



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
 SECTION FOR CHILD CARE REGULATION  
**CENTER DIRECTOR/GROUP CHILD CARE HOME  
 PROVIDER CERTIFICATION REQUEST**

Send to: Section for Child Care Regulation  
 Director Certification  
 P.O. Box 570  
 Jefferson City, MO 65102  
 CCDirectors@health.mo.gov

**TO BE COMPLETED BY APPLICANT**

APPLICANT'S NAME		NAME ON SUPPORTING DOCUMENTS (IF DIFFERENT)		SOCIAL SECURITY NUMBER	
APPLICANT'S STREET ADDRESS			CITY	STATE	ZIP CODE
APPLICANT'S TELEPHONE NUMBER	DATE OF BIRTH / /	APPLICANT'S EMAIL ADDRESS (if provided, certification will be emailed.)			

**SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THIS REQUEST (CHECK ALL THAT APPLY)**

EDUCATION:

- OFFICIAL TRANSCRIPT (NOT A COPY) FROM AN ACCREDITED COLLEGE OR UNIVERSITY. (Electronic transcripts must be sent directly to SCCR by the college or university to CCDirectors@health.mo.gov. If you would like your transcript(s) returned, please enclose a self-addressed stamped envelope. Transcripts will only be returned if applicant is approved for 100 or more children.)
- COPY OF CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL.
- COPY OF YOUTH DEVELOPMENT CREDENTIAL.
- COPY OF MISSOURI TEACHING CERTIFICATE: EARLY CHILDHOOD AND/OR THROUGH FOURTH GRADE.

OR

- MISSOURI PROFESSIONAL DEVELOPMENT (MOPD) REGISTRY.  
Provide MOPD ID: \_\_\_\_\_

CHILD CARE WORK EXPERIENCE IF NEEDED TO MEET RULE:

- CHILD CARE WORK EXPERIENCE FORM (DHSS CCR-71-A).

SIGNATURE OF APPLICANT	DATE
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**SCCR OFFICE USE ONLY**

**EVALUATION**

CHILD-RELATED COLLEGE CREDITS	TOTAL COLLEGE CREDIT AND EXPERIENCE
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**CERTIFICATION**

**BASED ON THE INFORMATION RECEIVED, IN ACCORDANCE WITH LICENSING RULE 19 CSR 30-62.102(2)(B)3.B. THE SCCR HAS DETERMINED THAT THE ABOVE-NAMED APPLICANT:**

- MEETS EDUCATION/EXPERIENCE REQUIREMENTS TO BE A CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER OF A FACILITY THAT HAS A LICENSED CAPACITY OF UP TO –
 

20 CHILDREN	60 CHILDREN	99 CHILDREN	100 OR MORE CHILDREN
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- DOES NOT MEET THE EDUCATION/EXPERIENCE REQUIREMENTS TO BE A CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER FOR THE FOLLOWING REASONS:
 

TRANSCRIPTS NOT OFFICIAL	LACKS MINIMUM TOTAL CREDITS
SUPPORTING DOCUMENTATION NOT RECEIVED	LACKS MINIMUM CHILD-RELATED CREDITS

SIGNATURE OF SCCR REVIEWER	DATE
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**NOTE: To maintain confidentiality, the contents and status of this application will be discussed with the APPLICANT ONLY.**

## EXPLANATION OF QUALIFICATIONS

Licensing rules require a center director to have the following education/work experience qualifications:

LICENSED CAPACITY	EDUCATION AND EXPERIENCE
Up to 20 Children	Thirty (30) college semester credits, with six (6) of the thirty (30) credits in child-related courses; or twelve (12) months' experience with six (6) college semester credits in child related courses; or a CDA credential; or a Youth Development Credential.
21-60 Children	Sixty (60) college semester credits. Twelve (12) of the credits must be in child-related courses; or twenty-four (24) months' experience and twelve (12) college semester credits in child-related courses.
61-99 Children	Ninety (90) college semester credits. Eighteen (18) of the ninety (90) credits must be in child-related courses; or thirty-six (36) months' experience and eighteen (18) college semester credits in child-related courses.
100 or More Children	One hundred twenty (120) college semester credits. Twenty-four (24) of the one hundred twenty (120) credits must be in child related courses. Six (6) of the twenty-four (24) college semester credits may include courses in business or management; or four (4) years' experience and twenty-four (24) college semester credits in child-related courses. Six (6) of the twenty-four (24) college semester credits may include courses in business or management.

The group child care home provider shall have at least thirty (30) college semester hours, with six (6) of the thirty (30) hours in child-related courses; or twelve (12) months experience and six (6) college semester hours in child-related courses; or a CDA Credential; or a Youth Development Credential.

### EVALUATION OF EDUCATIONAL BACKGROUND:

- Only **official** transcripts, from an **accredited** college or university will be accepted. To check the accreditation status of an institution, visit <http://ope.ed.gov/accreditation/>.
- The required courses may include child related courses in early childhood education, elementary education, child development, child psychology, nutrition, first aid, recreation, nursing, health, marriage and family, social work, sociology, or other related areas as approved by the Department. The Department makes the final determination on accepted courses.
- CEUs will not count toward college semester hours.
- Copy of a Child Development Associate (CDA) certificate issued by the Council for Professional Recognition. For information on this certification visit <http://www.cdacouncil.org/>.
- Copy of a Youth Development Credential (YDC) issued by the Missouri School Age Community Coalition (MOSAC2). For information on this certification visit <http://mosac2.org/ydc/ydc.html>.
- Teaching certificates must be issued by Missouri and include certification for Early Childhood Education and/or Elementary Education. Substitute teaching certificates will not be accepted. Teaching certificates meeting these qualifications will qualify the applicant for the licensed capacity of 100 or more children.
- **The MOPD Registry** tracks child care clock hours, education, work experience, First Aid and CPR certifications, and other professional development for child care professionals. Individuals enrolled in the MOPD Registry who have submitted official college or university transcripts to OPEN for evaluation may provide their MOPD ID in lieu of submitting official transcripts to SCCR. By providing your MOPD ID, you are giving SCCR permission to view your professional development history that has been entered and confirmed by OPEN Initiative. SCCR will not combine information obtained through OPEN with additional documentation submitted to SCCR to make a determination. If your individual registry does not contain your entire portfolio, you will need to submit official transcripts from any and all college or universities you wish to have considered.

### EVALUATION OF WORK EXPERIENCE:

- Child Care Work Experience (DHSS CCR-71-A) is used to document a center director/group child care home provider applicant's child related work experience needed to meet licensing rules.
- This form documents job title and duties, beginning and end dates of employment, full-time or part-time, number of hours worked per week, number of months worked per year, name, and title of supervisor.
- The experience must have been responsible, supervised, 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 college semester hours in unspecified courses but NOT count 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.

**For additional information please visit <http://health.mo.gov/safety/childcare/director.php>, call (573) 751-2450, or email us at [CCDirectors@health.mo.gov](mailto:CCDirectors@health.mo.gov).**