



FLORIDA DIRECTOR CREDENTIAL RENEWAL APPLICATION

Official Use Only

Application:
 Date processed: _____
 Processed by: _____
 Certificate:
 Issued by: _____
 Certificate #: _____

RENEWAL CANDIDATE INFORMATION (Please Print):

Social Security # *: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____

E-mail: _____

* Pursuant to 65C-22.003, Florida Administrative Code, the Department is requesting you provide your social security number(s), but you are not required to provide us your social security number(s) under the law. However, if you give us your social security number(s) we can determine your eligibility faster and more accurately. Social security numbers are used by the Department for identity verification only.

To maintain a Florida Director Credential, every five (5) years a candidate must complete the renewal application and provide documentation of the following up to one (1) year prior to the end of the active period of the current credential:

- 1. An active staff credential documented on CF-FSP Form 5206.
- 2. 4.5 Continuing Education Units (CEUs) or three (3) college credit hours in any one (1) of the following curriculum areas within the last five (5) years, based on the date the application is received; Overview of Child Care Center Management, Child Care and Education Organizational Leadership and Management, Child Care and Education Financial and Legal Issues, or Child Care and Education Programming, or the coursework completed to renew a State of Florida Teaching Certificate. Coursework must be in addition to that required for the original Florida Director Credential.
- 3. Candidates must demonstrate professional contributions in the child care field through any one (1) of the following:
 - a. Make a presentation or provide training in the field of early childhood or school-age education;
 - b. Serve as a validator or advisor for a Florida-recognized accreditation program, as a CDA advisor, or as a school-age certification representative for the FCCPC School-Age Program;
 - c. Advocate for an issue in the field of early childhood or school-age education;
 - d. Publish an item related to the field of early childhood or school-age education;
 - e. Document program improvements by completing a Florida-recognized accreditation program;
 - f. Serve as a consultant or mentor to another early childhood education or school age-program;
 - g. Participate in an educational research or innovation project related to early childhood or school- age education;
 - h. Participate in a creative activity, outside of the candidate's child care program, relating to the field of early childhood or school-age education; or
 - i. Serve as an officer or committee member in a professional organization related to the field of early childhood or school-age education.
- 4. ~~Processing charge of \$25.00 in the form of a business check, cashier's check, or a money order payable to the State of Florida or the Department of Children and Families. Personal checks will not be accepted and one check per applicant, please.~~

ATTESTATION

I hereby attest that all information pertaining to this application is true, correct and complete. I understand if any of the information provided is found to be false, the verification will be rescinded.

 Signature of Applicant

 Date of Application

Submit application, ~~processing charge of \$25~~ and required documentation to the address below. Please allow 4-6 weeks for processing.

Florida Department of Children and Families
 Child Care Program Office - Credential Unit, DC Renewal
 1317 Winewood Blvd., Bldg. 6, Room 389A
 Tallahassee, Florida 32399-0700

If you have questions regarding the Director Credential or training issues, please visit <http://www.myflorida.com/childcare> and select "Training Requirements" or call 1-888-352-2842



RESOURCE PAGE FOR FLORIDA DIRECTOR CREDENTIAL RENEWAL APPLICATION

Do not send this page in with your application. Retain for your records.

You may fulfill the professional contribution requirement of the Florida Director Credential Renewal application process by completing **one** of the following:

Formal Presentations/Training Opportunities

- 1) Make a group presentation on a topic related to early childhood or school-age education. Presentation may be directed to parents, educators, a civic or church group, etc. Evidence of your presentation may be in the form of printed Powerpoint slides with a completed sign-in sheet with your name as the facilitator and date of presentation. A newsletter or brochure that lists the presentation topic, time, and your name as presenter will also be accepted.
- 2) Participate in a creative activity outside of your child care program that relates to the field of early childhood or school-age education. Activities may include a booth or table during a community or church event, fundraisers, group volunteer activity, etc. Evidence of activity may be in a form of press clippings or photographs.

Advocacy (active support) of an Early Childhood or School-age Issue

- 1) Active support of an issue in the field of early childhood or school-age education. Evidence of active support includes a response letter or email from a legislative aide, a formal agenda of a group trip to the Florida Capital, etc.

Publications

- 1) Publish an item related to the field of early childhood or school-age education. Examples of publications include letters to editors in newspapers or periodicals, newspaper or magazine (including journal) articles, textbook and anthology publications. Evidence of publications includes copies of publications.

Service Opportunities

- 1) Serve as a consultant or mentor to another early childhood facility or home provider or to another school age-program. Evidence of consultation or mentorship includes testimonials from director or owner of facility or home provider, or Early Learning Coalition.
- 2) Serve as a committee member or officer in a professional organization related to the field of early childhood or school-age education. Evidence of membership includes committee notes with your name as member or officer.
- 3) Serve as an advisor, observer, or other representative for the Florida Child Care Professional Credential (FCCPC) Program. Evidence of representation includes a letter from the approved FCCPC Program.
- 4) Serve as a validator or advisor for a Florida-recognized accreditation program. Evidence of representation includes letter from the Florida-recognized accreditation program.
- 5) Serve as a National Child Development Associate (CDA) advisor. Evidence of participation/service includes a letter from the Council for Professional Recognition in Washington, D.C.

Accreditation Program Completion

- 1) Complete a Florida-recognized accreditation program. Evidence of participation includes a copy of the accreditation certificate. This qualifier may only be used upon initial accreditation or for one renewal. May not be used for future renewals.

Educational Research/Innovation Projects

- 1) Participate in an educational research/innovative project related to early childhood or school-age education. Evidence of participation includes letters from research/innovative project peers or project lead, published results with participant list.