CHILD CARE INFORMATION

Director Credential Frequently Asked Questions

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What is the Florida Child Care Director Credential?  (Back to Top)
Administering a child care program is a complex job; one that requires extensive skills and knowledge in both child development and program administration. The expectation that directors of child care programs be well-trained and credentialed is ever increasing. In keeping with this trend, in 1999 the Florida Legislature revised child care licensing standards to require directors of licensed child care facilities to have a Director Credential. As a result of the legislative changes, the Department of Children and Families developed a comprehensive, renewable Director Credential consisting of educational and experiential requirements at two levels - Foundational and Advanced.

Why should I get a Director Credential?  (Back to Top)
With the implementation of the Director Credential requirement, the demand for credentialed directors has increased. Even if you are not currently serving as the director of a child care facility, and are therefore not required to have one, a Director Credential can increase your marketability as a child care professional. It is also a great opportunity for professional growth.
Who is required to have a Director Credential?  (Back to Top)
Effective January 1, 2004, every child care facility is required to have a credentialed director, except during evening hours. A Director may only supervise one child care facility, except if the facility is a before and after school program. The director is the on-site administrator/supervisor who must be present in the facility a majority of the time that the facility is in operation, except during evening hours of operation. Every applicant for a license to operate a child care facility or a license for a change of ownership of a child care facility must document that the facility director has a Director Credential prior to issuance of the license.

What is the Director Credential requirement?  (Back to Top)
Every licensed child care facility must have an on-site Director responsible for the daily operations of the facility who has earned a Florida Director Credential. Each child care facility must have a director that is on site a majority of the hours that the facility is in operation.

How do I apply for the Florida Child Care Director Credential?  (Back to Top)
Visit the DCF website at http://www.myflorida.com/childcare select “Training Requirements” and locate the Director Credential Program information link. Click on the link and locate Director Credential Application. Click on Download and print out the application. Fill in the applicable sections of the application, attach all required documentation and mail to the address located on last page of the application.

What is the difference between the Foundational Level Credential and the Advanced Level Credential?  (Back to Top)
The major difference between a Foundational Credential and an Advanced Credential is the level of education and experience of the candidate. A Foundational Level candidate will have fulfilled the core requirements and only one course for the credential. An Advanced Level candidate must have attained an in-field AS degree or higher, or have five years experience as a child care facility director with 1 three college credit course in Child Care Management and 1 three college credit course in Child Growth/Child Development, or have taken the 3 college credit courses from the curriculum areas, Overview of Child Care Management, Child Care and Education Organizational Leadership and Management, Child Care and Education Financial and Legal Issues, or Child Care and Education Programming.

Can I exempt from testing for the Advanced Level credential?  (Back to Top)
Candidates who meet the requirements for educational requirements but do not have coursework in early childhood education or administration may opt to take a competency-based exam to meet the three credit hour course requirement in early childhood/child development, or the three credit hour course requirement in administration, or both. This process will require the candidate to complete a written exam at an approved testing site and achieve a minimum score of 70.

What if I've completed the educational requirements, but do not have the required experience?  (Back to Top)
For those candidates who have met the educational requirements of either Director Credential, level but have not completed the experiential requirement, a temporary Director Credential will be granted. At the time the experience requirement is met, candidates may apply for permanent credential status. Temporary Credentials are eligible for renewal.
What is the difference between the temporary credential and the permanent credential? (Back to Top)

- To receive the permanent credential at the foundational level the candidate must provide documentation of at least 1 year of experience as a child care facility director. The advanced level candidate must provide documentation for at least 2 years of experience as a child care facility director.

- At the time the experience requirement is met, candidates may apply for permanent credential status. Temporary Credentials are eligible for renewal.

Where is the Director Credential course work offered? (Back to Top)

View a list of approved "Overview of Child Care Management" courses. In order to receive your Director Credential, your "Overview of Child Care Management" course must be approved by the department. If the course you take is not on this list, you will not be given credit.

Can the Director Credential course be taken on-line? (Back to Top)

Yes. The director credential course can be taken on-line. View a list of approved "Overview of Child Care Management" courses and note that the shaded areas indicate web-based or independent studies.

Once I get a Director Credential, how long is it valid? (Back to Top)

Each Director Credential is valid for five (5) years from the date of issue. A Director Credential issued prior to January 1, 2004 will have an initial renewal date of January 1, 2009 and every 5 years thereafter.

What if my documentation for my renewal is not in the last 5 years? (Back to Top)

All requirements for the Director Credential renewal must be within the timeframes identified on the application and valid on the date the application is received by the Child Care Program Office.

When can I renew my Director Credential? (Back to Top)

Renewal applications for the Director Credential will be accepted up to one year prior to the expiration date.

How do I renew my Director Credential? (Back to Top)

Visit the DCF website at http://www.myflorida.com/childcare select “Training Requirements” and locate the Director Credential Program information link. Click on the link and locate the Director Credential Renewal Process area for information on the current Director Credential renewal process.

What are some examples of the Director Credential coursework for the renewal? (Back to Top)

- Management-Administration... for example, a course in staff development

- Organizational Leadership... for example, a course in professionalism

- Financial and Legal Issues... for example, a course in business law

- Education Programming... for example, a course in early childhood curriculum

How do I apply to become a provider for the Director Credential Course? (Back to Top)
Visit the DCF website at http://www.myflorida.com/childcare select “Training Requirements” and locate the Director Credential Program information link. Click on the link and locate the Application to become a Director Credential Coursework Provider area. Download the application to have your Director Credential courses approved by the Department of Children and Families. Download the instructions for submitting an application.

**Can I use my original coursework for my Director Credential renewal?**  
Coursework must be in addition to the original coursework required for the credential.

**Can I use coursework received under my teaching certificate?**  
Coursework completed to renew a State of Florida Teaching Certificate also satisfies the coursework requirement for renewal of a Director Credential.

**What are some examples of professional contribution?**  
May include but are not limited to the following:

- Serve as an officer or committee member in a professional organization related to the field of early childhood or school-age programs;
- Make presentation or provide training in the field of early childhood or school-age programs;
- Serve as a validator or advisor for a Florida-recognized accreditation program, as a CDA Advisor, or as a school-age certification representative for the Florida School-Age Certification Training Program;
- Advocate for an issue in the field of early childhood or school-age programs;
- Publish an item related to the field of early childhood or school-age programs;
- Document program improvements by completing a Florida-recognized accreditation program;
- Serve as a consultant or mentor to another early childhood or school-age program;
- Participate in an educational research or innovation project related to early childhood or school-age programs, or
- Participate in a creative activity, outside of the candidate's child care program, relating to the field of early childhood or school-age program

**Is there a fee for processing the Director Credential application?**  
Currently, there is no fee charged for the Director Credential for either the initial or renewal credential.

If we were unable to answer your question, please feel free to contact us toll free. We look forward to serving you.

For more information, please contact:
Child Care Training Information Center (CCTIC)  
2807 Remington Green Circle  
Tallahassee, FL 32308  
Telephone: 1-888-FL-CCTIC (1-888-352-2842)