



Pennsylvania Early  
Learning Keys to Quality

# Director Credential

## Initial Application-Practitioner

Effective 1/18/2017



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](http://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:

Education	Experience in a Supervisory and/or Administrative Position in an Early Childhood Education or School-Age Program
Master's in Early Childhood Education	1 Year
Master's in an approved related field; including 18 credit hours in Early Childhood Education*	2 years
Master's in non-related field; including 18 credit hours in Early Childhood Education*	3 years
Bachelor's in Early Childhood Education	1 year
Bachelor's in an approved related field; including 18 credit hours in Early Childhood Education*	2 years
Bachelor's in non-related field; including 18 credit hours in Early Childhood Education*	3 years
Associate's in Early Childhood Education	3 years
Associate's in an approved related field; including 18 credit hours in Early Childhood Education*	4 years
Associate's in non-related field; including 18 credit hours in Early Childhood Education*	5 years

**\*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.

## 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.

PA Key will process the application and verify supporting documentation. If approved, applicants will be awarded a Director Credential. Please allow 60-90 days from submission of complete application for processing. Additional information is available on the PA Keys to Professional Development website at [www.pakeys.org](http://www.pakeys.org) > Career Development > Degrees/Credentials. Please contact (800) 284-6031 x5 or email [dircred@pakeys.org](mailto:dircred@pakeys.org) with any questions.

## Please include the following information with your application.

- A non-refundable fee of \$25.00
  - Pay by check: checks should be payable to PA Key
- Completed application
- Copy of transcript(s)
- Letter documenting years of supervisory/managerial experience

## SEND APPLICATION AND ALL DOCUMENTS TO:

### Mailing Address

Pennsylvania Key  
Director Credential Program  
200 North Third Street, 3<sup>rd</sup> Floor  
Harrisburg, PA 17101

### Email Address

[dircred@pakeys.org](mailto:dircred@pakeys.org)

# PA Director Credential Initial Application

**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 (REQUIRED INFORMATION)**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Email (Home): \_\_\_\_\_

Last 5 Digits of SS#: \_\_\_\_\_

Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ Email (Work): \_\_\_\_\_

Facility MPI #: \_\_\_\_\_ Ages Served: \_\_\_\_\_

Type of programs: \_\_\_Keystone STAR Level \_\_\_Head Start \_\_\_Pre-K Counts \_\_\_Early Intervention

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](http://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: \_\_\_\_\_