

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?

Education

The minimum educational qualification for the award of the Pennsylvania Director Credential is an Associate's 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 coursework and
- 9 ECE credits from the Director Credential coursework from an approved Higher Education Institute

For school-age program candidates, the nine undergraduate credits may be in Education, excluding Secondary Education.

For candidates with a Master's degree without the Director Credential coursework, the Alternative Pathway is an option. See application for details about education and experience requirements at <http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>.

For candidates with at least a Bachelor's degree without the Director Credential coursework, the Portfolio Assessment is an option. See application for details about education and experience requirements at <http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/>.

Experience

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 Initial Director Credential application.

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3. How do I apply for the Director Credential?

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

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 at <http://www.pakeys.org/wp-content/uploads/2017/11/DC-Programs-Rev11.13.17.doc> .

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 coursework.

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.

Option 3: Alternative Pathway

The director or administrator with a Master's degree may apply to obtain the Pennsylvania Director Credential Certificate through the Alternative Pathway option instead of taking the Director Credential coursework.

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

The Pennsylvania Director Credential Initial application, Portfolio Assessment application, Alternative Pathway application, Renewal application and Director Credential Program application for college and universities can be downloaded from the Pennsylvania Key website at <http://www.pakeys.org/get-professional-development/credentials-degrees/director-credential/> .

There is non-refundable application fee for the initial application, portfolio assessment application, alternative pathway 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 and alternative pathway application fee (\$25) and the renewal application fee (\$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):

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- 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, 113896 for the Alternative Pathway Application fee or 111494 for the Renewal Application fee 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.
- The portfolio application (\$525) may be paid by check/money order made payable to **PA Key**.

5. 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.

6. 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.

7. 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.

8. What should I do if my Director Credential certificate has expired?

If your Director Credential certificate has expired, fill out the Director Credential Renewal application and notify your Keystone STARS Quality Coach that you are working on the renewal.

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