

<u>Office Use Only</u>	JZ ID: # _____
Amount:	Date Received: _____
	Third Party <input type="checkbox"/>

Application for Connecticut Director's Credential

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

Date of Application:		Application Fee: \$75.00		Social Security #	
Last Name		First		MI	Previous Name(s)
No. & Street			City		State Zip
Home Phone		Work Phone		Cell Phone	
Email:			Other Email:		
Current Employer			Job Title		
Employer's Address: No. & Street			City		State Zip

Please send \$75.00 Application Fee ONLY. Your Application Fee is valid for TWO YEARS.
Payable to Charter Oak State College
You will be billed for the Credentialing Fee when credential requirements are met and have been approved.
Credentialing Fee: Initial: \$100; Standard: \$125; Master: \$150

Payment by Check Only Payable to Charter Oak State College

Indicate if: Personal check or Third Party Payment from: _____

Mail Payment to: Charter Oak State College
Attn: Carole Weisberg, CDC Coordinator
55 Paul J. Manafort Drive
New Britain, CT 06053

Please check the level for which you are currently applying

Initial Level; **Standard Level**; **Master Level**

Arrange to have all documentation and verification materials sent directly to
Charter Oak State College after you receive email confirmation of receipt of this application

Requirements for Initial Level

- Official transcripts* documenting Associate Degree including 12 ECE/ASE/CD credits**
- Official Letter*** verifying at least one year of supervisory experience AND one year of supervised administrative experience (two year's experience)
- Official transcripts* for 9 credits, including the introductory course plus two of the four remaining areas, in Program Administration or Leadership: **NOTE: Xeroxed copies or opened envelopes are not official copies.**
 - Introductory course: (REQUIRED)**
 - Course (**circle ONE**) meeting requirement for: Personnel – Budget – Leadership – Community
 - Course meeting requirement for a second area: Personnel – Budget – Leadership – Community

Requirements for Standard Level

- Official transcripts* documenting Bachelor's Degree including 12 ECE/ASE/CD credits**
- Official Letter verifying one year of supervisory experience, AND one year of supervised administrative experience, AND one additional year of administrative experience (three year's experience)
- Official transcripts for 12 credits, including the introductory course plus two of the four remaining areas, in Program Administration or Leadership: NOTE: **Xeroxed copies or opened envelopes are not official copies.**
- Introductory course: (REQUIRED)**
- Course (**circle ONE**) meeting requirement for: Personnel – Budget – Leadership – Community
- Course meeting requirement for a second area: Personnel – Budget – Leadership – Community
- Course meeting requirement for a third area: Personnel – Budget – Leadership – Community

Requirements for Master Level

- Official transcripts* documenting Master's Degree including 12 ECE/ASE/CD credits**
- Official Letter*** verifying one year of supervisory experience AND one year of supervised administrative experience AND two additional years of administrative experience (four year's experience)
- Official transcripts for 15 credits in all five areas of Program Administration or Leadership (includes introductory course): NOTE: **Xeroxed copies or opened envelopes are not official copies.**
- Introductory course: (REQUIRED)**
- Course (**circle ONE**) meeting requirement for: Personnel – Budget – Leadership – Community
- Course meeting requirement for a second area: Personnel – Budget – Leadership – Community
- Course meeting requirement for a third area: Personnel – Budget – Leadership – Community
- Course meeting requirement for a fourth area: Personnel – Budget – Leadership – Community

***Official Transcripts:** Please have transcripts and verification of experience sent directly to Charter Oak State College, or bring or send one to us in the sealed envelope as you received it. **Xeroxed copies or opened envelopes are not official copies.**

****12 credits** in Early Childhood Education or After School Education (School-age Care) includes:

- 3 credits in Introduction to Early Childhood Education OR Introduction to After School (school-age) Care & Education.
- 3 credits in Child Development applicable to the age-range you work with such as Child Development; Birth to Age 8; After School (Child and Adolescent Development), Infant-Toddler Growth and Development, Psychology and Human Development courses covering the life-span from infant through adolescence.
- 6 credits in additional development courses and/or in early childhood or after school methods classes.

***** Official Letter Verifying Experience:** The letter verifying your experience must be under original signature, on letterhead and sent directly to Charter Oak State College in a signed and sealed envelope (signed across the envelope seal) from the authorized person writing the letter on your behalf. **Xeroxed or faxed copies are not official copies.**