

Director Qualifications



This form can be completed whenever a person is hired to work for or change position in the Certified Child Care Center.

DIRECTIONS

1. Check the qualifications that apply to the employee.
2. Attach employee's resume.
3. Write notes on the resume confirming that the information is correct. (i.e. Confirmed on 5/25/23 by calling previous supervisor)
4. Once qualifications are confirmed, save the form and verification in the employee file.
5. The licensing specialist will review the form during your next visit.

Person completing the form:

Employee Name:

Position:

Position Start Date:

CBR Number:

DIRECTOR (414-305-0320) Check the qualification option that applies:

Category	Requirements
Age	<input checked="" type="checkbox"/> At least 21 years of age
Have at least the Qualifications in Option A, B, or C	
Option A	<input type="checkbox"/> At least Step 9 in the Oregon Registry
Option B	<input type="checkbox"/> For a single certified child care center that has a licensed capacity of 20 or fewer, one year as a Provider at a Certified Family Child Care
Option C	Have verifiable knowledge of management and supervision of adults, evidenced by a combination of professional references, education, experience or training as follows in 1, 2, or 3:
	<div> <input type="checkbox"/> (1) 7 credit hours in business administration or management at a college or university, OR </div> <div> <input type="checkbox"/> (2) 70 training hours in program management with an emphasis on the following subjects: financial management and budgeting; policy development; staff management, evaluation and training; record keeping, OR </div> <div> <input type="checkbox"/> (3) 600 hours of documented experience where there was an opportunity to participate in the following activities: financial management and budgeting; policy development; record keeping; staff management, evaluation and training </div>
	AND
	Have verifiable knowledge of child development for the primary ages served in the center, evidenced by a combination of professional references, education, experience or training as follows in 1, 2, or 3:
	<div> <input type="checkbox"/> (1) 7 quarter credit hours at a college or university in two of the following Core Knowledge Categories: Human Growth and Development (HGD), Learning Environments and Curriculum (LEC), Understanding and Guiding Behavior (UGB), Special Needs (SN) or Observation and Assessment (OA), OR </div> <div> <input type="checkbox"/> (2) 70 community-based training clock hours in two of the following: Core Knowledge Categories: Human Growth and Development (HGD), Learning Environments and Curriculum (LEC), Understanding and Guiding Behavior (UGB), Special Needs (SN), Observation and Assessment (OA), relevant to ages of the children served in the center, OR </div> <div> <input type="checkbox"/> (3) 600 additional hours of qualifying teaching experience with children the same age as those in the center. </div>

Initial Training Requirements

ALL training must be verified by ORO

Within 10 days of hire:

- ☐ An orientation within the first 10 days of hire and before staff have unsupervised access to children. **AND**

Within 30 days of hire:

- ☐ Introduction to Child Care Health and Safety (ICCHS) **AND**
- ☐ Recognizing and Reporting Child Abuse and Neglect (RRCAN) within 30 days of hire and prior to having unsupervised access to children. **AND**
- ☐ If the center is licensed to care for infants: CCLD approved **safe sleep training**, within 30 days of hire and prior to having unsupervised access to infants **AND**
- ☐ Oregon Food Handler's certification within 30 days of hire for cooks, kitchen staff and any staff who serve meals from a communal source or put away leftovers, and who prepare bottles or serve food. **AND**

Within 90 days of hire:

- ☐ Current certification in first aid and pediatric CPR within the first 90 days of employment. Online CPR training is only acceptable if it includes hands-on instruction. **AND**
- ☐ Foundations for Learning (CCLD approved Child Development Training) within 90 days of employment.

Required Program Management Training Hours

- ☐ A Director must provide verification to Oregon Registry Online (ORO) that they have obtained 10 hours of training in the core knowledge category of Program Management;

OR

- ☐ The Director must obtain 10 hours within the first year of hire.

Note: A center's substitute director must meet teacher qualifications, understand the director's responsibilities, be familiar with the certification requirements, have access to all records, and be authorized and able to correct deficiencies.

Source: Oregon Administrative Rules, Oregon Department of Early Learning and Care, Office of Child Care Chapter 414, Divisions 305 [Certified Child Care Centers](#).
You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 1-800-556-6616.