

Director qualifications for center-based child care programs

Purpose

This document is provided as guidance and is not a legal document. It does not override or replace the need to be familiar with rules. Current rules may be found on [the DLBC website](#).

Directors of center-based child care programs are required to meet certain qualifications, including that they have completed a minimum amount of education. This document outlines those qualifications.

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Minimum age and background eligibility

The minimum age to be a director is **21 years old**.

Directors must complete a background check through the Office of Background Processing (OBP).

Existing background checks may be carried over. If, for example, a caregiver has already completed a background check and is promoted to director, they are not required to submit a new background check.

Mandatory training

Preservice

Directors are required to complete preservice training. Similar to background checks, a director is only required to complete preservice training if they have not already done so in a previous position.

New director training

All directors must complete new director training before, or within 60 days of, assuming director duties.

First aid & CPR certification

Having a current first aid and CPR certification is **not** required to be qualified as a director, though it is often beneficial to maintain a current certification. *Director designees* are required to be certified.

Education credential

Directors are required to have at least one of the following education credentials. Individuals must send evidence of their credential to DLBC before they can be approved as a director.

DLBC has the discretion of approving coursework and certifications they deem equivalent to those outlined below.

College degree or credit

- At least an **associate degree** in **early childhood development** or a related field,*
- A **bachelor's or higher education degree** with at least **60 clock hours of coursework** in child development, social and emotional development, and the child care environment*, or
- At least **12 college credit hours of child development courses**.

**An approved [career ladder level](#) of 9 is equivalent to having an associate degree in early child development. Level 10 is equivalent to having a bachelor's degree.*

Certificate or professional credential

- A current and valid national certification including a [Certified Childcare Professional \(CCP\)](#) or a [Child Development Associate \(CDA\)](#), or
- A [National Administrator Credential \(NAC\)](#) and at least **60 clock hours of coursework** in child development, social and emotional development, and the child care environment.

Teaching experience

Having at least five years of early childhood education (ECE) teaching experience may be accepted as a valid credential for directors of facilities licensed as a **commercial preschool**. *This is not a valid credential for directors of hourly centers, out-of-school-time programs, or child care centers.*

To have this credential approved, the director must submit a list of their ECE teaching experience to DLBC.