

Center Director Qualifications

Name of Center	
Name of Staff	Date

The center director:

- Is responsible for overall functions of the center, supervising staff, designing curriculum, and administering programs.
- Shall ensure services are provided for the children within the framework of the licensing requirements and the center's statement of purpose and objectives.
- Has overall responsibility for carrying out the program and ensuring the safety and protection of the children.

When the same person accomplishes the functions of the center director and the on-site supervisor, the educational and experience requirements for a center director apply.

Yes	No	Qualifications	
		21 years of age	
		High school diploma or general education diploma	
		<input type="checkbox"/> 1 business administration course	<input type="checkbox"/> OR 12 contact hours in administrative related training
		<input type="checkbox"/> OR 1 year administrative related experience	
Description:			
		Current CPR certification	Expires:
		Current first aid certification	Expires:
		Child abuse certificate	Expires:
		State Record Checks Completed	Date:
		Federal Record Checks sent in	Date:
		Physical Exam	Date:
		Completion of Essentials Training	Date:
		100-point total	Points per category
		Education	Carry over from worksheet- 75 maximum
		*Experience (20 points minimum)	Carry over from worksheet- 75 maximum
		Child development-related training completed in the last 5 years.	Carry over from worksheet- 75 maximum
		Total # of Points for Qualifications	

- ** 100 total points required:
 A minimum of two categories must be used.
 No more than 75 points may be achieved in any one category.
At least 20 points must be obtained from the experience category.

- ** Child development-related training category points must have been taken **within the PAST FIVE years**

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT-RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full time (20 hours or more) in a child care center or preschool setting	25	One point per contact hour of training
Associate's degree in child development or bachelor's degree in a child-related field	60	Part time (less than 20 hours) in a child care center or preschool setting	10	
Child development associate (CDA) or one-year diploma in child development from a community college or technical school	45	Full time (20 hours or more) child-development related experience	10	
Bachelor's degree in a non-child-related field	40	Part-time (less than 20 hours) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least two years of a four-year degree	25	Registered child development home	10	
		Nonregistered family home provider	5	

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WORKSHEET

EDUCATION DEGREE	AREA OF STUDY	POINTS EARNED
TOTAL NUMBER OF EDUCATION POINTS EARNED		

EXPERIENCE (POINTS X NUMBER OF YEARS) EMPLOYER / SETTING / EXPERIENCE	FULL OR PART TIME	POINTS	X	NUMBER OF YEARS	POINTS EARNED
			X		
			X		
			X		
			X		
			X		
			X		
			X		
TOTAL NUMBER OF EXPERIENCE POINTS EARNED					

CHILD DEVELOPMENT-RELATED TRAINING (CONTACT HRS. X 1) / DESCRIPTION	DATE MONTH/YEAR	CONTACT HOURS	X	1	TOTAL
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
Total No. of CHILD DEVELOPMENT-RELATED TRAINING POINTS EARNED					