



DIRECTOR CREDENTIAL

Child Care Standards

[65C-22.001\(6\)](#), Florida Administrative Code

Pursuant to Section 402.305(2)(f), F.S., every child care facility must have a director with a Director Credential.

How do I apply for a Director Credential?

ONLINE:

Upload documents via the Credential Application Portal on your [Child Care Training System](#) Student Account. To learn more about applying online, visit the [CAP web page](#).

MAIL:

[Download](#) and complete the Director Credential Application and mail to the address listed on the application.

What is required for a Director Credential?

Core Requirements

- 1) Active [Staff Credential](#) (Excluding Employment Recognition Exemption)
- 2) Other Core Requirements:
 - Accredited High School Diploma or G.E.D.
 - 30-Hour Part I Department of Children and Families (DCF) [Introductory Child Care Training](#)
 - 8 hours of in-service training regarding children with Disabilities (DCF's Special Needs Appropriate Practices course will meet this requirement.)

In addition to the core requirements, please submit the documentation for the requirements of one of the following three different levels of a Director Credential based on your education and work experience.

Level I

- Core Requirements
- Completion of an [approved "Overview of Child Care Management" course](#)
OR a Director Credential issued by another state

***Only transcripts from courses on this approved "Overview of Child Care Management" course list will be accepted for issuance of a Florida Director's Credential.*

Level II

- Core Requirements
- Completion of an [approved "Overview of Child Care Management" course](#)
OR a Director Credential issued by another state
- Minimum of one year experience as on-site child care director in a licensed child care facility or a child care facility that is legally exempt from licensure. Documentation includes a letter from the owner of the facility or a copy of the facility license.

***Only transcripts from courses on this approved "Overview of Child Care Management" course list will be accepted for issuance of a Florida Director's Credential.*

Advanced Level

- Core Requirements
- Minimum of two years' experience as on-site child care director in a licensed child care facility or child care facility that is legally exempt from licensure. Documentation includes a letter from the owner of the facility or a copy of the facility license.

AND

Complete one of the following:

- An [approved "Overview of Child Care Management" course](#) (course may be substituted by successfully completing a three credit college level course in Child Care Administration, Business Administration, or Education Administration, if all other requirements are met)
- Director Credential issued by another state

***Only transcripts from courses on this approved "Overview of Child Care Management" course list will be accepted for issuance of a Florida Director's Credential.*

AND

Complete one of the following:

- Associates Degree or higher, or
- At least two three college credit courses in one of the following curriculum areas:
 - Child Care and Education Organizational Leadership
 - Child Care Educational Financial and Legal Issues
 - Child Care Education Programming

Do I need a VPK Endorsement?

If you are the director of a private prekindergarten provider delivering the VPK program, you must have a VPK Director Endorsement.

[View](#) information about the VPK Endorsement

What is the Trauma Endorsement?

The Trauma Endorsement for Director Credential is a voluntary endorsement for child care professionals with an active Director Credential.

[View](#) information about the Trauma Endorsement

Does my Director Credential have to be renewed?

Yes, the Director Credential must be renewed every five years.

ONLINE:

Upload documents via the Credential Application Portal on your [Child Care Training System](#) Student Account.

MAIL:

[Download](#) and review Sections 6, 7, 8, and 9 of the Director Credential Application for information on renewal requirements. Mail to the address listed on the application.

[View](#) information regarding acceptable CEUs for renewing the Director Credential.

[View](#) information regarding Professional Contribution Recognition for renewing the Director Credential.



Save Time and Apply Online!

Apply for your Credential online via the Credential Application Portal (CAP).

Access the CAP by logging into your [Child Care Training System Student Account](#).

For additional information, and to view a short demo video on how to apply online, visit the [CAP web page](#).