



Child Care Aware Director Qualifications Worksheet for TYPE I Facility

All candidates must have the following:

- ___ 21 years of age
- ___ High School Diploma or GED, or qualifying documentation from a comparable educational entity; i.e., A Kentucky Home School certificate; transcript that shows date of graduation; a document verifying graduation from another country; a letter from a Board of Education verifying completion. A Commonwealth Child Care Credential does not meet the requirements for qualifying a director.
- ___ TB Skin Test or Health Professional Statement free from TB
- ___ Completed National Background Check Program (NBCP) through KARES

All candidates must have one of the following options:

- ___ Master's Degree in Early Childhood Education and Development
- ___ Bachelor's degree in Early Childhood Education and Development
- ___ Master's degree or **bachelor's** degree in a field other than Early Childhood Education and Development, including a degree in pastoral care and counseling
Also, must have 12 hours of child development training (may use TRIS record as proof)
Or three years of verifiable full-time paid experience working directly with children in a school based program following Dept. of Education guidelines, an early childhood development program such as Head Start or a licensed or certified child care program (certified home provider). Also, please note that this requires "verifiable" full time paid experience; i.e., remind the applicant that she must have written letters from past employers stating that she worked in a full time position directly with children from start date to last date of employment.
- ___ Associate degree in Early Childhood Education and Development
- ___ Associate degree in a field other than Early Childhood Education and Development
Also, must have 12 hours of child development training
Also, must have two years of verifiable full-time paid experience working directly with children in a school based program following Dept. of Education guidelines, an early childhood development program such as Head Start or a licensed or certified child care program (Family Child Care Provider).
- ___ A director's credential in Early Childhood Development
And, must have one year of verifiable fulltime paid experience working directly with children in a school based program following Dept. of Education guidelines, an early childhood development program such as Head Start or a licensed or certified child care program (certified home provider).
- ___ A child development associate (CDA)
Also, must have one year of verifiable paid experience working directly with children in a school based program following Dept. of Education guidelines, an early childhood development program such as Head Start or a licensed or certified child care program (certified home provider).
- ___ A high school diploma
And, must have three years of verifiable full-time paid experience working directly with children in a school based program following Dept. of Education guidelines, an early childhood development program such as Head Start or a licensed or certified child care program (certified home provider). Also, please note that this requires "verifiable" full time paid experience; i.e., remind the applicant that she must have written letters from past employers stating that she worked in a full time position directly with children from start date to last date of employment.

Revised 2/24/14

Change of Director –Any time there is a change of director at a facility, the name of the qualified interim director or new director must be reported in writing to: Division of Regulated Child Care, 275 E Main St., 5 E-F, Frankfort, KY 40621-0001 or faxed to 502-564-9350