



Pennsylvania Early
Learning Keys to Quality

Director Credential

Alternative Pathway Application-Practitioner

Effective 10/19/2018

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

1. Complete an Application for the PA Director Credential Alternative Pathway. This application requires that you provide documentation of the following: submit **all** official transcripts to document credit hours and documentation of degree(s) awarded. Transcripts must include the name of the Higher Education Institute, your name, a graduation date, and course names/grades.
2. Completed a 3 Credit course in Admin/Management (related to childcare). Transcript must be submitted if not included in degree(s).
3. If required (see chart below), 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 Early Learning Resource Center (ELRC) or your Certification office.

✓ **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	N/A
Master's in an approved related field; including 30 credit hours in Early Childhood Education/Equivalent Credits*	2 years
Master's in non-related field; including 30 credit hours in Early Childhood Education/Equivalent Credits*	2 years
Accredited Program – Director; including Early Childhood Education Credit Minimum as per Accreditation Standards	As per Accreditation Standards

***For School-age directors, 30 credits may be in Education, excluding Secondary Education**

Directors Enrolled in a Master's Degree Program

Directors who are enrolled in an Early Childhood Education Master's Degree Program meet the PA Director's Credential requirement under the following conditions only:

- a. The PA Director's Credential is embedded in the Master's program;
- b. The director is nine (9) credits into the Master's program, AND
- c. The director develops a waiver with action plan with a minimum of 6 credits completed per year.

Credential Processing Information

The PA Key will process the application and verify supporting documentation. If approved, applicant 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 Key website at:

<http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>

Please contact (800) 284-6031 x5 or email dircred@pakeys.org with any questions.

Renewal Process

If approved, your Director Credential will be valid for 5 years. 90 days prior to the expiration of your Director Credential, you must submit a PA Director Credential Renewal Application. You can find the application at:

<http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>

If your Director Credential is not renewed by the expiration date, it will become expired and your Director Credential will not be valid.

PA Director Credential Alternative Pathway Granted prior to June 30, 2018

Directors who met the Director Credential Alternative Pathway prior to June 30, 2018 will be grandfathered in and will receive a Director Credential certificate at no cost. The Quality Coaches at the Early Learning Resource Centers will provide the PA Key with information on directors who were granted the Director Credential Alternative Pathway. The PA Key will issue Director Credential certificates, which will be valid for 5 years. Ninety (90) days prior to the expiration of the Credential, the director will be required to submit a PA Director Credential Renewal Application.

You can find the application at:

<http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>

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 113896 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) for degrees and 3 credit Admin/Management (related to childcare) course
- Letter documenting years of supervisory/managerial experience (if required)

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 Alternative Pathway, 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

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

- Master's degree in Early Childhood Education *
- Master's degree in an approved related field, including 30 credit hours in Early Childhood Education *
- Master's degree in a non-related field, including 30 credit hours in Early Childhood Education *

Name of accredited college or university: _____

Specify major: _____