

Change of Director Information

922 KAR 2:090, Section 12(3) (a) and (b) state: “A licensee shall report to the cabinet within one (1) week: (a) Any resignation, termination, or change of director; and (b) The name of the acting director who satisfies the requirements of Section 10 of this administrative regulation.”

For a licensed provider to submit a change of director for approval, the licensee/owner must submit the following:

- A written request to change the director. Completion of the document attached will be considered a written request. The request must be signed by the licensee/owner, contact person, or designee. A designee is someone that has been approved by the licensee/owner by a written and signed statement to sign documents on behalf of the licensee/owner.
- Educational documents of the candidate.
- National Background Check Program findings. If the candidate has lived outside of Kentucky within the past five years, the candidate must also submit a Child Abuse and Neglect registry check and a Sexual Abuse registry check from his/her former state(s) of residence in which the candidate has lived within the past five years. All out of state checks must have been conducted within the past six months.
- Results of a Tuberculosis Skin Test. If the candidate has previously tested positive for Tuberculosis, a clean chest X-ray must accompany the results.
- Documentation of years of experience if applicable.

The above information can be submitted via fax to (502) 564-9350 or emailed to chfsoigrccportal@ky.gov.

Please contact your Child Care Aware Technical Assistant if you have any regulatory questions or want assistance in completing your change of director. The technical assistant assigned to your county can be found by visiting <https://www.kentuckypartnership.org/about/map>.

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	
Change of center's email address with new director? If yes, what is the new email address?	
Change of center's Contact Person with new director? If yes, who is the new designee?	
Change of center's alternate telephone # with new director? If yes, what is the new alternate #?	
Name of individual to be qualified	
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
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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 (if applicable).

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.