

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATIONS MANUAL

Re-issue of an Expired Commonwealth Child Care Credential

Policy Clarification

11/07

Situation: Early Care and Education professionals holding a Commonwealth Child Care Credential (CCCC) may renew the credential annually with fifteen (15) clock hours of approved Early Care and Education training prior to the expiration date of the credential. Currently, there is no policy for re-issuing a Commonwealth Child Care Credential that exceeds the expiration date.

Clarification: A Commonwealth Child Care Credential that has expired cannot be renewed but the credential may be re-issued with a change to the approval and expiration date.

Individuals seeking to have their credential re-issued, must complete fifteen clock (15) hours of approved early care and education training within the past 12 month period. The Credential can not be re-issued if expiration date exceeds a two year period.

The following documentation must be submitted to the Professional Development Counselor:

- Training certificates totaling fifteen (15) clock hours of approved early care and education training
- Proof of completion of the required 60 hours of CCCC planned program of instruction within the past two years; or
- A Certificate of Eligibility dated within the past two years; or
- College/university approved CCCC articulated hours within the past two years.

Once the Professional Development counselor verifies that all requirements have been met, the counselor will submit the individuals name on a “CCCC Approved Summary List” to the Division of Child Care (DCC) for processing. DCC will enter the information into PDR and re-issue the credential with the same credential number and a revised approval and expiration date.