

Director Credential

Frequently Asked Questions

1. What is Pennsylvania Director Credential?

Administering an early childhood or school-age program is a complex job that requires an understanding of child development, program administration, personnel supervision, leadership and job-related experience. The Pennsylvania Director Credential is designed as a standard to measure and validate the abilities and competencies of directors and administrators to manage high quality early childhood and school-age programs. Additionally, it represents the level of personal and professional accomplishments of directors and administrators, their professional contributions through demonstrated leadership, and active engagement in professional endeavors beyond the scope of the daily operation of a program. Leadership abilities, program administration, and fiscal management of early childhood and school-age directors and administrators are measured through 71 competencies found in the Pennsylvania Core Knowledge Competencies for Early Childhood and School-Age Professionals.

2. What educational background and experience qualifies one to obtain the Pennsylvania Director Credential Certificate?

The minimum educational qualification for the award of the Pennsylvania Director Credential is an Associate degree. A candidate must have an Associate's, Bachelor's or Master's degree with a total of 18 Early Childhood Education credits as follows:

- 9 ECE credits from undergraduate coursework and
- 9 ECE credits from the Director Credential coursework from an approved Higher Education Institute

For all other candidates, except school-age program directors/administrators, documentation of 18 ECE credits is required. For school-age program candidates, the nine undergraduate credits may be in Education, excluding Secondary Education.

A candidate applying for the Director Credential must meet the years of managerial/supervisory experience as a director in an early childhood education or school age program as outlined in the application.

Candidates applying for the Pennsylvania Director Credential Certificate through the portfolio assessment option must document a minimum of seven years' supervisory experience in an early learning or school-age program.

Details of both the minimum educational qualification and experience can be found within the applications at: <http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>

3. How can one obtain the Pennsylvania Director Credential Certificate?

Qualified directors or administrators of early learning or school-age programs in Pennsylvania seeking to obtain the Pennsylvania Director Credential have two options for completion:

Director Credential Frequently Asked Questions

Option 1: Coursework

The director or administrator completes the Director Credential program for college credit from one higher education institutions approved by the PA Key that offers the Director Credential coursework. The institutions of higher education approved for the Director Credential Program are listed [here](#).

Option 2: Portfolio

The director or administrator with a Bachelor's degree or above may apply to obtain the Pennsylvania Director Credential Certificate through the Portfolio assessment option instead of taking the Director Credential college courses.

The Portfolio represents evidence of a candidate's professional development and demonstrates a director's or administrator's competency in the eight knowledge areas. The Portfolio protocol is designed for experienced directors/administrators who have acquired competency through prior learning and/or life experience. A director must have a minimum of seven years of experience in supervising and managing an early childhood or school-age program in order to qualify for the portfolio option. It involves documentation of knowledge, skills, and attitudes through submission of artifacts and reflective discussion about the learning process. The review process is based on this compilation of documents.

4. Where can one obtain the Pennsylvania Director Credential Application?

The Pennsylvania Director Credential Initial application, Portfolio Assessment application, Renewal application and Director Credential Program application for college and universities can be downloaded from the Pennsylvania Key website at www.pakeys.org.

- Click on Professional Development
- Click on Credentials and Degrees
- On the right-hand menu, click Director Credential

Click on career development and then credentials from the left-hand menu.

There is non-refundable application fee for the initial application, portfolio assessment application and renewal application. The Director Credential Certificate is valid for five years from date of issuance, after which, it is renewable every five years.

The initial application (\$25), and the renewal application (\$50) may be paid by check/money order or online.

- Pay by check/money order: checks/money orders should be payable to **PA Key**
- Pay online (attach certificate of payment to application):
 - Log in to <https://www.papdregistry.org>.
 - Use left menu to click on Training Calendar.
 - Click on Course Catalog.
 - Enter 111493 for the Initial Application fee or 111494 for the Renewal Application fee in the Course Title, Competency, or Qualification box.

Director Credential Frequently Asked Questions

- Click View Events.
 - Click View Register Online
 - Review information to make sure it is correct and agree to terms and conditions.
 - Add Event to Cart.
 - Click View Cart.
 - Click Check out by adding your payment information.
- The portfolio application (\$525) may be paid by check/money order made payable to **PA Key**.

5. What other documentation should be included in the Director Credential Certificate application packet?

The following documentation should be included with the Director Credential Certificate application:

- Copy of college diploma(s)
- College degree transcripts including your name, university or college, courses, and grades.
- Academic transcript for Director Credential courses including name of college, your name, courses, and grades.
- Experience letter stating your abilities and experience managing or supervising an early childhood or school-age program (This letter must be from someone also in a managerial position in your facility or a STARS representative and must be on official letterhead).

There are specific requirements for documentation for the Portfolio assessment option. For details of the required documentation to be included in the portfolio assessment packet, refer to the Pennsylvania Key website at <http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>.

6. Do I have to take the college approved coursework to be eligible to apply for the Pennsylvania Director Credential Certificate?

Only colleges and universities approved by the PA Key can offer the Pennsylvania Director Credential courses.

7. Is the Pennsylvania Director Credential Certificate good for life or does it need to be renewed at some point?

The Pennsylvania Director Credential Certificate is not good for life. It is valid for five years from the date of the award of the initial certificate; after which it is renewable every five years.

8. Must a director of an accredited program obtain the Pennsylvania Director Credential Certificate?

Director Credential Frequently Asked Questions

Directors of accredited programs are not required to obtain the Pennsylvania Director Credential Certificate for Keystone STARS. Refer to Keystone STARS Standards documents on PA Key website at <http://www.pakeys.org/keystone-stars/> .

9. I have a Director Credential from another state. Is that recognized by PA?

The list of Director Credential programs recognized by NAEYC is posted on the NAEYC website (www.naeyc.org/files/academy/file/AdministratorCredentials.pdf). Pennsylvania will go from the date that credential was issued for a period of 5 years, unless your out-of- state Director Credential has a shorter expiration date. If your state's credential is not listed on the NAEYC website, you will need to take the necessary coursework and meet PA's requirements.

For any additional questions regarding the Pennsylvania Director's Credential, please email dircred@pakeys.org or call 1-800-284-6031, extension 5.