

## Certified Child Care Center Director Information Form

This form must be submitted to DHS for each employee at the time of initial certification or when requested by DHS. This information must also be maintained in each Director personnel file on-site. Directors must meet qualifications as required in Minnesota Statute 245H.08, Subd. 2.

During hours of operation, a certified center must have a director or designee on site who is responsible for the overseeing implementation of written policies relating to the management and control of the daily activities of the program, ensuring the health and safety of program participants, and supervising staff and volunteers.

Director Full Name:		DOB:	
Center Name:		Center Certification Number:	
Program Address: (Street, City, State, Zip)			
Employment Date:	1 <sup>st</sup> Contact with Children Unsupervised (date):	1 <sup>st</sup> Contact with Children Supervised (date):	Title:

**According to Minnesota Statutes section 245H.08, Subd. 2, a director must be 18 years of age or older and have completed at least 16 hours of training in any of the following topic areas prior to working:**

- A. Child Development and Learning**
- B. Developmentally Appropriate Learning Experiences**
- C. Relationships with Families**
- D. Assessment, Evaluation and Individualization**
- E. Historical and Contemporary Development of Early Childhood Education**
- F. Professionalism**
- G. Health, Safety and Nutrition**

\*If using college credits, one semester credit is the equivalent of 15 hours of training

Training:	Training Institution	Training Topic Area/s Covered (Circle corresponding training area/s from list above)	Date Completed:	Clock Hours:
		A B C D E F G		
		A B C D E F G		
		A B C D E F G		
		A B C D E F G		
		A B C D E F G		

Employee Signature:	Date:
Signature of Supervisor Verifying Accuracy of Information:	Date: