



Director Qualification Worksheet

This worksheet is to be completed by the Program Director and will be used as evidence to verify Professional Development requirements for Bright & Early ND.

Director Name: _____ **Organization ID#:** _____

The Program Director must meet minimum qualifications according to licensing section

- Preschool: 75-03-11-08.1
- Center: 75-03-10-10

Please select at least one of the following qualifications and see details on page 2 for any additional evidence required.

Option 1

A bachelor's degree in the field of early childhood education or child development.

Option 2

A bachelor's degree with at least six months of experience in a child care center or similar setting and one of the following:

- a. Eight semester hours or twelve quarter hours of department-approved early childhood education or child development;
- b. One hundred twenty hours of department-approved early childhood training; or
- c. A director's credential approved by the department.

Option 3

An associate's degree in the field of early childhood education or child development with at least six months of experience in a child care center or similar setting.

Option 4

An associate's degree with at least one year of experience in a child care center or similar setting and one of the following:

- a. Eight semester hours or twelve quarter hours of department-approved early childhood education or child development;
- b. One hundred twenty hours of department-approved early childhood training; or
- c. A director's credential approved by the department.

Option 5

A teaching certificate in elementary education with at least six months of experience in a child care center or similar setting.

Option 6

A current certification as a child development associate or successful completion of a department approved diploma program with emphasis in early childhood or child care, with at least one year of experience in a child care center or similar setting.

Option 7

Certification from a Montessori teacher training program with at least one year of experience in a Montessori school, child care center, or similar setting and at least one of the following:

- a. Eight semester hours or twelve quarter hours of department-approved child development or early childhood education;
- b. One hundred twenty hours of department-approved early childhood training; or
- c. A director's credential approved by the department.

Details

Bright & Early ND will use the following ways to verify the options listed above. If needed, Bright & Early ND will also contact your county licenser to verify Director qualifications.

Credentials, Certificates and Diplomas

Bright & Early ND will verify all credentials, including the Aim4Excellence™ Center Director Credential and the Child Development Associate (CDA); certificates, including the Montessori Teacher Certificate; and diplomas, including associate's and bachelor's degrees, via the ND Growing Futures Workforce Registry. Log in to your Individual Profile in the ND Growing Futures Workforce Registry and use the 'Education' tab to record any credentials, certificates or diplomas you have received. Please ensure all credentials, certificates and diplomas are listed on your Learning Record under 'Summary of Education, Certificates and Credentials'.

Experience

Bright & Early ND will verify experience via the ND Growing Futures Workforce Registry. Log in to your Individual Profile in the ND Growing Futures Workforce Registry and use the 'Employment' tab to record previous and current experience. Please ensure your previous experience is listed on your Learning Record under 'Employment History'.

Training

Bright & Early ND will verify Career Pathway, For Credit and Registered training via the ND Growing Futures Workforce Registry. Log in to your Individual Profile in the ND Growing Futures Workforce Registry and use the 'Training' tab to record previous and current training. Please review your training history on your Learning Record under 'Current Training List'.