

7.702.42 Director Qualifications - Large Child Care Center

A. The educational requirements for the director or substitute director of a large center must be met by satisfactory completion of one of the following. (All course hours are given in semester hours, but equivalent quarter hours are acceptable.) Official college transcripts must be submitted to the Department for evaluation of qualifications.

1. A Bachelor degree in early childhood education from a regionally accredited Colorado college or university; or,
2. A current early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; or,
3. A master's degree with a major emphasis in child development, Early Childhood Education, Early Childhood Special Education; or,
4. Completion of all of the following three (3) semester hour courses from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas:
 - a. Introduction to early childhood professions;
 - b. Introduction to early childhood lab techniques;
 - c. Early childhood guidance strategies for children;
 - d. Early childhood health, nutrition, and safety;
 - e. Administration of early childhood care and education programs;
 - f. Administration: human relations for early childhood professions or introduction to business;
 - g. Early childhood curriculum development;
 - h. Early childhood growth and development.
 - i. The exceptional child; and,
 - j. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training;or,
5. Completion of a course of training approved by the Department that includes course content listed at

Section 7.702.42, A, 3, a-j, and experience listed at Section 7.702.42, B.

B. 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:

1. Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, early childhood special education, or an early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; no additional experience is required.
2. Persons with a 2-year college degree in early childhood education 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 and completion of courses specified in Sections 7.702.42, A, 3, a-j, 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 thirty (30) semester hours specified in Section 7.702.42, A, 3, a-j, must have twenty-four (24) months (3,640 hours) of verified experience working directly with children in a child development program.

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

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

- a. If experience caring for five year old children occurs in a child care center classroom, the hours worked shall be counted as preschool experience; or,
- b. If experience caring for five year old children occurs in an elementary school program, the hours worked shall be counted as school-age experience.

C. Renewal of Large Center Director Qualifications Letter

1. All individuals holding a valid approval letter for director qualifications from the Department of Human Services, who have not completed the required courses in each of the following subject or content areas, must take one course every two (2) years from a regionally accredited college or university at a two year, four year or graduate level. Official transcripts listing completion of one (1) or more of the five (5) courses shall be submitted to the Colorado Department of Human Services within thirty calendar days of completing each course until all five (5) courses have been completed in:

- a. Early childhood guidance strategies;
- b. Early childhood health, nutrition and safety or child nutrition; **CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules**
- c. The exceptional child;
- d. Infant/toddler theory and practice; or expanding quality in infant and toddler training; and,
- e. Administration: human relations for early childhood professions.

2. Except individuals holding an early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education, directors meeting all large center director requirements in Section 7.702.42, A, in centers operating more than six (6) hours a day must complete a three (3) semester credit hour course from a regionally accredited college or university every five (5) years in a subject related to the operation of a center and must be able to demonstrate the relationship of the course taken to the operation of the center.

3. The renewal application and the official transcripts must be submitted to the Department. The renewed director letter shall expire five (5) years from approval of the renewal application.

D. Revocation of Large Center Director Letter

1. Large center directors must have a current director qualifications letter issued by the Department prior to working as the director of a large center.

2. Director letters must be renewed prior to the expiration date or the letter becomes void; thus, this person no longer qualifies as a large center director.

3. At the time of renewal for a director letter, education and experience must be verified to ensure qualifications are met.

4. Persons may be denied an original or renewal of a director letter; a director letter may be revoked if substantial evidence has been found that the director is responsible for one or more of the following at any child care facility, including, but not limited to:

- a. Committing fraud;
- b. Responsible for egregious or repetitive grounds for negative licensing actions;
- c. Providing false information;
- d. Providing false transcripts for self or staff; or,
- e. Providing false letters of experience for self or staff.

5. Persons who have had a director letter revoked or denied for the reasons listed in Section 7.702.42, D, 4, a-e, may submit a new application for consideration after a period of two (2) years from the date of denial or revocation.

6. A person issued a new director letter after a denial or revocation shall receive a provisional letter for no less than nine (9) months. After the provisional period has been completed, a new application may be submitted for consideration of a five (5) year time

7. Persons whose director letter has been denied or revoked for the reasons listed in Section 7.702.42, D, 4, a-e, may file an appeal in the same manner as a request for waiver, as specified in Section 7.701.13 "General Rules for Child Care Facilities".

E. Substitute Director Requirements

1. At all times, every large child care center must have a substitute director that meets all of the requirements for director as listed at Section 7.702.42, A and B. When the director of the large child care center cannot be present sixty percent (60%) of any day the center is in operation, the equally qualified substitute director must substitute for the director. In an emergency situation, when the equally qualified director substitute cannot be present, an individual that does not meet all of the director educational and experience requirements may substitute for the director for a maximum of two (2) weeks per calendar year if they meet one or more of the following requirements:

- a. At least one year of experience as an early childhood teacher at the center;
- b. A Bachelor of Arts or Bachelor of Science in the human services field; OR,
- c. Qualification as an early childhood teacher and completion of at least half of the required coursework for director qualifications including the two (2) administration classes; administration of early childhood care and education programs and administration; human relations for early childhood professions.

2. Whenever the director of a drop-in child care center cannot be present fifty percent (50%) of any day the center is in operation, a substitute that meets one of the following qualifications must be present:

- a. At least one (1) year of experience as a qualified early childhood teacher at the drop-in child care center;
- b. Eighteen (18) months of experience as a qualified early childhood teacher with children less than twelve (12) years of age and at least six (6) months experience at the drop-in child care center;
- c. A Bachelor of Arts or Bachelor of Science degree from a regionally accredited college or university in the human services field; or,
- d. Qualification as an early childhood teacher and completion of at least half of the required coursework for director qualifications, including one of the administration classes.

7.702.43 Director Qualifications - Small Child Care Center

A. The director or substitute director of a small center must have completed one of the following:

1. A current professional teaching license issued by the Colorado Department of Education with an endorsement in the area of early childhood education or early childhood special education.;
2. A current early childhood professional Credential Level III Version 2.0 as determined by the Colorado Department of Education; *CODE OF COLORADO REGULATIONS 12 CCR 2509-8 Social Services Rules*

3. Three (3) years' satisfactory experience in the group care of children less than six (6) years of age (5460 hours) and at least two (2) 3-semester hours from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas in early childhood education; one of the courses must be either introduction to early childhood education or guidance strategies;

4. Two (2) years' college education (sixty semester hours) at a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas with at least two (2) 3-semester-hour courses in early childhood education; one of which must be either introduction to early childhood education or guidance strategies; and one (1) year (1820 hours) of satisfactory experience in the group care of children less than six (6) years of age;

5. Current certification as a Child Development Associate (CDA) or other Department-approved credential; or,

6. A two (2) year college degree in child development or early childhood education from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas that must include at least one 3-semester hour course in either introduction to early childhood education or guidance strategies and six (6) months (910 hours) satisfactory experience in the group care of children less than six (6) years of age.

B. Satisfactory experience includes all options listed at Section 7.702.42, B.