

The
Pennsylvania
Key

Director Credential Portfolio Application

Effective: 07/17/19

PA Director Credential Instructions for Portfolio Submission

This portfolio application requires that you provide documentation of the following:

Education and Experience. Education and experience includes one of the following:

- a) Bachelor's degree in early childhood education, seven years experience as an early childhood program director or administrator and three management credits;
- b) Bachelor's degree in an approved related field including 18 early childhood education credits, eight years experience as an early childhood program director or administrator and three management credits;
- c) Bachelor's degree in non-related field, including 18 early childhood education credits, ten years experience as an early childhood program director or administrator and three management credits;
- d) Master's degree in early childhood education, five years experience as an early childhood program director or administrator and three management credits;
- e) Master's degree in an approved related field, including 18 early childhood education credits, six years experience as an early childhood program director or administrator and three management credits;
- f) Master's degree in a non-related field, including 18 early childhood education credits, nine years experience as an early childhood program director or administrator and three management credits;
- g) School-age Directors/Administrators only – Bachelor's degree in Education (Early Childhood, Elementary Education, Special Education, seven years experience as school-age program director/administrator and three management credits.

(You must also include a letter from your employer or provide supporting documentation that verifies years of supervisory/administrative experience. See the Application for details.

Transcript(s) Submission Information. You must request official college transcripts and letters of professional documentation to be included in your application package. ([See Portfolio Policies and Procedures for details.](#))

Portfolio Submission Application Information:

- Application, Portfolio, and all documentation must be submitted electronically to dircred@pakeys.org.
- Application and Portfolio fee of \$525 must be mailed to the below address.
Pennsylvania Key



PA Director Credential Instructions for Portfolio Submission

Attn: Director Credential Program
200 North Third Street, 3rd Floor
Harrisburg, PA 17101

PA Key will process the application and verify supporting documentation. Your application and portfolio will be assessed by the Director Credential Reviewers. If approved, applicants will be awarded a Director Credential. Please allow 90 days from submission of application/portfolio for processing. Please contact (800) 284-6031 x4 or email dircred@pakeys.org with any questions.

Please complete the following information. You must include all requested documentation in order for your application to be processed.

Date of Application: _____

Applicant Information (required information)

Name: _____ Last 5 Digits of SS#: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Email (Home): _____ Phone (Home): _____

Facility: _____ Facility License Number: _____

Facility Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Email (Work): _____ Phone (Work): _____

What is your position or title at the facility listed above? _____

Education: Indicate your education and experience.

Bachelor's degree in early childhood education including three management credits



Name of accredited college or university: _____

Specify field: _____

- Bachelor's degree in an approved related field, including 18 early childhood education credits and three management credits.

Name of accredited college or university: _____

Specify field: _____

- Bachelor's degree in non-related field, including 18 early childhood education credits and three management credits

Name of accredited college or university: _____

Specify field: _____

- Master's degree or above in early childhood education including three management credits

Name of accredited college or university: _____

Specify field: _____

- Master's degree or above in an approved related field, including 18 early childhood education credits, and three management credits

Name of accredited college or university: _____

Specify field: _____

- Master's degree or above in non-related field, including 18 early childhood education credits, and three management credits

Name of accredited college or university: _____

Specify field: _____

- School-age Directors/Administrators only – Bachelor's degree or above in Education (Early Childhood, Elementary Education, Special Education), and three management credits

Name of accredited college or university: _____



Specify field: _____

Experience: Select the option that describes your experience as a director or administrator:
Attach a letter from your employer(s) or provide supporting documentation from your personnel office or supervisor that verifies years of supervisory/administrative experience in early childhood or school-age program and your current resume.

- Ten years supervisory/administrative experience
- Nine years supervisory/administrative experience
- Eight years supervisory/administrative experience
- Seven years supervisory/administrative experience
- Six years supervisory/administrative experience
- Five years supervisory/administrative experience

List below ECE courses taken:

	COLLEGE	DATE	CREDITS



List below management course(s) taken:

COURSE TITLE	COLLEGE/TRAINING ORGANIZATION	DATE	CREDITS/HOURS

Signature: _____ Date: _____

Printed Name: _____

Please follow the below for submission:

- Application, Portfolio, and all documentation must be submitted electronically to dircred@pakeys.org.
- Application and Portfolio fee must be mailed to the below address:
 Pennsylvania Key
 Attn: Director Credential Program
 200 North Third Street, 3rd Floor
 Harrisburg, PA 17101

Did you include?

- Portfolio, including all documentation
- Transcript(s)
- Verification of supervisory/administrative experience
- Current Resume
- \$525 non-refundable fee, payable to PAKey