

DIRECTOR QUALIFICATION FORM - LICENSED CHILD CARE

Pursuant to 922 KAR 2:090 Section 10, in order to qualify for and maintain a license, a child-care center shall have a qualified director. To become qualified, please complete the form below, have it signed by the licensee/owner and submit all of the required documents. Documentation of your qualifications must be reviewed and approved by the Division of Regulated Child Care.

Please submit your complete request by fax to (502) 564-9350, by email to chfsoigrccportal@ky.gov, or by mail to: Division of Regulated Child Care, 275 E. Main St. 5E-F, Frankfort, KY 40621.

License #	
Name of child-care center	
Center's Address	
City, State, Zip	
SELECT/CIRCLE ONE:	Replacing director OR Adding 2nd director OR Adding co-director
Change of center's <u>email address</u> with new director? If yes, what is the new email address?	
Change of center's <u>Contact Person</u> with new director? If yes, who is the new designee?	
Change of center's <u>alternate telephone #</u> with new director? If yes, what is the new alternate #?	
Name of individual to be approved	
Original Hire Date and Job Title	
Individual's Address	
City, State, Zip	
Individual's Telephone number	
Individual's Date of Birth	
Individual's Social Security Number	
Licensee/Owner's Signature	date
Director Qualifying Documentation:	
1. Education (Diploma, Degree, CDA, or Director Credential)	
2. TB results or health professional statement	
3. Completed National Background Check Program findings	
4. Official written and verifiable documentation of previous full-time paid Experience in a licensed center or certified home (up to 3 years, depending on educational level) that has been signed by the licensee or lead representative and/or training documentation.	

922 KAR 2:090

Section 10. Director Requirements and Responsibilities.

(1) A director shall:

(a) Be at least twenty-one (21) years of age;

(b) Have a high school diploma, a general equivalency diploma (GED), or qualifying documentation from a comparable educational entity;

(c) Not be employed in a position other than an onsite child care director, or director of multiple facilities, during the hours the child-care center is in operation;

(2) The director of a Type I child-care center shall meet one (1) of the following **educational requirements**:

- (a) Master's degree in education or child development field;
- (b) Bachelor's degree in education or child development field;
- (c) Master's degree or a bachelor's degree in a field other than education or child development, including a degree in pastoral care and counseling, plus twelve (12) clock hours of child development training;
- (d) Associate degree in Early Childhood Education and Development;
- (e) Associate degree in a field other than Early Childhood Education and Development, plus twelve (12) clock hours of child development training, and two (2) years of verifiable full-time paid experience working directly with children;
- (f) A Director's Credential in Early Childhood Development and one (1) year of verifiable full-time paid experience working directly with children in:
 - 1. A school-based program following Department of Education guidelines;
 - 2. An early childhood development program, such as Head Start; or
 - 3. A licensed or certified child-care program;
- (g) Child development associate plus one (1) year of verifiable paid experience working directly with children in:
 - 1. A school-based program following Department of Education guidelines;
 - 2. An early childhood development program, such as Head Start; or
 - 3. A licensed or certified child-care program; or
- (h) Three (3) years of verifiable full-time paid experience working directly with children in:
 - 1. A school-based program following Department of Education guidelines;
 - 2. An early childhood development program, such as Head Start; or
 - 3. A licensed or certified child-care program.

(3) The director of a Type II child-care center shall:

- (a) Meet the requirements in subsection (2) of this section; or
- (b) Meet two (2) of the following:
 - 1. Have twelve (12) hours of orientation and child development training;
 - 2. Have one (1) year of verifiable full-time paid experience working directly with children in:
 - a. A school-based program following Department of Education guidelines;
 - b. An early childhood development program, such as Head Start; or
 - c. A licensed or certified child-care program; or
 - 3. Obtain six (6) additional hours of training in child day care program administration.