



Instructions for the Application for Review of Program Director Qualifications For School Age Programs

Research has shown that the qualifications of a program director is a key component in the overall quality of the child/youth services offered by a program. Higher quality care is provided in programs with well-educated program directors with experience in the operation of child or youth care facilities.

1. APPLICATION INFORMATION

- Complete all information as requested in the CCL. 356 application.
- Include your email address as communication will be emailed to you from KDHE.
- A CLARIS person ID # has been issued if you have or are working in a child care facility. Your person id is unique to you and was issued at the time of your background check. Enter the number if known. (This is not the facility license number).
- If something does not apply to you, place NA in that space.
- Include all requested information as attachments. If applicable, copies of transcripts (unofficial copies are acceptable), current program director approval, and any additional experience with school-age children that requires additional space than allowed on the application must be attached to the application.
- Your first and last name must be legible on each attachment.
- Review the application to be sure that the application is complete with all attachments. Incomplete applications will be returned.
- Email the application and documentation to KDHE.CCLR@ks.gov . In the subject line of the email include "Program Director Application" and your name.
- Questions regarding this application should also be sent to KDHE.CCLR@ks.gov

2. REGULATORY REQUIREMENTS

- As stated in K.A.R. 28-4-587(b)(1)(C), the program director must have either a high school diploma or a general education development credential (GED).
- The program director must be at least 18 years of age and meet the qualifications for the license capacity of the program. Specific qualification requirements are detailed under K.A.R. 28-4-587 in the [Kansas Regulations for School Age Programs](#)
- As defined in K.A.R. 28-4-576(cc), the program director is the staff member who is responsible for implementing and supervising the program.

3. REGULATION POLICY EXCEPTION

- A policy exception has been granted for requirements stated under K.A.R. 28-4-587 (b) and (d). This exception allows for experience from unlicensed facilities and that the experience is not limited to the same type of facility while this exception is in effect.