



**CT Director Credential (CDC) Renewal
Application and Renewal Procedures**

Section 1: Introduction

CONGRATULATIONS on remaining active in the early childhood field and preparing to renew your CT Director Credential (CDC)! By taking this step to begin the renewal process, you demonstrate your commitment to lifelong learning and to your own continuing education in the field. You also demonstrate commitment to quality improvement in your work with children, families, teachers and the community. Your ability to lead is directly impacted by the degree to which you invest in yourself and in your own learning. At Charter Oak State College, we could not be more thrilled that you have decided to renew your credential.

The procedures described in this manual will assist you in understanding the guidelines for the renewal of the CDC and how to apply. Though we believe this manual will answer your questions, please feel free to reach out to us with any additional questions that you may have.

Section 2: History

The Connecticut Director's Credential (CDC) was created through a unique collaboration among Charter Oak State College, Connecticut Charts-A-Course, the Connecticut Department of Social Services and the Hartford Area Child Care Collaborative. The CDC is a voluntary system of credentialing at three levels of proficiency for professionals in early care and after school education. The CDC is issued through Charter Oak State College to applicants who have successfully met requirements necessary to obtain the credential at the specific level. The Credential acknowledges that, as a professional working in the early childhood or after school education field, you have obtained knowledge, experience and competency in the Core Areas of Knowledge for Directors (Morgan, 2001).

The CT Director Credential has been approved by the National Association for the Education of Young Children (NAEYC) and meets the maximum points for relevant training and credentials for program administrators.

The Connecticut Director's Credential is approved by the Connecticut Board of Regents of Higher Education.

Section 3: Overview of Renewal Requirements

The requirements for renewal of the CDC are dependent upon the level with which you received your initial certificate. **You may only renew at the current level of certificate that you hold.** For instance, if you hold an initial level certificate, then you may renew at the initial level only.

Student desiring to move up to either the standard or master level certificate should apply for the new certificate by submitting a new application for certificate and paying the application fee for the new certificate. The application to apply for a new level of the CDC can be found at <https://www.charteroak.edu/application/>.

All levels of renewal of the CDC credential require documentation of education and professional contributions made since the time of the last renewal. The following explains the requirements.

Initial and Standard Level Requirements:

- Application:** Complete application form at the end of this manual and submit it for processing 90 days prior to expiration of the current certificate.
- Education:** Provide documentation of either 60 hours of professional development *or* official transcript for 3 additional credits related to program administration since the last certificate was received by completing the attachment at the end of the application.
- Professional Contributions:** Provide documentation of professional contributions to the field by completing the attachment at the end of the application and submit additional files with three sources of evidence/artifacts of three professional contributions to the field made since the last certificate was received. *Please see section of this handbook explaining 'professional contributions' for additional information.*
- Pay online renewal fee of \$80.00.

Master Level Requirements:

- Application:** Complete application form at the end of this manual and submit it for processing 90 days prior to expiration of the certificate.
- Education:** Provide documentation of either 120 hours of professional development *or* official transcript documenting 6 additional credits related to program administration taken since the last certificate was received by completing the attachment at the end of the application.
- Professional Contributions:** Provide documentation of professional contributions to the field by completing the attachment at the end of the application and submit additional files with six sources of evidence/artifacts of three professional contributions to the field

made since the last certificate was received. *Please see section of this handbook explaining 'professional contributions' for additional information*

- Pay online renewal fee of \$107.00

These requirements are explained in more detail in the next sections.

Section 4: Education Requirements

As an applicant for renewal of the CDC, you are required to document continuing professional development that you have gained since your certificate was last issued.

The **Core Areas of Knowledge for Directors** include being able to:

- ✓ Plan and implement developmentally appropriate care and education programs for children and families;
- ✓ Develop and maintain an effective organization;
- ✓ Plan and implement effective administrative systems to carry out program goals, mission and objectives;
- ✓ Effectively administer a program of personnel management and staff development;
- ✓ Foster positive community relations and influence childcare policy that affects the program;
- ✓ Develop and maintain the physical facility;
- ✓ Have the legal knowledge for effective management;
- ✓ Apply financial tools in order to manage a successful business.

Knowledge gained in these Core Areas is documented under one of the following competencies:

- ✓ **Competency 1:** Administration and Supervision
- ✓ **Competency 2-** Personnel Management
- ✓ **Competency 3-** Budget/Fiscal Management
- ✓ **Competency 4-** Leadership Skills
- ✓ **Competency 5-** Community, School and Family Relations

Documenting your Education Renewal Requirements:

As a current credential holder, you have two options for demonstrating that you have met the education requirement for the renewal of your CDC. You will choose either Option A or Option B.

Option A. Submit to COSC an official college transcript that must be forwarded to us from the degree-granting institution where you earned your credits. The course must have been taken since your last certificate was issued. ***Please note that only official transcripts can be accepted and copies of official transcripts are not considered official.**

Transcripts should be sent directly to:

Registrar's Office
Charter Oak State College
55 Paul Manafort Drive
New Britain, CT 06053

Option B: Submit to Charter Oak State College a transcript of your non-credit-bearing training as part of the renewal application form. If you chose this option, you must include signatures from an authorized representative verifying that he or she has reviewed your training records on file at your place of employment. This letter should validate your training to meet the requirement of:

Initial and Standard Level- 60 hours
Master Level- 120 hours

Authorized representatives to verify training include supervisors, educational consultants, Chief Executive or Training Officers for programs.

Section 5: Professional Contribution Requirements

Requirements for professional contributions are designed to ensure directors in Connecticut demonstrate leadership through active engagement and participation in professional endeavors outside of their day-to-day work. Directors should involve themselves as members of their local, state or national early childhood community and participate in leadership opportunities that support others in their work.

The following six categories represent the range of professional activities you may engage in to contribute to positive change in early care and education. This information is designed to assist you in meeting the professional contributions requirement.

1. Service in a leadership role in a professional organization:

- ✓ Professional contributions in this area include:
 - Serving in a leadership role in a professional organization that focuses on early childhood or school-age care issues;
 - Serving on a community committee as a representative of early childhood or school-age care;
 - Holding an elected office in a local, state or national early childhood program or school-age care organization;
 - Serving on a committee to organize an early childhood or school-age care conference, community-wide advocacy event or other major event;
 - Mentoring early childhood or school-age professionals outside of your day-to-day work requirements;
 - Serving on a quality review team;
 - Serving as an NAEYC assessor, CDA Professional Development Specialist, Family Child Care or School Age Care accreditation team.

2. Professional Development Presentations:

- ✓ Professional contributions in this areas include:
 - Presenting at a local workshop or professional development event;
 - Serving as an instructor for a college course;
 - Presenting at a professional conference;
 - Presenting at a high school or technical school career fair;
 - Serving as an Office of Early Childhood (OEC) approved educational consultant;
 - Serving as an accreditation coach.

3. Advocacy:

- ✓ Professional contributions in this area include:
 - Engaging in local advocacy events (i.e. to support Care 4 Kids or Health funding for children);
 - Writing a letter to an elected official about an early childhood or school-age care issue important to you;
 - Testifying at a public hearing on an early childhood or school-age care issue;
 - Organizing a food drive, clothing drive or toy drive for a local shelter or disaster relief effort.

4. Program Improvement for the Field:

- ✓ Professional contributions in this area include:
 - Successfully leading your program through NAEYC or School-Age Care accreditation;
 - Developing a written curriculum based on research-based early childhood or school age care principles that is shared with other programs;
 - Serving as consultant to other early childhood or school-age care programs in the implementation of new curriculum;
 - Serving as consultant to other early childhood or school-age care programs in the design of outdoor play space or facility renovations;

5. Writing and Publication:

- ✓ Professional contributions in this area include:
 - Writing a newsletter on early childhood or school-age care topics.
 - Writing an article or book review that was published in an early childhood or school-age or other related professional journal;
 - Served as an editor of an early childhood or school-age newsletter distributed within the community;
 - Published an article or book on early childhood, school-age or a program management related topic;
 - Developed a new college level course;
 - Developed new materials such as handbooks, manuals, curriculum that was shared with other programs.

6. Research/Grant-writing:

- ✓ Professional contributions in this area include:
 - Conducted a research study on an early childhood or school-age care related topic as part of a supervised thesis or dissertation for a program in higher education;
 - Wrote a proposal for a new grant that was funded;
 - Volunteered as reader of grants being evaluated for funding;
 - Served as chairperson of a major fundraiser for an early childhood or school-age care related endeavor.

Documenting your Professional Contribution Requirements

As a renewal candidate for the CDC Credential, you will be required to submit documentation of your professional contributions. Candidates 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.

The following are the steps for completing this requirement:

Requirement: Submit to Charter Oak State College documentation of your professional contributions by:

- A. Completing the section on the application form detailing your contributions;
- B. Submitting documentation of evidence/artifacts supporting the information you provided in your application form. Examples of evidence/artifacts may include:
 - Flyers with your name listed as a presenter, and documentation of your attendance at the event;
 - Curriculum or handbook that you wrote;
 - Article that you published;
 - Documentation of your receipt of approval for a new grant;
 - Office of Early Childhood Approved Consultant contract

You may include one file for each professional contribution.

Section 6: Expired Certificates

CDC Certificates that are expired may still be renewed by following the procedures outlined above. However, candidates with expired credentials will incur an additional late fee of \$65.00 for expedited processing of the renewal credential.

Section 7: Submission Requirements

All documentation for CDC Renewals must be submitted online. Candidates for renewal should complete the following steps:

1. Complete the Application for Renewal Form that can be found at: (insert link);
2. Complete either a or b:
 - a) Arrange to have any official transcripts sent to the Registrar's Office at Charter Oak State College; or
 - b) Submit documentation of non-credit training on the template provided at the end of the application;
3. Prepare one file of artifacts to document each professional contribution and submit documentation of professional contributions on the template provided at the end of the application;

4. Upload the application file and documentation files for your professional contributions to: CDCrenewal@charteroak.edu.

Section 8: Receipt and Renewal Process

Once you have uploaded your renewal application and files, you will receive an email verifying receipt. Files will be reviewed within 30 days and an email will be sent to you verifying that you have met the renewal requirements.

Once renewal requirements have been met, you will be eligible for renewal of the certificate. You will be prompted via email to pay the credentialing fee online. The credentialing renewal fees are:

Initial and Standard Level - \$80.00

Master Level- \$107.00

New certificates are issued on May 31st, August 31st and December 31st of each year. A letter verifying that you have met the CDC Renewal requirements will be sent to you within 14 business days of completion of the requirements. This letter will serve as official documentation of the renewal until such time that the new certificate is received.

Section 7: Inquiries

Candidates for renewal are urged to contact the Coordinator of Early Childhood & Youth Development. Contact information is:

Dr. Maureen Hogan, (860) 515-3882;

mhogan@charteroak.edu