

Pennsylvania Key

Director Credential

Initial Application-Practitioner



7/15/2010

To be awarded the PA Director Credential, you must do the following:

1. Complete the PA Director Credential professional development at an institution that provides a program of study that is approved by PA Keys to Professional Development. The names of approved programs are listed on the PA Keys to Professional Development website at www.pakeys.org.

2. Complete an Application for the PA Director Credential. This application requires that you provide documentation of the following: submit **all** official transcripts to document credit hours and documentation of degree awarded:

✓ **Education and experience.** Education and experience includes one of the following:

- a) Master's degree in Early Childhood Education and one year supervisory/managerial experience in early childhood education or school-age program;
- b) Master's degree in an approved related field, including 18 credit hours in Early Childhood Education* and two years supervisory/managerial experience in early childhood education or school-age program;
- c) Master's degree in non-related field, including 18 credit hours in Early Childhood Education* and three years supervisory/managerial experience in early childhood education or school-age program, or
- d) Bachelor's degree in Early Childhood Education and one year supervisory/managerial experience in early childhood education or school-age program;
- e) Bachelor's degree in an approved related field, including 18 credit hours in Early Childhood Education* and two years supervisory/managerial experience in early childhood education or school-age program;
- f) Bachelor's degree in non-related field, including 18 credit hours in Early Childhood Education* and three years supervisory/managerial experience in early childhood education or school-age program, or
- g) Associate's degree in Early Childhood Education and three years supervisory/managerial experience in early childhood education or school-age program; or
- h) Associate's degree in an approved related field, including 18 credit hours in Early Childhood Education* and four years supervisory/managerial experience in early childhood education or school-age program, or
- f) Associate's degree in non-related field, including 18 credit hours in Early Childhood Education* and five years of supervisory/managerial experience in early childhood education or school-age program.

***For School-age directors, 18 credits may be in Education, excluding Secondary Education**

3. Years of supervisory/managerial experience are documented with a letter from your employer. If you are an owner/operator, you will need documentation from an outside agency such as your Regional Key or your Certification office.
4. Credential Program Information: Attach a copy of college transcripts and/or certificate of completion of a program of study provided by the college where you completed the PA Credential program of study or a copy of your current, NAEYC recognized, out-of-state Director Credential Certificate. For credentials obtained from out-of-state that is recognized by NAEYC, your Pennsylvania Credential if awarded will be effective only until your Credential's current date of expiration.
5. Submit completed Application, supporting documentation, and \$25 non-refundable Director

Credential application fee to:

**Pennsylvania Key
Credential Programs
200 N. Third St., 3rd Flr.
Harrisburg, PA 17101**

PA Key will process the application and verify supporting documentation. If approved, applicants will be awarded a Director Credential. Please allow 60 days from submission of complete application for processing. Additional information is available on the PA Keys to Professional Development website at www.pakeys.org or by phone at 1-800-284-6031. For specific questions, please email Michele Black at micbla@berksiu.org or Dr. Bernadine Ahonkhai at beraho@berksiu.org.

To be awarded the PA Director Credential, please complete the following information. You must include all requested documentation in order for your application to be processed.

Date of Application: _____

Applicant Information

Name _____ Last 5 Digits of SS # xxx-x - _____

Address _____

City _____ State _____ Zip _____ County _____

Phone _____ E-mail _____

Facility _____

Address of Facility _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Facility MPI Number _____ Ages Served _____

Type of programs: ___Keystone STAR Level ___Head Start ___PreK Counts ___EI

Type of Accreditation: _____

What is your position or title at the facility listed above? _____

Experience

Attach a letter from your employer(s) or provide supporting documentation from your personnel office or supervisor (or your Regional Key or Certification Office if self employed/owner/operator) that verifies years of supervisory/managerial experience.

Select the option that describes your supervisory/administrative experience:

- One year experience
- Two years experience
- Three years experience
- Four years experience
- Five or more years experience

Education

Indicate your education. **Attach a copy** of your college transcripts. Please note that if your degree is not from an accredited higher education institution, you will not be awarded a Director’s Credential. Go to www.pakeys.org for a listing of approved ECE degree granting institutions in Pennsylvania and ECE Program FAQs.

- Master’s degree in Early Childhood Education *
- Master’s degree in an approved related field, including 18 credit hours in Early Childhood Education *
- Master’s degree in a non-related field, including 18 credit hours in Early Childhood Education *

Name of accredited college or university: _____

Specify major: _____

- Bachelor’s degree in Early Childhood Education *
- Bachelor’s degree in an approved related field, including 18 credit hours in Early Childhood Education *
- Bachelor’s degree in a non-related field, including 18 credit hours in Early Childhood Education *

Name of accredited college or university: _____

Specify major: _____

- Associate’s degree in Early Childhood Education *
- Associate’s degree in an approved related field, including 18 credit hours in Early Childhood Education *
- Associate’s degree in non-related field, including 18 credit hours in Early Childhood Education *

Name of accredited college or university: _____

Specify major: _____

Other, please specify: _____

***For School-age directors, 18 credits may be in Education, excluding Secondary Education**

Credential Program Information

Attach all documentation that verifies completion of a program of study. This documentation includes a certificate of completion supplied by the professional development organization or college transcripts/grade reports that indicates the name of the college, course name, and grade.

Submit this application to:

Mail completed application, all supporting documentation, and a \$25 non-refundable application fee must be submitted, to:

**Pennsylvania Key
Director Credential Program
200 N. Third St., 3rd Flr.
Harrisburg, PA 17101**

The Pennsylvania Key will process, verify, and assess the application and supporting documentation. If approved, applicants' Credential will be approved. Please allow 90 days from submission of complete application for processing. Additional information is available on the Pennsylvania Keys to Professional Development website at www.pakeys.org or by phone at 1-800-284-6031. For specific questions, please email Michele Black at micbla@berksiu.org or Dr. Bernadine Ahonkhai at beraho@berksiu.org.