



Colorado Department of Human Services
people who help people

OFFICE OF CHILDREN, YOUTH AND FAMILIES
Julie Krow, MA, LPC, Director

DIVISION OF CHILD CARE
Rosemarie Allen, Director
1575 Sherman Street, 1st Floor
Denver, Colorado 80203-1714
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www.colorado.gov/cdhs



John W. Hickenlooper
Governor

Reggie Bicha
Executive Director

January 9, 2012

FRIENDLY REMINDER DIRECTOR QUALIFICATIONS

Dear Director,

As you may know, Colorado Rules and Regulations changed to increase the number of courses required for Directors in March 2010 that became effective May 31, 2011, as follows:

7.702.54 (A)1

Effective May 31, 2011, the following two (2) three (3) semester hour college courses, in addition to the courses listed in Section 7.702.52, A, 1, must be taken from a regionally accredited college or university at either a two year, four year or graduate level, in each of the following subject or content areas for a total of thirty (30) semester hours:

- a. *The exceptional child;*
- b. *Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training.*

7.702.54 (B)2

All individuals holding a valid approval letter for director qualifications from the Department of Human Services that matches official Department records are required to take, or have taken, the following five (5) three (3) semester hour courses.

1. One course must be taken every two (2) years from a regionally accredited college or university at either a two year, four year or graduate level in each of the following subject or content areas:

- a. *Early childhood guidance strategies;*
- b. *Early childhood health, nutrition and safety or child nutrition;*
- c. *The exceptional child;*
- d. *Infant/toddler theory and practice; or expanding quality in infant and toddler training;*
- e. *Administration: human relations for early childhood professions.*

2. Official transcripts from a regionally accredited college or university of the one (1) or more of the five (5) courses shall be submitted to the State Department within thirty days of completing each course until all five (5) courses have been completed. The first course must be completed by May 31, 2012.

Because there was confusion about the dates of completion, the Division extended the May 2011 date to May 2012, for BOTH classes to be taken (The Exception Child and Infant/Toddler), as indicated on the website:

Steps to renewing our Director Letter <http://www.colorado.gov/cs/Satellite/CDHS-ChildYouthFam/CBON/1251586020265>

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Please be reminded that BOTH classes (The Exception Child and Infant/Toddler) are to be completed by May 31, 2012 to maintain your status as “Director Qualified”. Those who have not renewed their Director Letter and in possession of a new, dated letter, with an expiration date, will no longer be qualified after May 31, 2012.

Please be advised there is still time to register for classes in order to meet the deadline. The Division has been in contact with the Community Colleges, as well as several four year institutions and although the time is short, there is still time. You may not want to delay, as this is the last semester to enroll to meet the deadline!

The Division is also holding an informational meeting regarding Director Qualifications and the renewal process on Wednesday, January 18, 2012 from 5:00-7:00, 1575 Sherman Street, Denver, CO 80203, in room 4A/B. During the meeting, we will have staff on hand to review transcripts, experience letters and process paperwork to expedite the application. Please bring copies of your paperwork, including the attached Renewal Application, if you’d like to take advantage of this service.

Thank you for the wonderful job you do on behalf of Colorado’s children. Please reply to this email with any questions you might have.

Sincerely,



Rosemarie Allen
Director, Division of Child Care

APPLICATION FOR RENEWAL OF LARGE CENTER DIRECTOR QUALIFICATIONS

Please type or print clearly

Have there been coursework changes since the last application submission? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Full Name		Maiden Name (and/or other surnames)	
Date of Birth		Email	
Social Security Number			
Mailing Address	Street	City	Zip
Home Telephone		Work Telephone	

List regionally accredited colleges sending official transcripts: Note: Please have colleges and universities send official transcripts to this office at the address below.	

Please check coursework completed:
(must be completed by May 31, 2012)

- The Exceptional Child – 3 semester credit hours
- Infant/Toddler Theory and Practice; or Expanding Quality Infant/Toddler Training – 3 semester credit hours

All other individuals with large center director letters previous to January 1, 2002:
(one course must be taken every two (2) years beginning May 31, 2012)

- Early Childhood Guidance Strategies – 3 semester credit hours
- Early Childhood Health, Nutrition, and Safety – 3 semester credit hours
- Early Childhood Administration: Human Relations – 3 semester credit hours

I have read and am fully familiar with the rules regulating childcare centers issued by the Colorado Department of Human Services, and I agree to fully comply with them.

I certify that all information pertaining to my renewal application for large center director qualification is true and correct as required in 7.702.52 of Colorado's Rules Regulating Child Care Centers. Furthermore, in accordance with Sections 26-6-105.5, 26-6-108, and 26-6-114, Colorado Revised Statutes, I understand that providing false or misleading information to the Colorado Department of Human Services constitutes perjury in the second degree and can also result in my being fined as much as \$100 a day to a maximum of \$10,000.

Signature	Print Name	Date
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Please return the completed renewal application and a **copy of your Director Letter** to:

Director Qualifications
 Division of Child Care
 Colorado Department of Human Services
 1575 Sherman Street, 1st Floor
 Denver, CO 80203-1714