



Child Care Director Designation

Facility Name: _____ Facility License Number: _____

Change of Director

New Facility

Process for Reporting a Change in Director

When you have a change in Director the following information must be sent to the Office of Child Care prior to the new director being on-site. This will meet requirements set forth in OAR 414-300-0030.

1. The new director’s current resume and/or list of qualifications.
2. Documentation that the person is enrolled in Central Background Registry (confirm below).

Please review the director’s personnel file to ensure qualifications are met per OAR 414-300- 0080. If necessary, submit a plan showing how any missing components will be addressed and how the program will be operated until the director has obtained the knowledge.

Designated Director

Name of Director:	Effective Date:
Address (Street, PO, City, Zip)	
Owner/Board Chairperson	
I understand that the above named director or site director will be the prime contact for the certification purposes unless the Office of Child Care is notified otherwise in writing.	
I understand that the Office of Child Care will notify the director of any due notice or corrective or adverse action against the facility.	
Director’s Central Background Registry Number:	Expiration Date:

Signature: Owner/Operator/Board Chairperson Date

Signature: Director Date