



PROFESSIONAL CONTRIBUTION REQUIREMENT

Child Care Standards

[65C-22.001\(7\)\(g\)](#) Florida Administrative Code

Section 402.305(2)(f), F.S. requires a child care facility to have a credentialed director. To maintain an active Director Credential, candidates must complete the renewal sections 6, 7, 8 and 9 of the [CF-FSP Form 5290, Florida Child Care Director Credential and Renewal Application](#).

Director Credential Renewal

Professional Contribution Requirement (Section 9)

Must complete **ONE** of the following professional contribution activities within the last five (5) years.

Make a presentation in the field of early childhood or school-age education

To meet this requirement, the applicant must make a presentation in the field of early childhood education or school-age education at a conference, association meeting, coalition meeting, or teach courses through an educational institution such as a college or career-technical center.

Documentation Requirement: must include a copy of the presentation (copy of PowerPoint slides and notes, pictures of group activities and charts used) agenda, syllabus **AND** sign-in sheet, class roster or conference brochure.)

Serve as an officer, committee member, consultant, or mentor

To meet this requirement, the applicant must actively serve in a leadership role in a professional early childhood or school-age education field.

Documentation Requirement: must include proof of role in organization, including length of time involved and duties. Letter should be from the organization, client, or person being mentored. Membership alone does not satisfy this requirement.)

Publish an article

To meet this requirement, the applicant must publish an article related to the field of early childhood or school-age education in a professional journal, professional newsletter, newspaper article, letter to the newspaper editor, or book.

Documentation Requirement: must include a copy of the published article and proof of publication such as the journal, newsletter, etc. Blog type activities do not satisfy this requirement.

Participate in an educational research project

To meet this requirement, the applicant must actively participate in a formal educational research project related to early childhood or school-age education. Research projects that meet this requirement are conducted in association with a college, university or private research group/facility.

Documentation Requirement: must include proof of participation that was at least three months in the research project. Documentation of participation must include statement of participation from the research facility's designated representative or lead researcher on letterhead, official consent forms or other form that outlines the research project's goals and objectives signed by the research facility's designated representative or lead researcher and research project outcomes, data and/or conclusions. Research papers assigned for a class do not meet this requirement. Informal research conducted within a child care program does not meet this requirement.

Complete a Florida-recognized accreditation program

To meet this requirement, the applicant must have actively assisted with the initial or renewal of a Florida-recognized accreditation program. Actively assisted refers to an applicant in a leadership role, who directly facilitated the accreditation process (e.g. implement quality improvements to policies and procedures, purchase play materials and/or implement an enhanced curriculum, complete the accreditation study and prepare staff for on-site program assessment, or other quality enhancement or job-related duty related to the accreditation process.

Documentation Requirement: must include proof of accreditation and a letter (on letterhead) from the early childhood program director, board of directors or accreditation agency which clearly outlines leadership role, accreditation activities completed by applicant and timeframe. For a list of approved accreditation organizations, visit www.myffamilies.com/childcare -select "Gold Seal Quality Care Program."

Serve as an Accreditation or Credential validator or advisor

To meet this requirement, the applicant must serve as a validator or advisor for a Florida-recognized accreditation program, as a National Child Development Associate (CDA) advisor, or as a school-age certification representative for the Florida Child Care Professional Credential School-Age Program.

Documentation Requirement: must include completion of at least one validation or accreditation visit conducted in the last five years. Acceptable documentation includes a letter (on letterhead) from the accreditation or credential agency.

Professional journal or book review

To meet this requirement, the applicant must serve as an editor or reviewer for a professional journal or book related to the early childhood education field.

Documentation Requirement: must include proof of completion of review such as letter from publisher.

Rule development workshop

To meet this requirement, the applicant must actively participate in a rule development workshop for a governmental agency. Active participation requires providing information for change, rationale for change, providing written suggestions, or sharing information or opinions on proposed rule. Simply asking a question or giving a comment, does not meet this requirement.

Documentation Requirement: must include proof of active participation at the rule workshop from the agency holding workshop and include information shared.

Trauma-Informed Care for Child Care Program Directors (TICD)

To meet this requirement, the applicant must complete the five-hours Trauma Informed Care course with CEU assessment. The applicant must also complete the 40-hour Trauma Informed Care for Directors course with CEU assessment.

Documentation Requirement: Transcript showing completion of both courses.