



Instructions for the Application for Review of Program Director Qualifications

Complete all information as requested in the Application.

If something does not apply to you, place NA in that space. A copy of official transcripts (copy issued to student is acceptable), CDA Credential, KDHE Record of Observations completed or additional teaching experience must be attached to the application.

PLEASE MAKE SURE THAT YOUR FIRST AND LAST NAME IS ON EACH ATTACHMENT TO THE APPLICATION. Incomplete applications will be returned.

General information about the role of the Program Director:

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.

Education and experience must be with the same age group(s) as enrolled in the program. KDHE experience with regulated child care facilities also supports this research. Kansas child care facilities with unqualified program directors tend to show more noncompliance with child and youth care practices than facilities with qualified program directors.

Regulatory requirements:

- As defined in K.A.R. 28-4-420(w), the program director is the staff member who is responsible for implementing and supervising the program.
- The program director must be **on site** at the facility full time as stated in K.A.R. 28-4-428(d)(1). Full-time is defined as a minimum of 35 hours per week, during program operating hours or during the entire operation of the program, if operating less than 35 hours per week.
- As stated in K.A.R. 28-4-428(d)(2), facilities licensed for more than 60 children must have a program director who does not have other assigned responsibilities (transportation, meals, substitute in classroom, etc).
- 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. 28-4-429 in the [Kansas Regulations for Licensing Preschools and Child Care Centers](#).