



Pennsylvania Early  
Learning Keys to Quality

# Director Credential

## Renewal Application-Practitioner

Effective 8/1/2017



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**Commitment to Lifelong Learning:**

The director is a model of lifelong learning and continuous quality improvement. Active engagement in research-based, collaborative learning to inform practice is essential for continuous improvement of program offerings. Early childhood and school-age program directors or administrators should indicate a strong orientation towards inquiry, self-motivation and continuing education with positive effects on program management and staff supervision which, in turn, translates into positive outcomes for children.

**Professional Contributions:**

An effective administrator demonstrates leadership through active engagement and participation in professional endeavors beyond the daily routine of managing a program. Successful and effective directors identify and involve themselves as members of the early childhood or school-age community. Administration, leadership and supervision require an active involvement in the field, such as the development and implementation of a systematic, intentional advocacy plan and demonstrated competence in articulating and engaging in informed advocacy for children, their families and the profession. Such advocacy endeavors will include advocating for sound professional practices and public policies that promote the availability of accessible and high quality early childhood and school-age programs that foster positive development and learning of children.

The Pennsylvania Key will process, verify, and assess the application and supporting documentation. If approved, applicants' Credential will be renewed. Please allow 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.

**To apply for the renewal of the PA Director Credential, you must do the following:**

1. A complete application must be received 90 days prior to expiration date.
2. A non-refundable fee of \$50.00. (payable to PA Key)
  - a. Pay by check: checks should be payable to PA Key
  - b. Pay online (attach certificate of payment to application): log into [www.pakeys.org](http://www.pakeys.org), click on PD Registry, Course Catalog, then search for 'Director Credential-Payment for Renewal Application'.
3. PA Director Credential certificate awarded by PA Pathways or PA Key. (Attach copy)
4. Develop a pedagogy statement. Your pedagogy statement should be a reflection on your own professional journey and how it supports the growth and development of young children and families. Speak to your professional philosophy and how it reflects best practice. This statement should be 200 words, at a minimum.
5. Submit three sources of evidence/artifacts of your professional contributions to the field in the last five years; and a 150-word statement in support of each artifact, in a double-spaced typed format and include the purpose, activity, participants/audience and outcomes related to the activity (see appendix).
6. Provide documentation of current membership in an early childhood professional organization at the local, state, or national level.
7. Submit your Individual Professional Development Plan from your PD Registry.
8. Submit a written 100-150 word statement as to how your Individual Professional Development Plan will meet your professional and programmatic goals.

9. Professional Development Requirement: The 3 credit college course or 90 professional development hours must occur within the 5 years of the initial issuance of the Director Credential Certificate. When considering how to plan for your professional development, make sure to plan for this intentionally. Use your site's CQI plan, your Professional Development Plan, your strategic plan, or any other sources of evidence that support your professional growth while keeping your program's identified needs in mind. You need to submit documentation of college transcript(s), certificate(s), and/or your PD History or PD Registry transcript as a source of evidence that this requirement was met.

a) Enroll in one (3) credit college course; suggested courses may include: NISL-ECEL, Action Research, Leadership, etc.

**OR**

b) Ninety (90) hours of professional development: In order to meet your 90 hours of professional development, your primary source of evidence in analyzing your areas of growth should be your Individual Professional Development Plan. Event topics you may want to consider when looking for community based/non-credit PD may include:

- Developing a risk management plan
- Developing and implementing a strategic plan
- Marketing strategies
- Budgeting
- Topics on Human Resource Management
- Topics on supporting families
- Topics on cultural competency
- Mind in the Making (MITM)
- Inclusive Practices
- Links to Learning Series (School Age Topics)
- Using Portfolios to Bring Out the Best in School-Age Children
- Implementing an Action Research Project (Documentation Tool in Appendices)
- Working with non-profit boards
- Grant Writing/Fundraising
- Leadership
- Advocacy
- Program Accreditation: (Note that if you select this topic, you will need to have a letter from your local AEYC or other accrediting body to verify your hours and the tasks you personally accomplished during the accreditation/re-accreditation process.)

## 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)

## Appendix A:

### PENNSYLVANIA DIRECTOR CREDENTIAL RENEWAL

#### EXAMPLES OF PROFESSIONAL CONTRIBUTIONS

An effective administrator demonstrates leadership through active engagement and participation in professional endeavors beyond the daily routine of managing a program. Successful and effective directors identify and involve themselves as members of the early childhood or school-age community. Administration, leadership and supervision require an active involvement in the field, such as the development and implementation of a systematic, intentional advocacy plan and demonstrated competence in articulating and engaging in informed advocacy for children, their families and the profession. Such advocacy endeavors will include advocating for sound professional practices and public policies for availability of accessible and high quality early childhood and school-age programs that foster positive development and learning of children.

Individuals in the early childhood and school-age field find many opportunities to contribute to the profession. The opportunities and activities that demonstrate contributions to the early childhood and school-age fields fall into six categories. The six categories represent the range of professional activities in which directors/administrators engage to improve the field. The following list is by no means exhaustive. Other comparable activities will be considered. You should identify three activities from any of the six categories below in which you participated or initiated over the last five years, that made a contribution to the field, your program and your community. You must pick only one activity from a category. Submit a narrative (not more than 150-words, double-spaced) citing the purpose of the activity, participants/audience the outcomes of the activity, and those impacted by the activity. Include documentation where appropriate.

#### 1. **Service in a Leadership Role in a Professional Organization:**

Think about your professional affiliations. In what ways have you served the field of early childhood /school-age through your active participation?

- Served in a leadership role in a professional organization that focuses on early childhood or school- age issues
- Served on a community board as a representative of early childhood or school-age organization
- Served on a local, state or national advisory board for an early childhood or school-age organization
- Held an elected office in a local, state or national early childhood or school-age organization
- Served on a community for an early childhood or school-age organization to organize a conference, community-wide advocacy event or other major event
- Mentored other early childhood or school-age professionals
- Served on Head Start Review team
- Served as NAEYC validator, CDA Advisor/CDA Representative, or NAA/COA validator

## 2. Professional Development Presentations:

Have you shared your expertise with the field?

- Presented at a local professional development event
- Served as an instructor for a college course
- Served as a PQAS approved instructor
- Presented at a professional conference
- Presented at a high school or technical school career fair
- Served as a paid consultant/PD instructor for another early childhood or school-age program
- Served as an accreditation advisor, instructor, representative
- Served as a CDA instructor/advisor

## 3. Advocacy:

How have you advocated for young children, their families and the profession?

- Wrote a letter to an elected official about an early childhood or school-age issue
- Wrote a letter about an early childhood or school-age issue that was published in a local newspaper
- Provided testimony at a public hearing on an early childhood or school-age issue
- Provided consultation to an elected official about early childhood or school-age issues
- Arranged a food, clothing, or toy drive for a shelter, children's home, or disaster relief effort
- Served as a community coordinator for an advocacy agency or event
- Presented or provided testimony at an advocacy event

## 4. Program Improvement (For the Field):

What have you done to improve programs for children, families, and early childhood or school-age professionals?

- Successfully brought an early childhood or school-age program through Keystone STARS, NAEYC, NAFCC, or NAA/COA accreditation or Head Start Program Achievement
- Developed a written curriculum based on sound early childhood or school-age principles that was marketed to programs
- Served as a consultant to other early childhood or school-age programs in the implementation of a curriculum approach, theory or any other program improvement activity
- Served as lead consultant in the design and renovation of indoor/outdoor learning environments
- Created a tangible product that exhibited originality of thought and execution that helped improve early childhood or school-age programs

## 5. **Writing and Publications:**

What have you put in writing to improve the field of early childhood education or school-age programs?

- Written a student newsletter on early childhood or school-age topics
- Written an article or book review that was published in an early childhood or school-age or other related professional journal
- Served as editor of an early childhood or school-age newsletter distributed in the community
- Published an article or a book on an early childhood, school-age or management related topic
- Developed a new college level course
- Developed new materials such as, handbook, manuals, curriculum that were shared with other programs

## 6. **Research/Grant Writing:**

Have you used local, state, national or international resources to improve program quality?

- Conducted a research study on an early childhood, school-age, or management related topic as part of a supervised thesis or dissertation
- Wrote a proposal for a grant that was funded
- Served as chairperson of a major fund raiser for an early childhood or school-age related endeavor
- Reviewed proposals, was a reader for a foundation or other grant making agency/organization

## 7. **Specialized Expertise:**

Have you made a professional contribution in an area not listed above?

- As directors and administrators advance in their profession, their contributions to the field become focused as they develop expertise in a specific program area. Master's degree and above level directors/administrators are encouraged to identify their area of specialized expertise

**To renew your PA Director Credential, please complete the following information. You must include all required 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? \_\_\_\_\_

**List below any ECE or Education courses, excluding Secondary Education, taken:**

COURSE TITLE	COLLEGE	DATE	NUMBER OF CREDIT HOURS



# PA Director Credential Renewal Application

List below management or business courses taken: (Note - Courses need to be related to childcare management such as staff supervision, business practices, operations, etc.)

COURSE TITLE	COLLEGE/TRAINING ORGANIZATION	DATE	NUMBER OF CREDIT HOURS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Submit completed application, all required documentation and \$50 non-refundable application fee 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)

**Please include the following information with your application.**

- Completed application
- A non-refundable fee of \$50.00
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  - Pay online (attach certificate of payment to application): log into [www.pakeys.org](http://www.pakeys.org), click on PD Registry, Course Catalog, then search for 'Director Credential-Payment for Renewal Application'.
- Copy of PA Director Credential certificate
- Pedagogy Statement
- Three sources of evidence of your professional contributions
- Current membership in an early childhood professional organization
- Individual Professional Development Plan from your PD Registry
- Individual Professional Development Plan statement (100-150 words)
- Professional Development Requirement documentation