



1. What is Pennsylvania Director Credential Program?

The Pennsylvania Director Credential is designed to provide a standard by which to measure the program and fiscal management and leadership abilities of early childhood and school-age directors and administrators. It is also a requirement of Keystone STARS continuous quality assurance program at the STAR three level. There are eight core knowledge areas and forty-nine learning objectives for the Director Credential. Directors and administrators who do not participate in the Keystone STARS program may take the Director Credential course.

2. Where can I find approved Director Credential programs?

All approved higher education institutions and professional development organizations that offer the Pennsylvania Director Credential program are listed in the appendix section of the Director Credential Policies and Procedures manual which can be downloaded from PA Key website. www.pakeys.org.

3. What educational background and experience qualifies me to obtain the Pennsylvania Director Credential?

You may have an Associate's, Bachelor's or above degree in Early Childhood Education, or an approved related or non-related field.

- Directors/supervisors with Bachelor's degree in ECE require one year of documented supervisory/administrative experience in early childhood or school-age program.
- Directors/supervisors with Bachelor's degree in an approved related field require two years of documented supervisory/administrative experience in early childhood or school-age program.
- Directors/supervisors with a Bachelor's degree in a non-related field require three years of documented supervisory/administrative experience in early childhood or school-age program.
- Directors/supervisors with an Associate degree in Early Childhood Education require three years of documented supervisory/administrative experience in early childhood or school-age program.
- Directors/supervisors with an Associate degree in a related field require four years of documented supervisory/administrative experience in early childhood or school-age program.
- Directors/supervisors with an Associate degree in non-related field require five years of documented supervisory/administrative experience in early childhood and school-age program.

4. How many Early Childhood Education (ECE) credits do I need to document in my application to obtain the Pennsylvania Director Credential?

- If your degree is in Early Childhood Education (ECE) you do not need further documentation of ECE credits.
- For all others, except school-age directors/supervisors, documentation of 18 ECE credits is required.
- For school-age directors/supervisors, the 18 credits may be in Education, excluding Secondary Education.

5. What kind of documentation do I need to include in my Director Credential application package?

You must include the following in your Director Credential application package:

- A copy of college degree
- College transcripts
- Transcript or certificate showing completion of Director Credential or Advanced coursework
- Verification of supervisory/administrative experience in an early childhood or school-age program
- \$25:00 non-refundable Director Credential application fee, payable to PA Key.

6. Is there an application fee for the Pennsylvania Director Credential?

Yes, there is a \$25:00 non-refundable application processing fee, made payable to PA Key.

7. Where can I find additional information on the Pennsylvania Director Credential?

You can find additional information on PA Key website, www.pakeys.org. The following Director Credential documents can be downloaded from PA key website:

- Pennsylvania Director Credential Policies and Procedures
- Pennsylvania Director Credential Portfolio Assessment Policies and Procedures
- PA Director Credential Application
- PA Director Credential Portfolio Assessment Application
- PA Director Credential Renewal Application.

8. Do I have to take course worked to apply for a Directors Credential?

No. Experienced directors and administrators who may have already fulfilled the learning objectives and competencies for the Pennsylvania Director Credential program through education (Bachelors degrees or above) and experience in the field, may apply to submit a portfolio for assessment instead of taking the Director Credential course. Directors and administrators desiring not to take the course must meet the Director Credential Portfolio

Assessment requirement before submitting their portfolio for assessment. Directors and administrators applying for portfolio assessment must follow closely the steps outlined in the Director Credential Portfolio Assessment Policies and Procedures document which can be downloaded from PA Key website, www.pakeys.org.

9. What are the options, if any, for obtaining the Pennsylvania Director Credential?

Qualified directors, administrators or supervisors of children's program in Pennsylvania seeking to obtain the Pennsylvania Director Credential have some options for achieving the requirements of the Director Credential. These individuals may obtain the Director Credential in one of two ways:

I. COURSE WORK

Take college credit courses from a director credential higher education institution or approved community-based professional development organization whose program course work articulates for credit by a director credential approved college. **(See PA Key website www.pakeys.org for approved institutions)**

- a. Directors with Associate degrees are required to enroll in the Director Credential courses that are offered
 - i. for college credit, or
 - ii. must articulate for college credit.
- b. Directors with Bachelors degrees or above
 - i. may take the Director Credential either for college credit, or for non-credit
 - ii. may earn the Director Credential through a portfolio assessment instead of taking the Director Credential course.

II. PORTFOLIO

Submit a portfolio for assessment to PA Key. See PA Director Credential Portfolio Policies and Procedures for information on this option.

10. Do I have to take the Director Credential course for credit or non-credit?

- a. Directors with Associate degrees are required to enroll in the Director Credential courses that are offered
 - i. for college credit, or
 - ii. must articulate for college credit.
- b. Directors with Bachelors degrees or above
 - i. may take the Director Credential either for college credit, or for non-credit
 - ii. may earn the Director Credential through a portfolio assessment instead of taking the Director Credential course.

11. Where can I obtain the Pennsylvania Director Credential applications?

The Pennsylvania Director Credential applications are posted on PA Key website, www.pakeys.org. The applications can be downloaded from the website or you may call 1-717-213-2064 for application to be faxed or mailed to you.

12. If I earned my Pennsylvania Director Credential prior to July 1, 2006 when it was called Director Core Certificate, do I have to apply for the certificate again?

No, you do not have to apply for a new certificate with the new title, Pennsylvania Director Credential. The Director Core Certificate you obtained prior to July 1, 2006 is also valid.

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

The Director Credential is valid for five years from the date of award of the initial credential, after which it is renewable every five years. The Director Core Certificate (now Director Credential) awarded prior to July 1, 2006 will need to be renewed as Director Credential by June 30, 2010.

14. How do I go about renewing my Pennsylvania Director Credential?

The Pennsylvania Director Credential is renewable every five years, starting from the date of first issuance. Guidelines on how to renew the Director Credential is on the Director Credential Policies and Procedures Manual which can be downloaded from PA Key website, www.pakeys.org.

15. If I am a director of an accredited program, must I obtain the Pennsylvania Director Credential to maintain a STAR 4 ?

No. Directors of accredited programs are not required to obtain the Pennsylvania Director Credential. Refer to Keystone STARS Standards documents for more information.