

Steps To Renewing Your Director Qualifications Letter

- Review the rules and identify the list of ten classes required for Director.
- Review your transcripts to identify the classes you have already completed . (Remember you must have earned a "C" or better")
- If you need Infant/Toddler Theory (or the Expanding Quality Infant Toddler class) and the Exceptional Child class start by taking these first
- Develop a plan of how you will complete two classes by May 31, 2012. *(Please be advised that the rules state May 2011. The State is extending this requirement until May 2012)*
- Make a list of classes you still need to take
- Once you have completed the classes:
 - Download a copy of the Renewal Application from our website
 - Order your Official transcripts
 - Submit the application and your transcripts to the Department

Renewal Applications should be sent to:

Marlena Lewis
Director Qualifications
1575 Sherman Street
Denver, CO 80203

All directors must have the 10 classes that are listed or pass the Advance Credential Assessment. Classes must be taken every other year until the requirements are met. Once the classes are completed, the Director must submit a new application with official transcripts to the Department. The Department will then issue a *time dated* letter that will expire two years after the issue date. Once all requirements are met, a 5-year letter will be issued, to be renewed every 5 years when additional 3 credit hour classes are taken.