

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
633 Albert Avenue
Salina, KS 67401

Committee Use Only: