



Pennsylvania Early
Learning Keys to Quality

Director Credential

Initial Application-Practitioner

Effective 6/04/2018

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:

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 > Career Development > Degrees/Credentials. Please contact (800) 284-6031 x5 or email dircred@pakeys.org with any questions.

Please include the following information with your application.

- A non-refundable fee of \$25.00
 - Pay by check or money order: Make payable to PA Key
 - Pay online (**attach certificate of payment to application**):
 - Log into <https://www.papdregistry.org>
 - Use left menu to click on Training Calendar
 - Click on Course Catalog
 - Enter 111493 in the Course Title, Competency, or Qualification box
 - 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
- 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, 3rd Floor
Harrisburg, PA 17101

Email Address

dircred@pakeys.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 (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 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: _____