



Missouri Association for the
Education of Young Children
An Affiliate of **naeyc**

Early Childhood Director Credential



Application Process, Competencies, Criteria, and Policies

*Fostering excellence in early childhood systems
and programs through advocacy, education, and
professional development.*

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Missouri Early Childhood Director Credential

Issued by the Missouri Association for the Education of Young Children

► Application Process

The application process for the Missouri Early Childhood Director Credential is simple. Follow these steps:

- ❑ Register and/or update your personal profile online with [Missouri Professional Development System \(MOPD\)](#).
- ❑ Complete the online MOAEYC Early Childhood Director Credential Application Form.
- ❑ Print and submit your ***My Professional Development Learning Record*** from MOPD.
- ❑ Submit documentation of your professional membership.
- ❑ Submit additional documentation (e.g., Clean Background Check, CPR/First Aid, Medication Training, Safe Sleep Training, Experience Form).
- ❑ For the Provisional and Full Director Credential, submit the initial application fee of \$250 (non-refundable).
- ❑ For the Lifetime Director Credential, submit the one-time only fee of \$500 (non-refundable).
- ❑ When advancing from Provisional to Full Director, the fee is \$100.
- ❑ When advancing from Full Director to Lifetime, the fee is \$250.
- ❑ All renewals are \$100.
- ❑ Submit payment electronically or make a check/money order made payable to MOAEYC.
- ❑ If payment cannot be submitted electronically, mail payment to:
 - MOAEYC
c/o Cindy Imhauser
PO Box 2136
Lees Summit, MO 64081

► Competencies

Candidates demonstrate competency by documenting their education, experience, and professional affiliation in a state approved professional organization.

Coursework in early childhood education or child development and administration shall be documented by official transcripts, approved in their MOPD Record, with a minimum grade of C in all required credit hours. Grades of D or below will not be accepted.

Coursework in administrative courses demonstrates competency in the areas of professionalism, leadership, or management. Selected administration-related competencies are identified from the National Association for the Education of Young Children Professional Standards and Competencies (Standard 6) and the *Kansas and Missouri Core Competencies for Early Childhood Professionals (Standards VII and VIII)* and provide the basis for the credential's criteria.

Table 1 summarizes the criteria for the Missouri Early Childhood Director Credential. A more detailed explanation of the criteria follows the summary.

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► **Table 1. Missouri Early Childhood Director Credential Criteria Summary**

	Provisional Director Credential Level 1	Full Director Credential Level 2	Lifetime Director Credential Level 3
General Education	Associate degree or 60 college credits	Baccalaureate degree	Graduate degree
Early Childhood Education Coursework	CDA or nine (9) college credit hours in early childhood education	Thirty-six (36) college credit hours in early childhood education	Thirty-six (36) college credit hours in early childhood education
Administrative Related Coursework	Nine (9) hours of college credit in administrative-related coursework (ARC) (See Table 4)	Twelve (12) hours of college credit in administrative-related coursework (ARC) (See Table 4)	Fifteen (15) hours of college credit in administrative-related coursework (ARC) (See Table 4)
Experience in the Early Childhood Profession	One year or 1,200 hours of verified early childhood teaching experience	Three years or 3,600 hours of verified early childhood teaching experience	Three years or 3,600 hours of verified early childhood teaching experience AND An additional two years in the field
Professional Membership	Membership in an approved early childhood professional organization (See Table 5)		
Other Documentation	Must be 21 years of age AND HAVE Clean Background Check AND CPR and First Aid AND Medication Training AND Safe Sleep Training		

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► Term and Renewal of the Credential

Directors may receive the Provisional Director Credential and renew it twice with advancement in education. There is no third renewal of the Provisional Director Credential.

Provisional Directors who meet the criteria for the Full Director Credential may resubmit their application with the renewal payment.

The Full Director Credential is renewable every three years with an updated application and renewal payment.

The Lifetime Director Credential does not need to be renewed, but continued membership in a state approved Professional Organization is expected.

► Table 2. Term of the Credential

Table 2 summarizes the term length of the Provisional, Full and Lifetime Director Credential.

	Provisional Director Credential Level 1	Full Director Credential Level 2	Lifetime Director Credential Level 3
Term of the Credential	Three (3) years, renewable twice with advancement in education and experience, updated application, and payment (renewal rate)	Three (3) years, renewable with updated application and payment (renewal rate)	Level 3 does not need to be renewed.

► Table 3. Renewal of the Credential

Table 3 summarizes the criteria for renewing the Provisional Director Credential and the Full Director Credential.

Renewal of the Credential	Provisional Directors must show adequate progress toward a Baccalaureate degree along with a plan for how completion of the Baccalaureate degree will occur within the next three to six years. Full Directors must provide an updated application upon renewal.
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► Education

General Education

The general education requirements are met by documenting a degree in any field from a regionally accredited community college, college, or university through their MOPD Report. The Provisional Director Credential requires an Associate degree or 60 college credits, the Full Director Credential requires a Baccalaureate degree, and the Lifetime Director's Credential requires a Graduate or other advanced degree. Please note that NAEYC only recognizes Director Credentials with a Bachelor's degree in any field. Therefore, the Provisional Credential does not meet the criteria for an Operation's Director according to NAEYC accreditation standards (See Appendix A for NAEYC criteria).

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Coursework in Early Childhood Education or Child Development

The candidate shall provide documentation through their MOPD Report of approved coursework specific to early childhood education or child development from a regionally accredited community college, college, or university. The following disciplines (and classes within these areas) are considered early childhood related:

- Child Development
- Family Studies
- Early Childhood Education
- Early Childhood Special Education
- Child Psychology
- Elementary Education
- Human Development and Family Science
- Special Education
- Family and Human Development

Coursework in Administration

For Provisional Directors, the requirement is to complete none (9) credit hours of general administration-related coursework (Table 4-ARC) from a regionally accredited community college, college, or university.

For Full Directors, the requirement is to complete twelve (12) hours of college credit of general administration-related coursework (Table 4-ARC) from a regionally accredited community college, college, or university.

For Lifetime Directors, the requirement is to complete fifteen (15) hours of college credit of general administration-related coursework (Table 4-ARC) from a regionally accredited college or university

► Table 4. General Administrative Related Content (ARC)

General administrative-related content includes leadership and management type courses that may include the following topics:

- Health, Safety and Nutrition
- Working with families
- Educational Leadership and Administration
- Human resources development
- Personnel and cost allocation
- Operations management
- Fiscal management
- Program planning and evaluation
- Marketing and public relations
- Technology
- Public Policy
- Legal Risks and Liability
- Assessment of a program's needs
- Setting and implementing goals
- Translating program goals into well-written policies and procedures

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- Evaluating program effectiveness
- Recruiting, training, and supervising staff member
- Understanding and working with leadership styles and group behavior
- Conflict resolution and human relations
- Implementing effective systems to track enrollment, attendance, and child observations
- Knowledge of federal, state, and local regulations governing child care centers
- Developing a budget, setting tuition rates, and preparing financial reports
- Using fundraising and grantsmanship to secure funding from various sources
- Community and family partnerships
- Ethics and Ethical Philosophy
- Professionalism
- Leadership
- Political Science
- Advocacy

Credit for Prior Learning

Credit for Prior Learning may be granted to Full and Lifetime candidates if the candidate has some administration-related coursework at the college level (Table 4-ARC) in addition to some early childhood education and experience. Candidates seeking credit for prior learning may be asked to provide additional documentation (i.e., syllabi, transcripts, certificates, etc.)

Credit for Prior Learning will be awarded after successful review of a professional written statement documenting competency with NAEYC Professional Standards and Competencies (Standard 6) and the *Kansas and Missouri Core Competencies for Early Childhood Professionals (Standards VII and VIII)*. (See Appendix B)

► Experience

All candidates for the Missouri Early Childhood Director Credential must have verifiable teaching experience in the early childhood profession.

The verifiable experience must:

- Include verified early childhood teaching experience with young children and families.
- Include work in an early learning setting serving children birth – age five and their families.
- Be verifiable and in the care and supervision of four (4) or more children ages five or younger.
- Serve children and families not related to the individual.

Early Childhood Experience

For the Provisional Director Credential, the candidate must document a minimum of 1,200 hours of teaching experience in the early childhood profession. This may include practicum, field experience, student teaching, volunteer, and paid employment. For the Full Director Credential 3,600 hours of teaching experience are required. For the Lifetime Credential, 3,600 hours in the early childhood teaching profession are required, plus two additional years in the field.

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► **Table 5: Professional Membership**

Candidates must demonstrate professional contributions to the field through membership in an approved professional organization. Each candidate must provide documentation of current membership in an approved early childhood professional association during the application process. Below is a list of approved professional organizations:

- **National Association for the Education of Young Children ([NAEYC](#))**
 - **Missouri Association for the Education of Young Children ([MOAEYC](#))**

OR

- American Federation of Teachers ([AFT](#))
 - American Federation of Teachers Missouri, AFL-CIO ([AFT-MO](#))
- American Montessori Society ([AMS](#))
- Association for Early Learning Leaders ([AELL](#))
- Association Montessori International ([AMI](#))
- Division for Early Childhood of the Council for Exceptional Children ([DEC-CEC](#))
- Military Child Education Coalition ([MCEC](#))
- Missouri Association for Infant and Early Childhood Mental Health ([MOAIMH-EC](#))
- National AfterSchool Association ([NASA](#))
- National Association for Family Child Care ([NAFCC](#))
- National Association of Early Childhood Teacher Educators ([NAECTE](#))
 - MACTE - Region 7 Affiliate – ([NAECTE](#))
- National Association of State Leaders in Early Education ([NASLEE](#))
- National Black Child Development Institute ([NBCDI](#))
- National Coalition of Campus Childcare Centers ([N4C](#))
- National Education Association ([NEA](#))
 - Missouri National Education Association ([MNEA](#))
- National Head Start Association ([NHSA](#))
- National Indian Child Care Association ([NICCA](#))
- National Indian Child Welfare Association ([NICWA](#))
- Waldorf Early Childhood Association of North America ([WECAN](#))
- ZERO TO THREE ([Zero to Three](#))

► **Other Documentation**

All applicants for a Director Credential must provide documentation of age, a current clean background check, current CPR and First Aid Training, plus Medication Administration Training and Safe Sleep Training within the last 3 years.

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▶ **Approval Process**

The applications for the Director Credentials will be reviewed by the Missouri Association for the Education of Young Children (MOAEYC) Director Credential Commission. The commission is composed of three members appointed by the MOAEYC President and ratified by the MOAEYC Board of Directors. At least one of the commissioners currently serves on the MOAEYC Board of Directors. Commissioners serve three-year staggered terms and can serve two terms. The Commission self-elects a chairperson annually. The committee meets monthly but may meet more frequently depending on the number of applicants.

Additional information needed to verify any aspects of the application may be requested (i.e., syllabi, transcripts, certificates, etc.). Within sixty (60) days of submitting the application the commission will either “approve” or “disapprove” issuing a credential to the candidate. If the candidate is approved, a certificate will be mailed to the candidate within thirty (30) days of the commission’s decision. If the candidate’s application is not approved, then a letter from the Chairperson of the Commission detailing the reason(s) for not approving the application will be mailed to the candidate within thirty (30) days of the commission’s decision. Applicants may re-apply, and the application fee will be waived for a period of up to three (3) years following the date of the Commission’s letter of disapproval.

▶ **Appeals Process**

The candidate may appeal against the decision of the MOAEYC Director Credential Commission in writing to the MOAEYC Board of Directors. A letter of appeal must be received no later than 90 days after the Commission’s letter of disapproval. Appeals will be considered at the next regular meeting of the MOAEYC Board of Directors. Determinations of the MOAEYC Board of Directors are final.

▶ **Revocation of Credential**

A credential may be revoked if the credentialing agency receives documentation that application materials were falsified or altered.

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Appendix A - NAEYC requirements for recognition as an Operation Director and Pedagogical Administrator

▶ **Operational administrator** must have as a minimum:

- Bachelor's degree (in any subject)
- AND**
- Nine (9) higher education credits in business or program administration

OR

- Bachelor's degree (in any subject)
- AND**
- Administrator credentials recognized by NAEYC.
- OR**
- Principal credential issued by a state.

▶ **Pedagogical administrator** must have as a minimum:

- A Bachelor's degree in early childhood education, early childhood special education, elementary education, or child development

OR

- A non-early childhood/child development/early childhood special education higher education degree with 36 higher education credits in early childhood education, child development, elementary education, and/or early childhood special education

OR

- State certification to practice as a teacher in a public school, and the certification is reflective of the age of the children served.

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Appendix B - Credit for Prior Learning Content

Credit for Prior Learning will be awarded after successful review of a professional written statement documenting competency with NAEYC Professional Standards and Competencies (Standard 6) and the *Kansas and Missouri Core Competencies for Early Childhood Professionals (Standards VII and VIII)*

Standard 6 - NAEYC Professionalism as an Early Childhood Educator

- a) Identify and involve themselves with the early childhood field and serve as informed advocates for young children, families, and the profession.
- b) Know about and uphold ethical and other early childhood professional standards.
- c) Use professional communication skills, including technology-mediated strategies, to effectively support young children's learning and development and to work with families and colleagues.
- d) Engage in continuous, collaborative learning to inform practice
- e) Develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

Standard VII – Program Planning and Development (level 4) Kansas and Missouri Core Competencies

Planning and Evaluating the Program

- a) Develops and monitors program policies and procedures that integrate laws, regulations, and professional standards.
- b) Manages program resources effectively.
- c) Identifies and interprets program evaluation methods.
- d) Promotes collaborations to support the program.

Managing Personnel

- a) Recruits and manages staff and volunteers.
- b) Establishes an organizational culture where staff and volunteers feel valued, competent, and safe.
- c) Adheres to employment laws and regulations.

Managing Finances

- a) Analyzes, maintains, and evaluates the budget.
- b) Communicates the program's budget and financial status.
- c) Adheres to financial laws and regulations.

Standard VIII – Professional Development and Leadership (level 4) – Kansas and Missouri Core Competencies

Displaying Professionalism in Practice

- a) Responds to challenges as opportunities for professional growth
- b) Articulates personal philosophy of education based on knowledge of child and youth development, best practices, and a code of ethics.

Developing as a Professional

- a) Creates professional development opportunities for others.
- b) Evaluates and selects resources for ongoing professional development.

Displaying Leadership and Promoting Advocacy

- a) Serves in leadership roles within the profession.
- b) Advocates for best practices in child and youth development.
- c) Advocates for programs and policies that impact the overall quality of services for children, youth, and families.

Displaying Cultural Awareness and Respect

- a) Challenges biases and stereotypes.
- b) Supports the cultural identity, beliefs, and practices of each child and youth.
- c) Incorporates global perspectives while avoiding stereotypes.
- d) Connects teaching and learning approaches to the experiences and cultures of others.
- e) Creates a trusting environment by employing multicultural strategies and teaching tolerance.

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Appendix C – Alignment References

[Caring for Our Children - Director's Requirements](#)

[NAEYC Professional Standards and Competencies](#)

[National Resource Center for Health and Safety in Child Care and Early Education](#)

[Power to the Profession](#)



Missouri Association for the Education of Young Children

Early Childhood Director Credential Application Form

APPLICATION FOR: Provisional Credential Full Credential Lifetime Credential

OR RENEWAL FOR: Provisional Credential Full Credential

ADVANCEMENT: Provisional to Full Full Credential to Lifetime

EDUCATION FIELD: Early Childhood Business or other Educational Background

GENERAL INFORMATION

Name (Last, First, Middle Initial)			
Home Address		Email Address (personal)	
City	County	State	Zip Code
Cell Phone	Secondary Phone		Date of Birth

CURRENT EMPLOYMENT

Current Employer (Program Name)		Current Position	
Start Date (MM/DD/YYYY)		Work Address (including city, state, and zip)	
City	County	State	Zip Code
Work Phone	Email Address (work)		

PROFESSIONAL AFFILIATION REQUIREMENT

Name of Professional Association	Member Number (if applicable)
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ADDITIONAL DOCUMENTATION

<input type="checkbox"/> Professional Development Record <input type="checkbox"/> Experience Form (Teaching and Admin) <input type="checkbox"/> Application Fee <input type="checkbox"/> Clean Background Check	<input type="checkbox"/> CPR/ First Aid <input type="checkbox"/> Safe Sleep Training <input type="checkbox"/> Medication Training	<p>- OPTIONAL -</p> <input type="checkbox"/> Prior learning statements and documentation if applicable
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Applicant Signature

Date



Missouri Association for the Education of Young Children

Early Childhood Director Credential Experience Form

APPLICATION FOR: Provisional Credential Full Credential Lifetime Credential

ADVANCEMENT Provisional to Full Full Credential to Lifetime

Name (Last, First, Middle Initial)

TEACHING EXPERIENCE IN EARLY CHILDHOOD EDUCATION

Program Name	Address including state and zip	Position	Employment Start/end date MM/DD/YY	Average hours per week in classroom	Ages of children served
1.					
Supervision/ Director:			Phone:		
2.					
Supervision/ Director:			Phone:		
3.					
Supervision/ Director:			Phone:		
4.					
Supervision/ Director:			Phone:		
5.					
Supervision/ Director:			Phone:		
6.					
Supervision/ Director:			Phone:		

ADMINISTRATIVE EXPERIENCE

Program Name	Address including state and zip	Position	Employment Start/end date MM/DD/YY	Average hours per week worked in administration
1.				
2.				
3.				
4.				

Applicant Signature _____

Date _____