

Florida Director's Credential Information

INITIAL

Director's Credential plus both (1 and 2) of the following and ONE level (levels will affect renewal) from below:

1. Active [Staff Credential](#)

2. **Core Requirements:**
 - a. High school diploma or G.E.D
 - b. 30 hour Part 1 Department of Children and Families (DCF) [Introductory Child Care Training](#)
 - c. 8 hours of in-service training regarding children with disabilities (DCF's Special Needs Appropriate Practices course will meet this requirement.)

3. **Level 1:**
 - a. Core Requirements
 - b. Completion of an approved ["Overview of Child Care Management" course](#) or a Director Credential issued by another state

4. **Level 2:**
 - a. Core Requirements
 - b. Completion of an approved ["Overview of Child Care Management" course](#) or a Director Credential issued by another state
 - c. Minimum of **ONE** year experience as on-site child care director in a licensed child care facility or a child care facility that is legally exempt from licensure. Documentation includes a letter from the owner of the facility or a copy of the facility license.

5. **Level 3:**
 - a. Core Requirements
 - b. Minimum of **ONE** year experience as on-site child care director in a licensed child care facility or a child care facility that is legally exempt from licensure. Documentation includes a letter from the owner of the facility or a copy of the facility license.

AND

- c. **ONE** of the following:
 - i. an approved ["Overview of Child Care Management" course](#) (course may be substituted by successfully completing a three credit college level course in Child Care Administration, Business Administration, or Education Administration, if all other requirements are met.)
 - ii. Director Credential issued by another state

AND

- d. Complete **ONE** of the following:

- i. Associates Degree or higher
- ii. At least **TWO** three college credit courses in one of the following curriculum areas:
 1. Child Care and Education Organizational Leadership
 2. Child Care Educational Financial and Legal Issues
 3. Child Care Education Programing

RENEWAL

Director's Credential Renewal:

If they did their original Director's Credential with level 1 requirements and **DO NOT WANT** to renew for a higher level (stay at level 1), they need **BOTH**:

- a. active Staff Credential (or whatever it was they used for that portion, must renew CDA Credential if that is what they used, if they did FCCPC, they can do the FCCPC renewal training)
- b. 45 CEU's (CDA Renewal training would count)

If they did their original Director's Credential and **WANT** to renew for a higher level (**level 2**), they need **ALL**:

- c. One Year Experience as an active, onsite director,
- d. Active Staff Credential (or whatever it was they used for that portion, must renew CDA Credential if that is what they used, if they did FCCPC, they can do the FCCPC renewal training)
- e. 45 CEU's (CDA Renewal training would count)

If they did their original Director's Credential and **WANT** to renew for a higher level (**level 3**), they need **ALL**:

- f. Two or more years' experience as an active, onsite director
- g. Active Staff Credential (or whatever it was they used for that portion, must renew CDA Credential if that is what they used, if they did FCCPC, they can do the FCCPC renewal training)
- h. 45 CEU's (CDA Renewal training would count)