



Director Qualifications

Staff Qualifications

This form can be completed whenever a person is hired to work for or change position in the Certified Child Care Center.

DIRECTIONS

1. Check the qualifications that apply to the employee.
2. Attach employee's resume.
3. Write notes on the resume confirming that the information is correct. (i.e. Confirmed on 5/25/17 by calling previous supervisor)
4. Once qualifications are confirmed, save the form in the employee file.
5. The licensing specialist will review the form during your next visit.

Person completing the form:

Employee Name:

Position:

Position Start Date:

CBR Number:

DIRECTOR (414-300-0080)

Check the qualification option that applies

| Category | Requirements |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age | <input checked="" type="checkbox"/> At least 21 years of age |
| Option 1 | <p>Option 1: 0080(b)</p> <p>(A) At least one year of training and/or experience in management and supervision of adults; AND either (B) or (C)</p> <p>(B) Have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training; OR</p> <p>(C) Documentation of attaining at least step nine in the Oregon Registry</p> |
| Option 2 | <p>Option 2: 0080(c)</p> <p>(A) One year of training and/or experience in management and supervision of adults OR have knowledge of child development for the primary ages served by the center as evidenced by a combination of professional references, education, experience or training; AND</p> <p>(B) A plan, approved by Office of Child Care (OCC), that shows how the missing component in (A) above will be addressed and how the program will be operated until the director has obtained the training, experience or knowledge.</p> |
| Training | <p>0080(7) The director must have completed OCC approved health and safety training within thirty days of employment.</p> <p>0120(9) Have completed a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.</p> |
| Infants | 0080(8) If the center is certified to care for infants, the director must have completed OCC approved safe sleep training. |

Source:

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 300 [Certified Child Care Centers](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 1-800-556-6616.