

KANSAS EARLY CHILDHOOD DIRECTOR CREDENTIAL

Application Process, Competencies, Criteria, and Policies

Attn: Kansas Early Childhood Director Credential Consortium
1228 Westloop Place #157
Manhattan, KS 66502
Phone: 620.285.9928 Email: email.kansas.aeyc@gmail.com
www.kaeyc.net

Kansas Early Childhood Director Credential

Application Process, Competencies, Criteria, and Policies

Application Process

When a candidate meets the criteria for either the Provisional Director Credential or the Director Credential, they are ready to apply. The application process for the Kansas Early Childhood Director Credential is relatively simple. Follow these steps:

- Complete the one page *Kansas Early Childhood Director Credential Application Form* (attached).
- Complete the one page *Education and Experience Forms* (attached).
- Attach your official transcripts and any other required documentation related to education and experience to the Application Form.
- Attach documentation of your professional contribution(s). See the criteria detail below. Include a *Professional Contribution Documentation Form* as a cover sheet for each one (attached).
- Enclose the application fee—\$100 check or money order—made payable to KAEYC (non-refundable, one-time fee until renewal after 5 years).
- Mail the above contents to: Attn: Kansas Early Childhood Director Credential Consortium, 633 Albert Avenue Salina, KS 67401.
- Applications must be received or postmarked by January 1 or July 1 to be included in the next review cycle. Applicants will be notified regarding approval by March 1 or September 1 of each review year.

Reciprocal Credential Application Process

Applicants seeking a reciprocal credential in Missouri should send a copy of their Kansas credential, a copy of their completed one-page Kansas application form, and \$100 non-refundable application fee (check or money order) made payable to AEYC-MO to: AEYC-MO c/o Cindy Imhauser, PO Box 2136, Lees Summit, MO 64063.

Competencies

Candidates for the Kansas Early Childhood Director's Credential must demonstrate competency in the areas of early childhood education, child development, and leadership/management. Selected competencies for directors are identified from the *Kansas and Missouri Core Competencies for Early Childhood Professionals* and provide the basis for the credential's criteria.

These competencies are organized by content area, level of competency, and their applicability to criteria for the Provisional Director Credential or the Director Credential. Specific competencies are listed in a separate attached document, the *Kansas and Missouri Bi-State Director Credential Core Competencies*. The summary in *Table 1* provides additional information about how the competencies apply to areas and levels of the Credential. Detailed information about specific competencies is included on a separate enclosed sheet.

Table 1. Kansas Early Childhood Director Credential Core Competencies Summary

	Provisional Director Credential	Director Credential
Competencies in Early Childhood Education or Child Development	All Level 1, 2 and 3 competencies from Content Areas I, II, III, IV, V and VI, plus selected Level 4 and 5 competencies	All Level 1, 2, and 3 competencies from Content Areas I, II, III, IV, V and VI, plus selected Level 4 and 5 competencies
Competencies in Leadership and Management	All Level 1, 2 and 3 competencies from Content Areas VII and VIII, plus selected Level 4 and 5 competencies	All level 1, 2, 3, and 4 competencies from Content Areas VII and VIII, plus selected Level 4 and 5 competencies

Kansas Early Childhood Director Credential

Criteria

Candidates demonstrate competency by documenting their education, experience, and professional contributions. Coursework in early childhood education, child development, and leadership and management shall be documented by official transcripts with a minimum grade of C in all required credit hours.

Table 2 summarizes the criteria for the Kansas Early Childhood Director Credential. A more detailed explanation of the criteria follows the summary.

Table 2. Kansas Early Childhood Director Credential Criteria Summary

	Provisional Director Credential	Director Credential
General Education	Associates degree in any field	Baccalaureate degree in any field
Coursework in Early Childhood Education or Child Development	24 credit hours	30 credit hours
Coursework in Leadership and Management	Coursework that includes identified topic categories in either an approved block of 9 credit hours in early childhood program leadership and management OR 18 credit hours in general leadership and management	Coursework that covers specific content in either an approved block of 9 credit hours in early childhood program leadership and management OR 18 credit hours in early childhood program leadership and management and/or general leadership and management AND Additional professional development related to leadership and management
Experience	500 hours of paid or supervised teaching experience AND 1,000 hours of administrative experience	500 hours of paid or supervised teaching experience AND 3,600 hours of administrative experience
Professional Contributions	Membership in a state-approved professional association and documentation of 1 contribution in professional leadership, program improvement, or advocacy	Membership in a state-approved professional association AND documentation of 3 contributions from at least 2 of the following areas: professional leadership, program improvement, and advocacy

Term and Renewal of the Credential

The Kansas Early Childhood Director Credential is renewable every five years. Table 3 summarizes the criteria for renewing the Provisional Director Credential (renewable one time) and the Director Credential.

Table 3. Term of the Credential and Renewal Summary

	Provisional Director Credential	Director Credential
Term of the Credential	5 years, renewable once with advancement in education	5 years, renewable with documented continuing education

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Directors may initially receive the Provisional Director Credential and may renew it once with advancement in education. They must show adequate progress toward a Baccalaureate degree (approximately 30 credit hours earned beyond the Associates level) and a plan for how completion of the Baccalaureate degree will occur within the next five years in order to continue. There is no second renewal of the Provisional Director Credential.

The Director Credential is renewable every five years with documented continuing education. The director must provide documentation of 18 clock hours per year of advanced level training (Level 4 and 5 competencies) in any of the eight content areas of the *Kansas and Missouri Core Competencies for Early Care and Education Professionals*.

Education

General Education

The general education requirements are met by documenting a degree in any field from an accredited college or university. The Provisional Director Credential requires an associates degree and the Director Credential requires a baccalaureate degree.

Coursework in Early Childhood Education or Child Development

The candidate shall provide documentation of approved coursework specific to early childhood education or child development from a regionally accredited college or university. The Provisional Director Credential requires 24 approved credit hours and the Director Credential requires 30 approved credit hours. The approval process occurs through a review of official transcripts by KDHE credentialing staff.

Coursework in Leadership and Management

There are two options for meeting the coursework requirement in leadership and management. The first option is to complete an approved 9-credit hour course of study in early childhood program leadership and management from an accredited college or university. The second option for meeting the coursework requirement is to complete 18 credit hours of general leadership and management/early childhood leadership and management coursework from a regionally accredited college or university.

The content of the coursework differs between the Provisional Director Credential and the Director Credential levels. For the Provisional Director Credential, the applicant may provide documentation of coursework that provides for all Level 1, 2, and 3 competencies from Content Areas VII and VIII of the *Core Competencies for Early Care and Education Professionals in Kansas and Missouri* as well as selected Level 4 and 5 competencies (as outlined in the attached *Kansas and Missouri Bi-State Directors Credential Core Competencies*). **The candidate for the Provisional Director Credential may find it helpful to review transcripts and consider which courses included instruction in the following topic categories:**

- Human resources development
- Personnel and cost allocation
- Operations management
- Fiscal management
- Program planning and evaluation
- Marketing and public relations
- Technology

For the Director Credential, the applicant may provide documentation of coursework that provides for all Level 1, 2, 3, and 4 competencies from Content Areas VII and VIII of the *Core Competencies for Early Care and Education Professionals in Kansas and Missouri* as well as selected Level 4 and 5 competencies (as outlined in the attached *Kansas and Missouri Bi-State Directors Credential Core Competencies*). **The candidate for the Director Credential may find it helpful to review transcripts and consider which courses included instruction in the following topic categories :**

- Assessment of a program's needs
- Setting and implementing goals
- Translating program goals into well-written policies and procedures
- Evaluating program effectiveness

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- Recruiting, training, and supervising staff members
- Understanding and working with leadership styles and group behavior
- Conflict resolution and human relations
- Being alert to changing demographics, social and economic trends, and developments in the field
- Implementing effective systems to track enrollment, attendance, and child observations
- Knowledge of federal, state, and local regulations governing child care centers
- Developing a budget, setting tuition rates, and preparing financial reports
- Using fundraising and grantsmanship to secure funding from various sources
- Community and family partnerships

PLEASE NOTE: Those applying for the Director Credential must also provide documentation of completing **additional professional development** which could include an approved leadership development program, internship, fellowship related to leadership and management, or community-based training in leadership and management.

Experience

In addition to education, candidates must demonstrate experience working with young children and program administration. There is no restriction on how recent the experience was acquired and it shall not have an “expiration” time limit.

Teaching Experience

For both the Provisional Director Credential and the Director Credential, the candidate must document a minimum of 500 clock hours of teaching experience with children. At least 90% of this teaching experience shall be with children between ages birth to kindergarten eligibility in a state-approved early childhood setting. The remaining 10% can be with school age children in a state approved school age setting. Supervised teaching as part of college coursework shall be counted. Examples of state-approved settings include licensed child care centers or preschools, early childhood programs operated by schools, military-based early childhood programs, and any other program legally exempt from licensing.

Administrative Experience

For the Provisional Director Credential, the candidate must document a minimum of 1000 clock hours of administrative experience. For the Director Credential 3,600 clock hours are required. At least 90% of this administrative experience shall be in a state-approved early childhood setting that serves children between ages birth and kindergarten eligibility. The remaining 10% can be in a state-approved school-age setting that serves *only* children from kindergarten entry through age twelve. Only experience in a paid position or a supervised administrative internship shall be counted.

Administrative experience must include responsibilities from the categories* listed below.

- Human resources development
- Personnel and cost allocation
- Operations management
- Fiscal management
- Program planning and evaluation
- Marketing and public relations
- Technology

***PLEASE NOTE:** For the Provisional Director Credential, this experience must include responsibilities from **three of these categories**. For the Director Credential, experience must include responsibilities from **five of the categories**. Please remember to attach documentation to the experience form which reveals experience has been obtained in the minimum number of required categories, and identify the categories where the experience fits.

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Professional Contributions

Candidates must demonstrate professional contributions to the field through participation in professional activities, beyond their own program, in the areas of professional leadership, program improvement, or advocacy. Each candidate must:

- Provide documentation of current membership in a state-approved early childhood professional association.
- For the Provisional Director Credential, submit **one contribution** from one of the areas of service (professional leadership, program improvement, or advocacy).
- For the Director Credential, submit **three contributions from at least two of the areas** of service (professional leadership, program improvement, or advocacy).
- Submit contribution(s) that occurred **within the period of one year** prior to the application date. Contributions older than one year from the date of application will not be considered.

Below are **examples** of contributions from each area of service (other contributions not listed may qualify):

Professional leadership

Contributions to the field **may** include service as an active committee or board member of a professional association, work as a mentor in a structured mentoring program (e.g., as a Quality Rating System coach), offering state-approved training at professional conferences or other venues, serving as a certified trainer for a particular curriculum or program (e.g., High/Scope, Creative Curriculum, Project Construct), publication of articles in professional journals, participation as an accreditation validator, supervising student teachers or practicum students, and/or teaching a course at an accredited college or university, developing a new course at an accredited college or university.

Program improvement

Demonstration of program improvement **may** be documented by changes in appropriate rating scale (e.g, Early Childhood Environment Rating Scale (ECERS), Program Administration Scale) scores when ratings are done by independent observers, evidence of ongoing work with a technical assistance provider, documented progress on a program improvement plan, changes in Quality Rating and Improvement System scores, or achievement of accreditation.

Advocacy

Participation as an early childhood advocate **may** be documented by a letter of reference from an advocacy committee member; documentation of Advocacy Day participation and visits, copies of letters sent to elected officials and the responding letters from elected officials, articles from the program's newsletter, articles in elected officials' newsletters that identify the director as a visitor, photos of the director with elected officials during office visits or public events, minutes of meetings for community advocacy initiatives showing attendance by the director, articles in publications identifying the director as part of a community initiative, or letters on letterhead of lead organizations identifying the director's role in a community initiative, coverage of advocacy activities in local paper, copies of printed letters to the editor, or video clips of appearances on local cable or radio public affairs shows.

Approval Process

The applications for the Provisional Director Credential and the Director Credential will be reviewed by the Kansas Early Childhood Director Credential Consortium. The Consortium is composed of four members representing early care and education agencies and organizations in Kansas. At least one member serves on the Kansas Association for the Education of Young Children (KAEYC) Board of Directors. The Consortium meets at least two times per year, but may meet more frequently depending on the number of applicants.

Within 60 days of the application deadline (January 1 or July 1), the Consortium will either "approve" or "disapprove" issuing a credential to the candidate. If the candidate is approved, a certificate will be mailed to the candidate within 30 days of the Consortium's decision. If the candidate's application is disapproved, then a letter from the Chairperson of the Consortium detailing the reason(s) for not approving the application will be mailed to the candidate within 30 days of the Consortium's decision. Applicants may re-apply at any time following the date of the Consortium's letter of disapproval.

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Request for Reconsideration Process

The candidate may request in writing reconsideration of the decision made by the Kansas Early Childhood Director Credential Consortium. A letter requesting reconsideration must be received no later than 90 days after the letter of disapproval. Requests will be considered at the next regular or special meeting of the Consortium. Determination made in regard to reconsideration is final.

Rescinding a Credential

A credential may be rescinded if the agency receives documentation that application materials were falsified or altered, or if the director becomes prohibited from living, working, or volunteering in a child care facility pursuant to K.S.A. 65-516(a).

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Kansas Early Childhood Director Credential Consortium

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Kansas Early Childhood Director Credential Applicant Checklist

Initial each of the following items to verify they have been addressed and included in the packet:

- _____ Completed **Application Form**
- _____ Checked the box to indicate application for a Provisional or Full Credential
- _____ Attached a completed **Education Form**
 - _____ Attached transcripts documenting degree completion and which contain courses listed to meet requirements
- _____ Attached a completed **Experience Form**
 - _____ Attached letter, pay stub, or other documentation to verify employment if no supervisor or director is listed
 - _____ Attached a description of responsibilities for each position listed
- _____ Attached **Professional Contribution Cover Sheet** for each contribution
- _____ Enclosed verification of membership in a professional organization
- _____ Enclosed the application fee—\$100 check or money order made payable to KAEYC
- _____ Enclosed original and 3 copies of all paperwork

Mail completed packet to:

Attn: Kansas Early Childhood Director Credential Consortium
1228 Westloop Place #157
Manhattan, Ks 66502

Committee Use Only:

Kansas Early Childhood Director Credential Application Form

APPLICATION FOR: (check one) Provisional Credential Credential
 Renewal – Provisional Renewal – Credential

GENERAL INFORMATION

Name (Last, First, Middle Initial)		Date of Birth (mm/dd/yy)	
Home Address		Email Address (Home)	
City	County	State	Zip Code
Home Phone ()	Secondary Phone ()	Home Fax ()	
Have you been convicted of a crime or committed an act of physical, mental, or emotional abuse pursuant to K.S.A 65-516(a)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date, county, and state:			

CURRENT CHILD-RELATED EMPLOYMENT

Current Employer (Program Name)		Child Care Facility License # (if applicable)	
Start Date (mm/dd/yy)	Work Address (Physical Location)	Email Address (work)	
City	County	State	Zip Code
Work Phone ()	Work Fax ()	Position	

PROFESSIONAL CONTRIBUTIONS (attach documentation of professional contributions with a cover sheet labeling each one)

Requirement: Membership in a professional association	
Name of Professional Association	Member Number (if applicable)
Requirement: Provisional Credential - One Contribution in professional leadership, program improvement, or advocacy; Credential - Three Contributions in at least two areas (contribution must be within one year of application)	
Contribution	<input type="checkbox"/> professional leadership <input type="checkbox"/> program improvement <input type="checkbox"/> advocacy
Contribution	<input type="checkbox"/> professional leadership <input type="checkbox"/> program improvement <input type="checkbox"/> advocacy
Contribution	<input type="checkbox"/> professional leadership <input type="checkbox"/> program improvement <input type="checkbox"/> advocacy

EDUCATION & EXPERIENCE: Complete the **Education** and **Experience Forms** and attach all required documentation. Refer to Application Process, Competencies, Criteria, and Policies for guidance on initial and renewal application. **Submit original and 3 copies to the Kansas Early Childhood Director Credential Consortium.**

I hereby grant permission to the Kansas Early Childhood Director Credential Consortium to share information provided in this application with the Kansas Department of Health and Environment (KDHE) for processing and the Association for the Education of Young Children of Missouri (AEYC-MO) for a reciprocal credential in the state of Missouri.

I attest by my below signature, that all information provided on this application is true and correct. I understand falsified documents and information may result in refusal to process my application.

Applicant's Signature

Date

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Kansas and Missouri Bi-State Director Credential Core Competencies

<u>Provisional Director Credential</u>	<u>Director Credential</u>
Levels 1 through 3 of the <i>Core Competencies for Early Care and Education Professionals in Kansas and Missouri</i> , plus the competencies from Level 4 and Level 5 as indicated below, are required for the Provisional Director Credential.	All competencies for the Provisional Director Credential, plus the competencies from Level 4 and Level 5 as indicated below are required for the Full Director Credential.
Content Area I: Child Growth and Development	
<i>Child Growth and Development</i>	
All Level 4 Competencies	All Level 5 Competencies
Content Area II: Learning Environment and Curriculum	
<i>Creating the Learning Environment</i>	
Level 4 Competencies: a, b, c, d, e, f, g, i, and j	Level 4 Competency: h , plus all Level 5 Competencies
<i>Promoting Physical Development</i>	
Level 4 Competencies: a, b, c , plus Level 5 Competencies: a and b	Level 5 Competencies: c, d, and e
<i>Promoting Cognitive Development</i>	
All Level 4 Competencies	All Level 5 Competencies
<i>Promoting Language/Communication Development</i>	
Level 4 Competencies: a, c, d, and e	Level 4 Competency: b , plus all Level 5 Competencies
<i>Promoting Social Development</i>	
All Level 4 Competencies	All Level 5 Competencies
<i>Promoting Creative Expression</i>	
All Level 4 Competencies	All Level 5 Competencies
Content Area III: Child Observation and Assessment	
<i>Child Observation and Assessment</i>	
All Level 4 Competencies plus Level 5 Competency : c	Level 5 Competencies: a, b, and d
Content Area IV: Families and Communities	
<i>Relationships with Families</i>	
Level 4 Competencies: a, b, c, d, and f	Level 4 Competencies e and g , plus all Level 5 Competencies
<i>Use of Community Resources</i>	
All Level 4 Competencies plus Level 5 Competency: a	Level 5 Competencies: b, c, d, and e

Provisional Director Credential	Director Credential
Content Area V: Health, Safety, and Nutrition	
<i>Knowledge of Regulations</i>	
All Level 4 Competencies	Level 5 Competencies: a and b
<i>Environmental Safety</i>	
	All Level 4 Competencies plus all Level 5 Competencies
<i>Responding to Health Needs of Children</i>	
All Level 4 Competencies plus all Level 5 Competencies	No additional Competencies
<i>Nutrition</i>	
All Level 4 Competencies	All Level 5 Competencies
Content Area: VI Interactions with Children	
<i>Providing Individual Guidance</i>	
All Level 4 Competencies plus Level 5 Competencies: a , b , and c	Level 5 Competency: d
<i>Enhancing Group Experiences</i>	
All Level 4 Competencies	All Level 5 Competencies
Content Area VII: Program Planning and Development	
<i>Program Planning and Evaluation</i>	
Level 4 Competencies: a , b , c , d , f , and g , plus Level 5 Competencies: b and c	Level 5 Competencies: a and d
<i>Personnel Management</i>	
Level 4 Competencies: a , b , and c , plus Level 5 Competencies: a , and b	Level 4 Competencies: d and e , plus Level 5 Competency: c
<i>Financial Management</i>	
All Level 4 Competencies, plus Level 5 Competencies: c and d	Level 5 Competencies: a , b , e , and f
Content Area VIII : Professional Development and Leadership	
<i>Displaying Professionalism</i>	
All Level 4 Competencies plus Level 5 Competencies: a , b and d	Level 5 Competency: c
<i>Ongoing Professional Growth</i>	
Level 4 Competencies a , b , and c , plus Level 5 Competencies: a , b , and e	Level 5 Competencies: c and d
<i>Leadership and Advocacy</i>	
Level 4 Competency: a	Level 4 Competencies: b and c , plus all Level 5 Competencies

* The following competencies are intentionally omitted from this document. Most are, instead, options for the credentials' required professional contributions.
Area V. Knowledge of Regulations, Level 5, c , Area VII Program Planning and Evaluation, Level 4, e
Area VIII Ongoing Professional Growth, Level 4, d, and Area VIII. Leadership and Advocacy, Level 4, d

Kansas Early Childhood Director Credential Professional Contribution Documentation Form

Please reproduce and fill out a separate sheet for each Professional Contribution you are submitting.
Attach the supporting documentation to this form.

Name of Professional Contribution: _____

Type of Professional Contribution: Leadership Program improvement Advocacy

Date of Professional Contribution: _____ (must be within the past 12 months)

Please describe the Professional Contribution:

Please describe the Professional Contribution Documentation provided:

Committee Use Only:

Kansas Early Childhood Director Credential Education Form

APPLICATION FOR: (check one)

Provisional Credential

Credential

Renewal – Provisional

Renewal – Credential

GENERAL EDUCATION

Name (Last, First, Middle Initial)		
High School/GED	Institution, City and State	
Degree Completed (Associates, Baccalaureate, Masters)	Institution, City and State	Field of Study
Degree Completed (Associates, Baccalaureate, Masters)	Institution, City and State	Field of Study

COURSEWORK IN EARLY CHILDHOOD EDUCATION (or other area(s) for renewal)

(**Requirement:** Provisional - 24 credit hours; Renewal Provisional - adequate progress toward a Baccalaureate degree [approximately 30 credit hours]; Credential - 30 credit hours; Renewal Credential - attach proof of completion for a minimum of 18 hrs advanced training at Levels 4 or 5 in at least one of eight core competencies. Attach additional sheet if necessary.)

Please list below the courses that you have completed to meet the Early Childhood Education requirement.

School	Course #	Name of Course/Description	Credit Hours

COURSEWORK IN LEADERSHIP AND MANAGEMENT

(**Requirement:** Credential - Approved block of 9 credit hours in early childhood leadership and management or combination of 18 credit hours in early childhood and/or general leadership and management. Attach additional sheet if necessary.)

Please list below the courses that you have completed to meet the Early Childhood Education requirement.

School Attended	Course #	Name of Course/Description	Credit Hours

*Attach a copy of transcripts from all colleges and universities that document degree completion and from which you have completed credits upon which your application is based.

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Kansas Early Childhood Director Credential Experience Form

APPLICATION FOR: (check one)

Provisional Credential

Credential

Renewal – Provisional

Renewal – Credential

Name (Last, First, Middle Initial)

TEACHING EXPERIENCE

(Requirement: Provisional and Credential – 500 clock hours of teaching experience with children. At least 90% of this experience shall be with children birth to kindergarten eligibility in a state-approved early childhood setting. The remaining 10% can be with school age children in a state-approved school age setting. Only paid experience in a position or supervised teaching as part of college coursework shall be counted. Attach additional sheet if necessary.)

Please list the programs in which you have worked, including current employment, which you are using to meet this requirement.

Program Name	Address (street, city, state, zip)	Position (Lead, Assistant, Student teacher)	Employment Start Date- End Date MM/DD/YY	Average hours worked in classroom (per week)	Age(s) of children served
1.					
Supervisor/Director:			Phone:		
2.					
Supervisor/Director:			Phone:		
3.					
Supervisor/Director:			Phone:		
4.					
Supervisor/Director:			Phone:		
5.					
Supervisor/Director:			Phone:		

*If there is no supervisor or director available, please attach letter, pay stub, or other documentation to verify employment.

ADMINISTRATIVE EXPERIENCE

(Requirement: Provisional level: Minimum of 1000 clock hours in at least three categories; Credential level: 3600 clock hours in at least five categories. At least 90% of this administrative experience shall be in a program serving children aged birth to kindergarten entry in a state-approved early childhood setting. The remaining 10% can be administrative experience serving school-age children in a state-approved school-age setting. Only experience in a paid position or a supervised administrative internship shall be counted. Attach additional sheet if necessary.)

Please list below the programs in which you have worked that you are using to meet this requirement.

Program Name	Address (street, city, state, zip)	Position	Employment Start Date-End Date mm/dd/yy	Average hours worked in administration (per week)
1.				
2.				
3.				
4.				
5.				

*Attach a description of responsibilities for each position listed.

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Attach the supporting documentation to this form.

Name of Professional Contribution: _____

Type of Professional Contribution: Leadership Program improvement Advocacy

Date of Professional Contribution: _____ (must be within the past 12 months)

Please describe the Professional Contribution:

Please describe the Professional Contribution Documentation provided:

Committee Use Only:
