RENEWAL OF DIRECTOR QUALIFICATION LETTERS FOR DIRECTORS WHO HOLD A CURRENT FULLY QUALIFIED DIRECTOR LETTER

Per current rules and regulations, DIRECTORS ARE NOT REQUIRED TO TAKE ONGOING COLLEGE COURSEWORK TO RENEW THEIR DIRECTOR QUALIFICATIONS. A director ONLY NEEDS TO SUBMIT A COMPLETED RENEWAL APPLICATION several months prior to the letter's expiration date, so an updated director letter can be issued.

7.702.52,B -- Previously Qualified Large Center Directors

B (1-4)

All individuals who earned an official approval letter between January 1, 2002, and May 31, 2012, from the Department of Human Services, that matches official Department records, are required to take or have taken the following two (2) three (3) semester hour courses.

Both classes must have been completed by May 31, 2012:

- Infant/Toddler Theory and Practice or the Department-approved Expanding Quality Infant/Toddler Training; and,
- The Exceptional Child.

All individuals who earned an official approval letter prior to January 1, 2002:

Both classes must have been completed by May 31, 2012:

- Infant/Toddler Theory and Practice or the Department-approved Expanding Quality Infant/Toddler Training; and,
- The Exceptional Child.

One (1) three (3) semester hour course must be completed every two (2) years, with the first (1st) class completed by May 31, 2014, the second (2nd) class completed by May 31, 2016, and the third (3rd) class completed by May 31, 2018:

- Early Childhood Guidance Strategies or Pyramid Plus Training;
- Early Childhood Health, Nutrition, and Safety;
- Administration: Human Relations for Early Childhood Professions.

A completed renewal application and sealed official transcripts from a regionally accredited college or university shall be submitted to the State Department within thirty days of completing each course until all coursework is completed. All accepted college coursework grades must be a "C" or better.
### 7.702.52 Large Center Director Qualifications

The educational requirements for the director, assistant director, or substitute director of a large child care center must be met by satisfactorily completing the following ten (10) class subject or content areas from a regionally accredited college or university. Sealed official college transcripts must be submitted to the Department for evaluation of qualifications.

Director candidates must meet **ONE** of the following Section A options.

<table>
<thead>
<tr>
<th>A (1)</th>
<th>All individuals with a Bachelor’s or Master’s degree with a major emphasis in child development, early childhood education, early childhood leadership, or early childhood special education, and all other individuals submitting official transcripts for evaluation and/or completion of necessary college coursework, must complete the following ten (10) three (3) semester hour courses (all course hours are given in semester credit hours, but equivalent quarter hours are accepted):</th>
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<tbody>
<tr>
<td>a.</td>
<td>Introduction to Early Childhood Professions;</td>
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<tr>
<td>b.</td>
<td>Introduction to Early Childhood Lab Techniques;</td>
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<td>c.</td>
<td>Early Childhood Guidance Strategies for Children or the Pyramid Plus Training</td>
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<td>d.</td>
<td>Early Childhood Health, Nutrition, and Safety;</td>
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<td>e.</td>
<td>Administration of Early Childhood Care and Education Programs;</td>
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<td>f.</td>
<td>Administration: Human Relations for Early Childhood Professions or Introduction to Business;</td>
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<td>g.</td>
<td>Early Childhood Curriculum Development;</td>
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<td>h.</td>
<td>Early Childhood Growth and Development.</td>
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</table>

Effective May 31, 2011, the following two (2) three (3) semester hour college courses, in addition to the courses listed above (Section 7.702.52, A, 1), must be taken from a regionally accredited college or university in each of the following subject or content areas for a total of thirty (30) semester hours:

| a. | The Exceptional Child; |
| b. | Infant/Toddler Theory and Practice or the Department-approved Expanding Quality Infant/Toddler Training. |

| A (2) | Completion of a course of training approved by the State Department that includes course content listed at Section 7.702.52,A will be accepted to fulfill specific coursework requirements. In addition, the experience listed at Section 7.702.52, C, must be met. |

| A (3) | Completion of the Colorado Advanced Assessment Test (FORMERLY CALLED THE CHALLENGE TEST), through the Colorado Office of Professional Development, with a score of eighty percent or better, fulfills the entire coursework requirement of ten (10) completed classes. |
Official Transcripts, Course of Trainings, and Accepted Grades

B (2)
Sealed official transcripts from a regionally accredited college or university shall be submitted to the State Department within thirty days of completing each course until all coursework is completed. Directors of public school preschools must attend a Department-approved course of training in nutrition, and implementation of rules regulating child care.

B (3)
All accepted college coursework grades must be a "C" or better.

7.702.52, C, Large Center Director Qualifications EXPERIENCE OPTIONS

One option must be meet:

C (1-6)

The experience requirements for the director of a large center must be met by completion of the following amount of work experience in a child development program, which includes working with a group of children in such programs as a preschool, child care center, kindergarten, or Head Start program. Please note that an early childhood field is any of the following: child development, early childhood education, early childhood leadership, or early childhood special education.

(1) Persons with Bachelor's or Master's degree with a major emphasis in an early childhood field, no experience is required.

(2) Persons with a 2-year college degree in an early childhood field must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.

(3) Persons with a Bachelor's degree in a non-early childhood field, and completion of courses specified in Sections 7.702.52, A, 1-2, must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.

(4) Persons who have no degree but have completed the 30 semester hours specified in Section 7.702.52,A,1, must have 24 months (3,640 hours) of verified experience working directly with children in a child development program.

(5) Verified experience acquired in a licensed family child care home or school-age child care center may count for up to half of the required experience for director qualifications (1,820 hours). To have family child care home experience considered, the applicant must be or have been the licensee. The other half of the required experience (1,820 hours) must have been acquired by working directly with children, ages 0 – 5, in a child development program.

(6) Experience working with five (5) year olds must be verified as follows:

a. If experience caring for five (5) year old children occurred in a child care center classroom, the hours worked shall be counted as preschool experience;

b. If experience caring for five (5) year old children occurred in an elementary school program, the hours worked shall be counted as school-age experience.