



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE

CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER CERTIFICATION REQUEST

INSTRUCTIONS

To request director certification for an individual, the applicant must complete this form and return to:

Office Of Childhood-Child Care Regulation
P.O. Box 480, Jefferson City, MO 65102
Fax: (573) 526-5345 or Email: ccdirectors@dese.mo.gov

The applicant should keep the original of this document and provide a copy to their employer.

TO BE COMPLETED BY APPLICANT

APPLICANT'S NAME	NAME ON SUPPORTING DOCUMENTS (IF DIFFERENT)	SOCIAL SECURITY NUMBER	
APPLICANT'S STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S TELEPHONE NUMBER	DATE OF BIRTH	APPLICANT'S EMAIL ADDRESS (IF PROVIDED, CERTIFICATION WILL BE EMAILED)	

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

EXPLANATION OF QUALIFICATIONS

Licensing rules require a center director to have the following education/work experience qualifications:

LICENSED CAPACITY	EDUCATION AND EXPERIENCE
UP TO 20 CHILDREN	Thirty college semester credits, six of which are in child-related courses; or twelve 12 months' experience with six college semester credits in child-related courses; or a CDA credential; or a Youth Development Credential.
21-60 CHILDREN	Sixty college semester credits. Twelve of the credits must be in child-related courses; or 24 months' experience and 12 college semester credits in child-related courses.
61-99 CHILDREN	Ninety college semester credits, 18 of which must be in child-related courses; or 36 months' experience and eighteen 18 college semester credits in child-related courses.
100 or More CHILDREN	One hundred and twenty college semester credits. Twenty-four of the credits must be in child-related courses. Six of the 24 college semester credits may include courses in business or management; or four years' experience and 24 college semester credits in child-related courses. Six of the 24 college semester credits may include courses in business or management.

SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THIS REQUEST

The applicant must submit any of the following types of documentation for evaluation of qualifications: (CHECK ALL THAT APPLY)

EDUCATION:

- OFFICIAL TRANSCRIPT (NOT A COPY) FROM AN ACCREDITED COLLEGE OR UNIVERSITY (Electronic transcripts must be sent by the college or university directly to the Office of Childhood – Child Care Regulation at CCDirectors@dese.mo.gov. If you would like your transcript(s) returned, please enclose a self-addressed stamped envelope. Transcripts will only be returned if the applicant is approved for 100 or more children.)
 - To check the accreditation status of an institution, visit <http://ope.ed.gov/accreditation/>.
 - The transcripts must include child-related courses. A [sample list](#) of courses accepted can be found on the DESE website. The Department makes the final determination on accepted courses.
 - Continuing Education Units (CEUs) will not count toward college semester hours.
- COPY OF CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL
 - Copy of a CDA certificate issued by the Council for Professional Recognition. For more information on this certification, visit <http://www.cdacouncil.org/>.
- COPY OF YOUTH DEVELOPMENT CREDENTIAL (YDC)
 - Copy of a YDC certificate issued by the Missouri After School Network (MASN). For more information on this certification, visit <https://moafterschool.org/youth-development-credential/>.
- COPY OF MISSOURI TEACHING CERTIFICATE: EARLY CHILDHOOD AND/OR THROUGH FOURTH GRADE
 - Teaching certificate issued by the State of Missouri, that includes certification for Early Childhood Education and/or Elementary Education. Teaching certificates meeting these qualifications will qualify the applicant for the licensed capacity of 100 or more children.
 - Substitute teaching certificates will **NOT** be accepted.
- MISSOURI PROFESSIONAL DEVELOPMENT IDENTIFICATION (MOPD ID): _____

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

- Individuals enrolled in the professional development system (PDS) who have submitted official college or university transcripts to the PDS for evaluation may provide their MOPD ID in lieu of submitting official transcripts to DESE. By providing your MOPD ID, you are giving DESE permission to view your professional development history that has been entered and confirmed by the PDS.
- If your individual registry does **NOT** contain your entire portfolio, you will need to submit official transcripts from any and all colleges or universities you wish to have considered.

CHILD CARE WORK EXPERIENCE (IF NEEDED TO MEET RULE):

- CHILD CARE WORK EXPERIENCE FORM ([MO500-3316](#))
 - The experience must have been responsible, supervised, full-time (minimum of 35 hours per week), paid experience in working with children in a child care setting. Part-time experience may be prorated.
 - Each month of full-time experience may be substituted for two college semester hours in unspecified courses but **NOT** count for the required child-related courses.
 - In-home experience must have been in a licensed family home and the facility Departmental Vendor Number (DVN) must be provided.
 - Foster care and administrative work does not count toward experience credits.
 - Documented job title and duties, beginning and end dates of employment, full-time or part-time, number of hours worked per week, number of months worked per year, name, and title of supervisor, must be submitted for each facility/employer.

SIGNATURES

APPLICANT'S SIGNATURE	DATE
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FOR OFFICE USE ONLY

EVALUATION

CHILD-RELATED COLLEGE CREDITS	TOTAL COLLEGE CREDIT AND EXPERIENCE
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CERTIFICATION

BASED ON THE INFORMATION RECEIVED, IN ACCORDANCE WITH LICENSING RULE 5 CSR 25-500.102(2)(B)3.B. THE OFFICE OF CHILDHOOD HAS DETERMINED THAT THE ABOVE-NAMED APPLICANT:

- MEETS EDUCATION/EXPERIENCE REQUIREMENTS TO BE A CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER OF A FACILITY THAT HAS A LICENSED CAPACITY OF UP TO:
 - 20 CHILDREN
 - 60 CHILDREN
 - 99 CHILDREN
 - 100 OR MORE CHILDREN
- DOES NOT MEET THE EDUCATION/EXPERIENCE REQUIREMENTS TO BE A CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER FOR THE FOLLOWING REASONS:
 - TRANSCRIPTS NOT OFFICIAL
 - LACKS MINIMUM TOTAL CREDITS
 - SUPPORTING DOCUMENTATION NOT RECEIVED
 - LACKS MINIMUM CHILD-RELATED CREDITS

CHILD CARE REGULATION STAFF SIGNATURE	DATE
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