eight (8) hours of Special Needs training reflected on child care training transcript or on an In-Service Training Record (CF-FSP Form 5268).

Educational Qualifications (Please send applicable documentation):

- A copy of a certificate of completion of a **department approved** "Overview of Child Care Center Management" course (for a list of approved programs, visit: www.myflorida.com/childcare/training).
- A copy of your Director Credential from another state.
- A copy of all college transcripts outlining courses completed and degrees awarded.*

Experience (Please send applicable documentation):

- Notarized letter on company letterhead from center owner, board member, company CEO, representative of the organization or supervisor stating your years of experience as a director, co-director, assistant director or lead teacher in a Head Start program.
- Copy of your Child Care Facility License with your name as the owner/operator, if you are both the owner and director, or CF-FSP Form 5017 for current and previous two (2) years.

* If you have attended college and your transcript reflects the awarding of a high school diploma or G.E.D or you were awarded a degree, a high school diploma or G.E.D. does not need to be sent.

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

Submit page 3 of the application and ALL required documentation to:

Child Care Training Services Center
2807 Remington Green Circle
Tallahassee, Florida 32308-3752

This application will not be accepted without the required documentation and signature of the applicant in ink. Attach copies of all required documentation of completed training, degrees, certificates and coursework to this form. Please allow 4-6 weeks for processing.

If you have questions regarding the Staff Credential Application or other Child Care Licensing or Training issues, please visit <http://www.myflorida.com/childcare> and select "Training Requirements" or call 1-888-352-2842.