MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SECTION FOR CHILD CARE REGULATION

CHILD CARE WORK EXPERIENCE

Send to: Section for Child Care Regulation
Director Certification
PO Box 570
Jefferson City, MO 65102

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INSTRUCTIONS

- This form is used to document a director applicant's child related work experience needed to meet licensing rules.
- The experience must have been responsible, supervisor, full-time (a minimum of 35 hours per week), paid experience in working with children in a child care setting. Part time experience may be prorated.
- Each month of full-time experience may be substituted for two (2) college semester hours in unspecified courses but **NOT for the required child related courses.**
- In-home experience must have been in a licensed family home. Facility DVN must be provided.
- Foster care and administrative work does not count toward experience credits.
- A Child Care Work Experience form must be submitted for each facility/employer.

NAME OF APPLICANT	SOCIAL SECURITY NUMBER		
NAME OF FACILITY/EMPLOYER	FACILITY DVN (LICENSE NUMBER)		
FACILITY ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR NAME	FACILITY TELEPHONE NUMBER ( )		
APPLICANT JOB TITLE	AGES OF CHILDREN SERVED		

DATE(S) OF EMPLOYMENT (DAY/MONTH/YEAR)

FROM: _____ / _____ / _____ TO: _____ / _____ / _____

NUMBER OF HOURS PER WEEK	NUMBER OF MONTHS PER YEAR

EMPLOYEE'S JOB DUTIES

THE INFORMATION SUBMITTED ON THIS FORM IS TRUE AND ACCURATE.

SIGNATURE OF APPLICANT	PRINTED NAME	DATE