

If the Department undertakes a statewide evaluation, the center will **not** be expected to bear the cost. You may be asked to assist with providing names and addresses of parents served, assist in distribution of the survey at the center, etc. The Department will shared final reports obtained from conducting any statewide survey with all licensed centers.

Personnel

Center Director Requirements

Center director requirements. Centers that have multiple sites shall have a center director or on-site supervisor in each center. The center director is responsible for the overall functions of the center, including supervising staff, designing curriculum and administering programs.

The director shall ensure services are provided for the children within the framework of the licensing requirements and the center's statement of purpose and objectives. The center director shall have overall responsibility for carrying out the program and ensuring the safety and protection of the children.

The center shall submit information in writing to the child care consultant before the start of employment. The Department shall make the final determination. The information submitted shall be sufficient to determine that the director meets the following minimum qualifications:

- a. Is at least 21 years of age.
- b. Has obtained a high school diploma or passed a general education development test.
- c. Has completed at least one course in business administration or 12 contact hours in administrative-related training related to personnel, supervision, record keeping, or budgeting or has one year of administrative-related experience.
- d. Has certification in infant, child, and adult cardiopulmonary resuscitation (CPR), first aid, and Iowa's training for the mandatory reporting of child abuse.
- e. Has achieved a total of 100 points obtained through a combination of education, experience, and child development-related training as outlined in the following chart:
 - (1) In obtaining the total of 100 points, a minimum of two categories must be used, no more than 75 points may be achieved in any one category, and at least 20 points shall be obtained from the experience category.
 - (2) Points obtained in the child development-related training category shall have been taken within the past five years.
 - (3) For directors in centers predominantly serving children with special needs, the directors may substitute a disabilities-related or nursing degree for the bachelor's degree in early childhood, child development or elementary education in determining point totals. In addition, experience in working with children with special needs in an administrative or direct care capacity shall be equivalent to full-time experience in a child care center or preschool in determining point totals.
 - (4) For directors in centers serving predominantly school-age children, the directors may substitute a degree in secondary education, physical education, recreation or related fields for the bachelor's degree in early childhood, child development or elementary education in determining point totals. In addition, child-related experience working with school-age

children shall be equivalent to full-time experience in a child care center or preschool in determining point totals.

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT-RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full-time (20 hours or more per week) in a child care center or preschool setting	25	One point per contact hour of training
Associate's degree in child development or bachelor's degree in a child-related field	60	Part-time (less than 20 hours per week) in a child care center or preschool setting	10	
Child development associate (CDA) or one-year diploma in child development from a community college or technical school	45	Full-time (20 hours or more per week) child development-related experience	10	
Bachelor's degree or higher in a non-child-related field	40	Part-time (less than 20 hours per week) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least two years of a four-year degree	25	Registered child development home provider	10	
		Nonregistered family home provider	5	

Rationale and Recommendations For Implementation

You must notify the child care consultant **before** hiring a director, either when opening a new center or replacing the director. Submit to the child care consultant sufficient information to determine whether the person meets the education, experience, and training requirements for a director. The final determination as to whether the person meets qualifications rests with the child care consultant.

The director is responsible for the overall function of the center and is essentially the leader of a small business. The director of a center must have an understanding of good business practices, administration, and child development in order to:

- Ensure the overall well-being of children
- Establish healthy, safe, and developmentally appropriate practices
- Hire and maintain competent, motivated staff and provide for their professional development
- Set appropriate expectations for staff
- Maintain clear communication with parents
- Manage the center and provide for the financial soundness of the center over the long-term

Larger centers serving 50 or more children may want to consider not including the director in the staff/child ratio, to allow the director to be more available for the overall supervision of the center.

Doing so allows the director to be more knowledgeable of all the activities **throughout** the center, provide guidance and modeling to staff, give more immediate response and intervention during emergencies, and fill in temporarily for an absent employee until other personnel can arrive.

New center directors are encouraged to visit and network with a nearby center director in their community or county. The more experienced director can serve as a “mentor” to offer ideas, strategies, and sample plans and policies. Directors are also encouraged to make contact with the various resources listed in Part II, Provider Resources, such as Child Care Resource and Referral.

Keep your local Child Care Resource and Referral Agency updated regarding changes in your hours of operation, ages served, etc. as they maintain information to provide parent referral services.

Understanding the Point Chart

The point chart is used to determine if directors are qualified, based on a combination of post-secondary education, experience, and training. The goal is to assist potential directors who may not fully meet the point requirement but are “qualifiable” by allowing them an opportunity to obtain additional training in areas where their formal education or experience needs reinforcement.

A person must achieve a total of 100 points to qualify as a director.

- At least two categories must be used to achieve the 100-point total. No more than 75 points may be achieved in any one category. The rationale for this restriction is that it:
 - Allows directors who do not have a degree or whose degree is not child-related to use years of experience and training to meet the point total
 - Allows directors who have a child-related degree and at least a year of full-time experience in a child care or child-related setting to meet the point total with minimum additional training
 - Doesn’t allow a person with a recent college degree but no experience in a child care setting to be in charge of a center without first obtaining experience
 - Emphasizes the importance of a combination of criteria in ensuring staff are well-versed in their knowledge and understanding of their responsibilities
- At least 20 of the 100 points must be obtained from the **experience** category.

Rationale: Experience in a child care or child-related field is essential in understanding the developmental needs of children, the structure necessary to ensure an appropriate, safe and non-chaotic environment is maintained, and the orientation and training needs of staff.

- Training used to calculate points in the “child development-related training” category must have been taken within the past five years.

Rationale: Our understanding of child development, health and safety considerations, and environmental concerns, changes and evolves over time. Ongoing research constantly challenges the development of new curriculum. Therefore, it is important in maintaining quality staff that training received be centered on the most up-to-date information available.

- One continuing education unit (CEU) is equivalent to 10 contact hours.

- Accommodations are made for centers serving **predominately** children with special needs or school-age children.

Rationale: Because of the special program considerations, additional degrees are allowed for in the education category and additional experiences in other program-related settings are allowed for in the experience category.

Parenthood is **not** considered as “child development-related experience.” Internships are not counted as “child development-related experience” if they were required to obtain a degree.

The Department may issue a provisional license for up to one year to allow the director to meet qualifications. However, using a provisional license for those people who are “qualifiable” is not intended as an open-ended approval for anyone merely interested in operating a center. Some measure of education or a track record of involvement with early childhood or school-aged children is needed.

Given the variation in educational, employment and volunteer opportunities, the scope of education and experience sufficient to warrant issuing a provisional license must be decided on a case-by-case basis. Potential center directors are allowed and encouraged to make up deficiencies in education and experience by obtaining training relevant to their areas of need.

However, it is not the intent of the Department to allow 75 hours of self-study. Training is to be viewed as professional development resulting in better outcomes for children, not as an “easy” way to become a center director.

A worksheet to assist in determining if a person qualifies under this system is included in Part IV of the handbook.

Center director and On-Site Supervisors shall enter their credentials in I-PoWeR.
<https://secureapp.dhs.state.ia.us/TrainingRegistry/TrainingRegistry/Public/>

Director/OSS Educational Point Structure

75 points (Bachelor or higher)

- Early Childhood Education
- Child Development
- Elementary Education
- Nursing (if predominate population served is special needs)
- Permitted substitutions for school age programs as identified in rule

60 points (Associate’s degree in child development or Bachelor in “child related” field)

- Child/Adolescent Development
- Youth and Family Development
- Special Education
- Family Services
- Social Work/Sociology/Psychology
- Child, Adult, Family Services (child service option)
- Human Development and Family Studies (child option)
- Early Childhood Administration

conduct a self-audit with the entire checklist before DHS makes a licensing visit. Child Resource & Referral can also assist with the preparations for opening (<http://iowaccrr.org/>)

Center Director Qualifications

Name of Center	
Name of Staff	Date

The center director:

- Is responsible for overall functions of the center, supervising staff, designing curriculum, and administering programs.
- Shall ensure services are provided for the children within the framework of the licensing requirements and the center’s statement of purpose and objectives.
- Has overall responsibility for carrying out the program and ensuring the safety and protection of the children.

When the same person accomplishes the functions of the center director and the on-site supervisor, the educational and experience requirements for a center director apply.

Yes	No	Qualifications		
		21 years of age		
		High school diploma or general education diploma		
		<input type="checkbox"/> 1 business administration course	<input type="checkbox"/> OR 12 contact hours in administrative related training	<input type="checkbox"/> OR 1 year administrative related experience
Description:				
		Current CPR certification	Expires:	
		Current first aid certification	Expires:	
		Child abuse certificate	Expires:	
		100 point total	Points per category	Total
		Education	Carry over from worksheet- 75 maximum	
		*Experience (20 points minimum)	Carry over from worksheet- 75 maximum	
		Child development-related training completed in the last 5 years.	Carry over from worksheet- 75 maximum	
		Total # of Points for Qualifications		

** 100 total points required:
 A minimum of two categories must be used.
 No more than 75 points may be achieved in any one category.
At least 20 points must be obtained from the experience category.

** Child development-related training category points must have been taken **within the PAST FIVE years**

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Associate’s degree in child development or bachelor’s degree in a child-related field	60	Part time (less than 20 hours) in a child care center or preschool setting	10	
Child development associate (CDA) or one-year diploma in child development from a community college or technical school	45	Full time (20 hours or more) child-development related experience	10	
Bachelor’s degree in a non-child-related field	40	Part-time (less than 20 hours) child development-related experience	5	
Associate’s degree in a non-child-related field or completion of at least two years of a four-year degree	25	Registered child development home	10	
		Nonregistered family home provider	5	

Center Director Qualifications

Name of Center	
Name of Staff	Date

WORKSHEET

EDUCATION DEGREE	AREA OF STUDY	POINTS EARNED
TOTAL NUMBER OF EDUCATION POINTS EARNED		

EXPERIENCE (POINTS X NUMBER OF YEARS) EMPLOYER / SETTING / EXPERIENCE	FULL OR PART TIME	POINTS	X	NUMBER OF YEARS	POINTS EARNED
			X		
			X		
			X		
			X		
			X		
			X		
			X		
TOTAL NUMBER OF EXPERIENCE POINTS EARNED					

CHILD DEVELOPMENT-RELATED TRAINING (CONTACT HRS. X 1) / DESCRIPTION	DATE MONTH/YEAR	CONTACT HOURS	X	1	TOTAL
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
			X	1	
Total No. of CHILD DEVELOPMENT-RELATED TRAINING POINTS EARNED					