



CHILD CARE LICENSING PROGRAM

Division of Public Assistance
Child Care Program Office

ASSOCIATE ADMINISTRATOR DESIGNATION AND QUALIFICATION FORM

Name of Associate Administrator Applicant: _____

Name of Facility: _____

This form provides the Department with information supporting the individual identified by the facility meets the qualifications to be designated as an Associate Administrator (Administrator Designee).

1. Read, mark, and attach for each qualification, supporting documentation showing compliance with licensing regulations. Supporting documentation includes but is not limited to, proof of:
 - **Age** – such as birth certificate, passport or passport card, driver's license, or state identification card;
 - **Education and/or training** – such as transcripts, certificates of completion, training or employment training attendance records;
 - **Experience in child care, handling finances, and planning and evaluating programs** – such as a resume documenting employment history summarizing job duties performed.
2. Attach three completed *Associate Administrator Reference* CC259 forms signed and dated by the person making the recommendation. At least one reference must be from an individual who can attest to your professional skills. Two of the references must be from individuals who are not related to you.
3. Submit this form and all applicable attachments to the department for approval, when applying for a provisional child care license. Existing licensed facilities changing their Associate Administrator must complete and attach this form to a *Report of Change Form* CC95 and submit it to the department. The facility Administrator will ensure the new assigned Associate Administrator meets the regulatory requirements below. The facility is required to keep a copy of this form and all applicable attachments in the individual's personnel file at the facility, for Department review during inspections.

The Associate Administrator must provide supporting documentation showing they meet the following requirements:

- Must be at least 21 years of age.
- Must have an understanding of the development of children.
- Must have the ability to care for children;

Must have one of the following education requirements that is appropriate to the age and development of the children in care:

- A System for Early Education Development (SEED) career ladder level 7 certificate or higher;
- At least 12 semester hours of college credit in early childhood development, child development, child psychology, elementary education, or the equivalent; however, college credit in management may substitute for three of the 12 required hours;
- A current child development associate (CDA) credential from the Council for Early Childhood Professional Recognition;
- A Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education;
- A school age child care education certificate or child youth care credential; or
- Another early childhood education certificate or credential approved by the Department.

Must have the skills to work with:

- Children;
- Family members;
- Department staff;
- Community agencies; and, if applicable
- Staff of the child care facility.

Must have the skills necessary to handle finances and plan and evaluate programs.

I certify that the contents of this form and information provided are true, accurate and complete.

Printed Name of Administrator

Signature of Administrator

Date

Printed Name of Associate Administrator

Signature of Associate Administrator

Date