



# DIRECTOR CREDENTIAL

## Child Care Standards

[65C-22.001\(6\)](#), Florida Administrative Code

Pursuant to Section 402.305(2)(f), F.S., every child care facility must have a director with a Director Credential.

### *How do I apply for a Director Credential?*

[Download](#) and complete the Director Credential Application and mail to the address listed on the application.

### *What is required for a Director Credential?*

#### **Core Requirements**

- 1) Active [Staff Credential](#) (Excluding Employment Recognition Exemption)
- 2) **Other Core Requirements:**
  - Accredited High School Diploma or G.E.D.
  - 30-Hour Part I Department of Children and Families (DCF) [Introductory Child Care Training](#)
  - 8 hours of in-service training regarding children with Disabilities (DCF's Special Needs Appropriate Practices course will meet this requirement.)

*In addition to the core requirements, please submit the documentation for the requirements of one of the following three different levels of a Director Credential based on your education and work experience.*

#### **Level I**

- Core Requirements
- Completion of an [approved "Overview of Child Care Management" course](#) **OR** a Director Credential issued by another state

#### **Level II**

- Core Requirements
- Completion of an [approved "Overview of Child Care Management" course](#) **OR** a Director Credential issued by another state
- Minimum of one year experience as on-site child care director in a licensed child care facility or a child care facility that is legally exempt from licensure. Documentation includes a letter from the owner of the facility or a copy of the facility license.

## ***Advanced Level***

- Core Requirements
- Minimum of two years of experience as on-site child care director in a licensed child care facility or a child care facility that is legally exempt from licensure. Documentation includes a letter from the owner of the facility or a copy of the facility license.

**AND**

**Complete one of the following:**

- an [approved “Overview of Child Care Management” course](#) (course may be substituted by successfully completing a three credit college level course in Child Care Administration, Business Administration, or Education Administration, if all other requirements are met.)
- Director Credential issued by another state

**AND**

**Complete one of the following:**

- Associates Degree or higher, or
- At least two three college credit courses in one of the following curriculum areas:
  - Child Care and Education Organizational Leadership
  - Child Care Educational Financial and Legal Issues
  - Child Care Education Programming

## ***Do I need a VPK Endorsement?***

If you are the director of a private prekindergarten provider delivering the VPK program, you must have a VPK Director Endorsement.

[View](#) information about the VPK Endorsement

## ***Does my Director Credential have to be renewed?***

Yes, the Director Credential must be renewed every five years.

[Download](#) a copy of the Florida Director Credential Application and review Section 6, 7, and 8 for information on renewal requirements.

[View](#) information regarding acceptable CEUs for renewing the Director Credential.

[View](#) information regarding Professional Contribution Recognition for renewing the Director Credential.