

## DIRECTOR POSITION CHANGE CHECKLIST

If you have a candidate that you wish to submit for approval, the following documentation is required:

- Name of agency/facility and license number
- List the position to be filled (i.e. Executive Director, Treatment Director, Program Director, etc.)
- Candidate's current resume to include the month and year of all employment experiences
- Transcripts and/or copy of the candidate's degree(s)
- National Background Check Program results for the candidate

Please mail, email, or fax all of the above information to:

Sarah Tandy, Branch Manager  
Office of Inspector General  
Child Caring/Child Placing Branch  
275 East Main St. 5E-F  
Frankfort, KY 40621

Email: SarahH.Tandy@ky.gov

Fax: (502) 564-9350

\*Please call, (502) 564-7962 if you have any questions regarding this process.