



# 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?

#### ONLINE:

Upload documents via the Credential Application Portal on your [Child Care Training System](#) Student Account. To learn more about applying online, visit the [CAP web page](#).

#### MAIL:

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

### What is required for a Director Credential?

*\*\*\*Refer to the Director Credential Application (linked above) for official requirement details.\*\*\**

#### Core Requirements

1) Active [Staff Credential](#) (Excluding Employment Recognition Exemption)

**AND**

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.)

**AND, in addition to the core requirements, 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
- AND**
- Completion of an [approved "Overview of Child Care Management" course](#) **OR** a Director Credential issued by another state

*\*\*Only transcripts from courses on this approved "Overview of Child Care Management" course list will be accepted for issuance of a Florida Director's Credential.*

#### Level II

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

*\*\*Only transcripts from courses on this approved "Overview of Child Care Management" course list will be accepted for issuance of a Florida Director's Credential.*

## Advanced Level

- Core Requirements

**AND**

- Minimum of two years' experience as on-site child care director in a licensed child care facility or 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

*\*\*Only transcripts from courses on this approved "Overview of Child Care Management" course list will be accepted for issuance of a Florida Director's Credential.*

**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

## What is the Trauma Endorsement?

The Trauma Endorsement for Director Credential is a voluntary endorsement for child care professionals with an active Director Credential.

[View](#) information about the Trauma Endorsement

## Does my Director Credential have to be renewed?

Yes, the Director Credential must be renewed every five years

### **ONLINE:**

Upload documents via the Credential Application Portal on your [Child Care Training System](#) Student Account.

### **MAIL:**

[Download](#) and review Sections 6, 7, 8, and 9 of the Director Credential Application for information on renewal requirements. Mail to the address listed on the application.

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

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



### **Save Time and Apply Online!**

Apply for your Credential online via the Credential Application Portal (CAP).

Access the CAP by logging into your [Child Care Training System Student Account](#).

For additional information, and to view a short demo video on how to apply online, visit the [CAP web page](#).