

Application for Renewal of Connecticut Directors' Credential

Mail to: ATTN CDC, Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142

Last Name	First	MI	Maiden Name	Date
No. & Street		City		State Zip
Home Phone	Work Phone	E-mail		
Current Employer			Social Security #	
Employer's Address: No. & Street		City		State Zip
Job Title				
Renewal Fee Enclosed: <input type="checkbox"/> \$75 Initial <input type="checkbox"/> \$75 Standard Level <input type="checkbox"/> \$100 Master Level				
Payment by <u>Check Only</u> Payable to Charter Oak State College				
Indicate if: <input type="checkbox"/> Personal check or <input type="checkbox"/> Third Party Payment from: _____				

Initial and Standard Level CDC renewal is every three (3) years. To renew your Initial or Standard Level Credential, you must document additional college credit in early childhood or after school education **OR** a specified number of hours of professional development (but not both). You must also document 3 professional contributions.

Master Level CDC renewals are every six (6) years and can combine course credit with professional development hours (60 hours training = 3credits) to meet renewal requirements, as follows:

- a. 6 credits in administration coursework in any of the competency areas; OR
- b. 3 credits plus 60 hours professional development; OR
- c. 120 hours professional development

- How:** ♦ **Additional 3-credit courses** have to be new credits acquired since certification. Credits must be in one of the Core Areas of Knowledge for Directors (leadership, budget/finance, personnel management or child/family/community relations).
- ♦ **Professional development** hours must be documented by a certificate or other proof. These must be accompanied by a statement of which category (i.e., leadership, budget/finance, personnel management or child/family/community relations) the hours are related to, and 2-3 sentences about how the training or other event contributed to your work.*
- ♦ **Professional contributions** are the activities and associations you have been involved with that relate to your "professional" position, knowledge and skills in the field. It is not about good works in the community or donations you've made through the program. Professional Contributions include, but are not limited to, any of the following: presenting workshops at professional conferences; writing articles or editorials; work on committees; presenting parent workshops; advocacy work; NAEYC assessor; CDA advisor; College instructor/cooperating teacher; leadership role in a professional organization; mentoring other early childhood professionals; CCAC approved trainer; COA endorser; Head Start Review Team; portfolio assessor.

Please Note - In some cases, professional contributions may meet professional development hours; however, it cannot count for both. Applicants must provide documentation, number of hours, and a clear statement as to why the professional contribution meets their own professional development and to which administration competency area it applies.

PLEASE COMPLETE THE REVERSE SIDE OF THIS PAGE

Questions about renewing your Credential may be addressed to:

Carole Weisberg
860-832-3933 (phone)
860-832-3999 (fax)
cweisberg@charteroak.edu

Application for Renewal: **Initial** **Standard** **Master**

I have completed the following 3-credit course(s): (3 credits required for Initial & Standard Levels; 3-6 credits for Master Level)

Course #1 name & number _____ Competency Area _____

Institution (Official transcript required) _____ Date Completed _____

Course #2 name & number _____ Competency Area _____

Institution (Official transcript required) _____ Date Completed _____

OR I have completed the following for a total of:

60 hours of professional development (Initial & Standard) 60-120 hours of professional development (Master)

**Attach statement for each program about the competency area it relates to, and how the program contributed to your work.
(Use additional sheets if necessary)**

*Program #1 name and competency area covered _____ Date Completed _____

Offered by _____

*Program #2 name and competency area covered _____ Date Completed _____

Offered by _____

*Program #3 name and competency area covered _____ Date Completed _____

Offered by _____

I. I have completed the following 3 professional contributions (Initial & Standard) 6 professional contributions (Master)

Contribution #1 _____

Contribution #2 _____

Contribution #3 _____

Contribution #4 _____

Contribution #5 _____

Contribution #6 _____

III. I have submitted the following to Charter Oak State College:

- Official transcripts (if course taken at another institution)
- Certificates or letters verifying award of CEU's and hours of professional development*
- Certificates, letters, or other documentation of professional contributions

Applicant signature _____ Date _____