



**Vermont Early Childhood and Afterschool Program Director Credential
Application for STEP 3 Program Director Credential Certificate**

Please submit this application with your Program Director Portfolio and your check to VCCICC for \$60.00

Name _____ BFIS Quality and Credential ID# _____

Mailing Address _____

Email _____ Program name: _____

Home Phone: _____ Business: _____ Cell : _____

Section 1 – General Information:

- Type of program where you are currently employed: Center-based Home-based Afterschool
- Is your program in STARS? No In process Yes, we currently have _____ STARS
- Specify any accreditations (NAEYC, NAFCC, COA) _____
- Please select your reason for applying for this credential (choose as many as apply):

Required for my job Recognition To learn more about being a Program Director Increase pay or bonus

For STARS status To become a Program Director Other _____

Section 2 - Experience:

The Program Director Credential requires applicants to have:

- a) a minimum of 1 year of direct care experience in an early childhood or afterschool program, AND
- b) a minimum of 2 years of administrative experience as a program director, OR 3 years of supervised administrative experience as an assistant or in training.

• In the chart below, please name your **current place of employment** and include the **total months/years** you have worked there and in the last box, **your role** (for example, a teacher or teaching assistant would write, “Direct Care” and a director would write “Administration,” an assistant director would write, “Administration with Supervision”).

• Please continue filling in the chart with the name of any previous home-based or center-based programs you were employed at and include total months/years you were employed there and your role.

Role(s): Direct Care
Administration
Administration (Supervised)

	Program Name and Location:	Total Months/Years:	Administration (Supervised)
Current Employer:			
Previous Employer:			
Previous Employer:			

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Section 3 – Program Director Step 3 Course Requirements :

- Credential applicants are required to complete the following coursework, and must complete Steps 1 and 2 before being issued the credential. Please write the date of achieving your Step 1 and 2 certificates:

Step 1: Successful completion of approved coursework or its equivalent in Child Development, Curriculum and Program Management.

Step 1 Certificate Date: _____

Step 2: Successful completion of approved coursework or its equivalent in Leadership, Mentoring and Supervision, Human Resources Management, and Legal and Financial Issues.

Step 2 Certificate Date: _____

Step 3: Successful completion of the Culminating Seminar for Early Childhood and Afterschool Program Directors. Please include a copy of your college transcript for this course in your portfolio. You must request this from the College Registrar.

- I have already sent my transcript to Northern Lights to be entered into my BFIS Credential account

Section 4 – Regulatory Standing:

- My program, or the program with which I am employed: (choose one)

Is in good regulatory standing with the Child Development Division, which means that I also certify that within the past twelve months all regulatory violations are corrected, no Parental Notification letter/s violations have been issued and the program does not have a pattern of repeated regulatory violations with the CDD.

OR

Has received the following violations, but no Parental Notification Letter/s violations have been issued in the past 12 months. *I have attached a statement detailed the violations(s) and what I am personally doing to make sure the violations do not happen again.*

- **With your signature, you attest to the truth and accuracy of the information provided in this application.**

Printed Name: _____

Signature _____ Date _____

Please send your application and supporting documents to:

Amelia Struthers, Coordinator, Northern Lights Career Development Center
Community College of Vermont, 307 South Street, Springfield, VT 05156
QUESTIONS: amelia.struthers@ccv.edu OR 802-885-8374

For Office Use Only:

Date application received _____

College issued transcripts included: Yes No

Tracking sheet updated _____

Used Course Equivalency: Yes No

Certificate date _____ Entered in PDC database _____

Revised 10-18-2016