



## PQAS REQUIREMENTS FOR INDIVIDUAL APPROVAL

**Faculty Instructor Requirements:** Master's degree from an accredited institution. Faculty who have a Doctoral level degree, and do not have the ECE credits, may choose Competency Groups that can be supported by their educational background. Faculty need to have taught a minimum of four courses over the last two years. Faculty must have at least two years of experience, and be currently employed, as an instructor at an accredited institute of higher education.

- Employment- Employment must be listed to show currently employed as an instructor at an accredited institute of higher education
- Curriculum Vitae or Resume
- Proof of four courses taught within two years

**Professional Development Instructor Requirements:**

- Career Pathway: Bachelor's degree from an accredited institution with a related field *OR* Level C
- Curriculum Vitae or Resume- Must include:
  - ✓ Evidence to support training experience within the last five years
  - ✓ Brief summary of previous training experience including number of years and topics delivered
- Core Knowledge Competency Support document
- STARS 102 Course
- Engaging Adult Learners Course
- Professional Development Overview, Module, and supporting handouts
- Payment: \$70.00

**Standardized Professional Development Instructor Requirements:** A professional license or other type of recognized credential/degree, who do not have early childhood/school-age educational backgrounds, but have important information to share (e.g., nurses, accountants, lawyers, CPR & First Aid).

- Career Pathway: Entry Level
- Transcripts: If requesting Pediatric First Aid/CPR, attach your Instructor Card.
- Curriculum Vitae or Resume- Must include:
  - ✓ Evidence to support training experience within the last five years
  - ✓ Brief summary of previous training experience including number of years and topics delivered
- STARS 102 Course (*not required for Pediatric First Aid/CPR*)
- Engaging Adult Learners Course (*not required for Pediatric First Aid/CPR*)
- Additional Supporting Documentation: Provide verification for the course you are requesting permission to instruct on.
- Payment: \$0.00 (this will be waived when you submit your application)



**Director Instructor Requirements:** Director Instructors are only able to provide Professional Development to their staff on per-approval Director Instructor modules.

- Career Pathway: Associate degree from an accredited institution *OR* Level A
- Employment: Currently employed as a Director or Assistant Director of a childcare program
- Curriculum Vitae or Resume- Must include:
  - ✓ Evidence to support training experience within the last five years
  - ✓ Brief summary of previous training experience including number of years and topics delivered
- STARS 102 Course
- Engaging Adult Learners Course
- Proof for Director Instructor modules requested
  - ✓ Director Instructor Modules Available:  
<https://secureservercdn.net/198.71.233.197/69d.231.myftpupload.com/wp-content/uploads/2018/03/Director-Instructor-Module-Update-Form.pdf>
- Payment: \$0.00 (this will be waived when you submit your application)

**Renewal Requirements:**

When renewing your current PQAS type, the items listed under the above PQAS requirements within your current PQAS approval are required in addition to the below:

- Instructors must hold a minimum of five (5) Professional Development events within the PD Registry over the 5-year period to qualify for renewal.
- Payment: \$0.00

*\*\*If renewing as a Professional Development Instructor, a new Professional Development Module is NOT required.*