



Large Center Director Verification Worksheet

**Must complete ONE of the following options below to meet Large Center Director qualifications
and submit a digital application through the PDIS website: <https://www.coloradoshinespdis.com/s/login/>**

7.702.43 A Large Center Directors must have a current Director qualification letter or certificate issued by the Department or a current Early Childhood Professional Credential Level 3 or higher in version 3.0	Copy or Director letter/certificate or copy of current Early Childhood Professional Credential	The Department <i>will</i> accept the purple Director letters with expiration date stickers until expiration date The Department <i>will</i> accept Early Childhood Professional Credentials Version 2.0 until expiration date The Department <i>will</i> accept Director Certificates or Credential Certificates issued by PDIS and located in their PDIS account
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Qualification	Verification	Experience Letter	Specific Requirements
7.702.43 B, 1 All individuals with a Bachelor's, Master's, or Doctorate degree in: a. Child Development; b. Child Psychology; c. Early Childhood Education; d. Early Childhood Special Education; e. Educational Leadership and Administration; f. Elementary Education; g. Family and Human Development; h. Family Studies; or, i. Special Education, from an accredited college or university are considered fully director qualified	Official Transcripts *Sent directly from the Registrar's Office by secure email or in a sealed envelope to the <i>applicant</i> . Applicant uploads official transcript into application.	N/A	Transcripts must be official and verifiable to be accepted by the Department Degree must be awarded or conferred on the Official Transcript Diplomas are not accepted in place of Official Transcripts- The Department must be able to review coursework completed during degree program
7.702.43 B, 2 Persons with no degree must have completed all of the thirty (30) semester credit hours/ten (10) required three (3) semester hour courses from an accredited college or university <i>and</i> obtain the required amount of experience	Official Transcripts *Sent directly from the Registrar's Office by secure email or in a sealed envelope to the <i>applicant</i> . Applicant uploads official transcript into application. The verifiable experience must: -Include director work with young children and families -Include direct work in an early care and education setting -Be verifiable and in the care and supervision of four (4) or more children less than age eight (8) -Not be related to the individual Experience verification letters must: -Be on company letterhead -Include the ages of children worked directly with -State the ages of children worked directly with (exclude children over age 8) -Include verifiable information such as date, date of employment, role, contact information of employer -Be signed by the Director, Owner or HR Representative	Six (6) months equating to 910 hours of verified experience	All accepted college coursework grades must be a "C" or better. 7.702.43, B, 2 a. Intro to ECE b. Intro to Early Childhood Professions/Lab Techniques c. Guidance Strategies -or- Department approved Colorado Pyramid Plus Approach Training d. Health, Safety and Nutrition e. Admin of ECE Programs f. Admin: Human Relations or Intro to Business g. Curriculum Development: Methods and Techniques h. Child Growth and Development i. The Exceptional Child j. Infant and Toddler Theory and Practice -or- Department Approved Expanding Quality Infant/Toddler Training (EQIT)

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<p>7.702.43 B, 3</p> <p>Completion of a course of training approved by the Department that includes course content listed at Section 7.702.43 B, 1; and experience listed at Section 7.702.43 C.</p>	<p>Copy of the current and verifiable document/s</p>	<p>May be required based on the course of training</p>	<p>Examples include a current Colorado Department of Education CDE Teacher License with corresponding endorsement</p> <p>Course of training must be previously verified and approved by the Department</p>
<p>7.702.43 C, 2</p> <p>Persons with an Associate's degree in ECE or Child Development must have completed the ten (10) required ECE courses or equivalent courses listed at 7.702.43 B, 2 <i>and</i> obtain the required amount of experience</p>	<p>Official Transcripts</p> <p>*Sent directly from the Registrar's Office by secure email or in a sealed envelope to the applicant. Applicant uploads official transcript into application.</p>	<p>Verifiable experience letters showing at least three (3) months equating to 455 hours of experience</p>	<p>All accepted college coursework grades must be a "C" or better.</p> <p>7.702.43,B, 2</p> <p>a. Intro to ECE</p> <p>b. Intro to Early Childhood Professions/Lab Techniques</p> <p>c. Guidance Strategies -or- Department approved Colorado Pyramid Plus Approach Training</p> <p>d. Health, Safety and Nutrition</p> <p>e. Admin of ECE Programs</p> <p>f. Admin: Human Relations or Intro to Business</p> <p>g. Curriculum Development: Methods and Techniques</p> <p>h. Child Growth and Development</p> <p>i. The Exceptional Child</p> <p>j. Infant and Toddler Theory and Practice -or- Department Approved Expanding Quality Infant/Toddler Training (EQIT)</p>
<p>7.702.43 C, 3</p> <p>Persons with a Bachelor's degree in an unrelated field must have completed the thirty (30) semester credit hours/ten (10) required three (3) semester hour courses from an accredited college or university <i>and</i> obtain the required amount of experience</p>	<p>Official Transcripts</p> <p>*Sent directly from the Registrar's Office by secure email or in a sealed envelope to the <i>applicant</i>. Applicant uploads official transcript into application.</p> <p>The verifiable experience must:</p> <ul style="list-style-type: none"> -Include director work with young children and families -Include direct work in an early care and education setting -Be verifiable and in the care and supervision of four (4) or more children less than age eight (8) -Not be related to the individual <p>Experience verification letters must:</p> <ul style="list-style-type: none"> -Be on company letterhead -Include the ages of children worked directly with -State the ages of children worked directly with (exclude children over age 8) -Include verifiable information such as date, date of employment, role, contact information of employer -Be signed by the Director, Owner or HR Representative 	<p>Three (3) Months of Experience equating to 455 hours of verified experience</p>	<p>All accepted college coursework grades must be a "C" or better.</p> <p>7.702.43,B, 2</p> <p>a. Intro to ECE</p> <p>b. Intro to Early Childhood Professions/Lab Techniques</p> <p>c. Guidance Strategies -or- Department approved Colorado Pyramid Plus Approach Training</p> <p>d. Health, Safety and Nutrition</p> <p>e. Admin of ECE Programs</p> <p>f. Admin: Human Relations or Intro to Business</p> <p>g. Curriculum Development: Methods and Techniques</p> <p>h. Child Growth and Development</p> <p>i. The Exceptional Child</p> <p>j. Infant and Toddler Theory and Practice -or- Department Approved Expanding Quality Infant/Toddler Training (EQIT)</p>

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- All international Official Transcripts awarded outside of the United States must be evaluated for United States equivalency. The Department accepts evaluations from organizations approved by The National Association of Credential Evaluation Services (NACES). www.naces.org/members. Unfortunately, international experience is not accepted by the Department. Out of state experience may require additional documentation.
- As of June 14, 2021, the Early Childhood Professional Credential (ECPC) Version 3.0 system has gone into effect. Individuals can meet Large Center Director qualifications based on their ECPC version 3.0 Level III (3). Individuals that have an ECPC Version 2.0 may use their Credential Level IV (4) until expiration.
- Child Development Associate CDA Council website: <https://www.cdacouncil.org/en/>
- Early Childhood Professional Credential - Colorado Shines PDIS: <https://www.coloradoshinespdis.com/s/login/>
- Pyramid Plus Approach - Healthy Child Care Colorado: <https://healthychildcareco.org/>
- Teacher License - Colorado Department of Education: <https://www.cde.state.co.us/cdeprof/endorsementrequirements>
- United States Department of Education Accreditation: <https://ope.ed.gov/dapip/#/home>