

# Application for Renewal of Connecticut Director's Credential

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

Last Name	First	MI	Maiden Name		
No. & Street		City		State	Zip
Home Phone	Work Phone		E-mail		
Current Employer				Social Security #	
Employer's Address: No. & Street		City		State	Zip
Job Title					
Renewal Fee Enclosed: <input type="checkbox"/> \$75 Initial or Standard Level <input type="checkbox"/> \$100 Master Level					
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> Discover		Card Number		Expiration Date	
<input type="checkbox"/> Check (Payable to Charter Oak State College)					
Name of Card Holder (printed)			Signature of Card Holder		Date

## Renewing the Connecticut Directors' Credential

**When:** Renewal of the CT Directors' Credential is due every 3 years for the Initial and Standard Levels and every 6 years for the Master Level.

**What:** To renew your Credential, you must document additional college credit in ECE/After School **OR** a specified number of hours of professional development (but not both). You must also document either 3 or 6 professional contributions, depending on the level of your Credential.

**How:**

- ◆ Additional **3-credit courses** have to be new credits acquired since certification. Credits must be in one of the Core Areas of Knowledge for Directors (leadership, budget/finance, personnel management or child/family/community relations).
- ◆ **Professional development** hours must be documented by a certificate or other proof. These must be accompanied by a statement of which category (i.e., leadership, budget/finance, personnel management or child/family/community relations) the hours are related to, and 2-3 sentences about how the training or other event contributed to your work.\*
- ◆ **Professional contributions** may be documented by (but not limited to) any of the following: presenting workshops at professional conferences; writing articles or editorials; work on committees; presenting parent workshops; advocacy work; NAEYC validator; CDA advisor; College instructor/cooperating teacher; leadership role in a professional organization; mentoring other early childhood professionals; CCAC approved trainer; NAA endorser; Head Start Review Team; portfolio assessor.

You may petition for multiple hours of professional contributions for large projects. To do that, write a letter describing the tasks performed and time devoted to the project, and send it, along with some kind of documentation of the time involved (a brochure, meeting minutes, etc.) to the CDC Coordinator at Charter Oak State College, along with your completed Application for Renewal.

**PLEASE COMPLETE THE APPLICATION FOR RENEWAL ON REVERSE OF THIS PAGE**

Questions about renewing your Credential may be addressed to:

Carole Weisberg  
860-832-3933 (phone)  
860-832-3999 (fax)  
[cweisberg@charteroak.edu](mailto:cweisberg@charteroak.edu)

**Application for Renewal:**

**Initial**

**Standard**

**Master**

I have completed the following 3-credit course(s): (3 credits required for Initial & Standard Levels; 6 credits for Master Level)

Course #1 name & number \_\_\_\_\_ Competency Area \_\_\_\_\_

Institution \_\_\_\_\_ Date Completed \_\_\_\_\_

Course #2 name & number \_\_\_\_\_ Competency Area \_\_\_\_\_

Institution \_\_\_\_\_ Date Completed \_\_\_\_\_

I have completed the following for a total of:  60 hours of professional development (Initial & Standard)  
(Use additional sheets if necessary)  120 hours of professional development (Master)

\*Program #1 name and competency area covered \_\_\_\_\_ Date \_\_\_\_\_

Offered by \_\_\_\_\_

\*Program #2 name and competency area covered \_\_\_\_\_ Date \_\_\_\_\_

Offered by \_\_\_\_\_

\*Program #3 name and competency area covered \_\_\_\_\_ Date \_\_\_\_\_

Offered by \_\_\_\_\_

\*Attach statement for each program about the competency area it relates to, and how the program contributed to your work.

I have completed the following  3 professional contributions (Initial & Standard)  6 professional contributions (Master)

Contribution #1 \_\_\_\_\_

Contribution #2 \_\_\_\_\_

Contribution #3 \_\_\_\_\_

Contribution #4 \_\_\_\_\_

Contribution #5 \_\_\_\_\_

Contribution #6 \_\_\_\_\_

I have submitted the following to Charter Oak State College:

- Official transcripts (if course taken at another institution)
- Certificates or letters verifying award of CEU's and hours of professional development\*
- Certificates, letters, or other documentation of professional contributions

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_