

# KANSAS EARLY CHILDHOOD DIRECTOR CREDENTIAL

## Application Process, Competencies, Criteria, and Policies

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**Attn: Kansas Early Childhood Director Credential Consortium**

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# Kansas Early Childhood Director Credential

## Application Process, Competencies, Criteria, and Policies

### Application Process

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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

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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

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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*

	<b>Provisional Director Credential</b>	<b>Director Credential</b>
<b>Competencies in Early Childhood Education or Child Development</b>	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
<b>Competencies in Leadership and Management</b>	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

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## **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

	<b>Provisional Director Credential</b>	<b>Director Credential</b>
<b>General Education</b>	Associates degree in any field	Baccalaureate degree in any field
<b>Coursework in Early Childhood Education or Child Development</b>	24 credit hours	30 credit hours
<b>Coursework in Leadership and Management</b>	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
<b>Experience</b>	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
<b>Professional Contributions</b>	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

	<b>Provisional Director Credential</b>	<b>Director Credential</b>
<b>Term of the Credential</b>	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**

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### **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***

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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***

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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***

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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***

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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***

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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).