

**Arizona Department of Health Services
Bureau of Child Care Licensing**

Change of DIRECTOR Notification Form

Pursuant to R9-5-301.A, "A licensee shall...within 10 calendar days before changing a facility director, submit written notice of the change including the new designated facility director's name and starting date; if the licensee is not aware of a change in the facility director 10 calendar days before the effective date of the change, submit written notice of the change to the Department including the new designated facility director's name and starting date within 72 hours after becoming aware of the change.

COMPLETE AND RETURN TO:

Phoenix Metro Area, Yuma, Northern AZ:
Bureau of Child Care Licensing
150 North 18th Ave., Suite 400
Phoenix, AZ. 85007
Phone: 602 364-2539

Tucson, Southern AZ:
Bureau of Child Care Licensing
400 West Congress, Suite 100
Tucson, AZ 85701
Phone: 520 628-6541

Name of director:	Start Date as director:	Certificate # CDC -
Email address (director):	Email address (facility):	
Facility Name:		Facility Telephone #:
Facility Address:	City:	Zip:

The director is at least 21 years of age and will accept the primary responsibility for the daily administration and operation of the facility, and must meet requirements as a staff member (R9-5-402.A) and possess the following minimum qualifications (R9-5-401.1).

Copies of this documentation must be kept in the director's file on-site.

ACADEMIC EXPERIENCE	QUALIFYING CHILD CARE EXPERIENCE
Documentation for one of the following options must be available on-site:	AND Twenty-four months
<ul style="list-style-type: none"> A high school diploma or high school equivalency diploma and at least six credit hours of academic course work or 60 hours of documented workshop experience in early childhood education or child development, and an additional 12 hours of instruction in the area of program administration, planning, development or management. 	AND Eighteen months
<ul style="list-style-type: none"> N.A.C., C.D.A., C.C.P., or C.P.C. Credential. 	AND Eighteen months
<ul style="list-style-type: none"> A minimum of 24 credit hours from an accredited college or university, including at least six hours of academic course work in early childhood education, child development or closely related field. 	AND Six months
<ul style="list-style-type: none"> An associate degree in early childhood education, child development or closely related field. 	AND Three months
<ul style="list-style-type: none"> Bachelor's degree in early childhood education, child development or closely related field. 	

QUALIFYING CHILD CARE EXPERIENCE:

Include in the director's file documentation that briefly and specifically describe the **qualifying experience**. (Note: "qualifying experience" means verifiable experience working directly with a group of children during a specified time period in any licensed child care facility, elementary education program, or in fields of nursing, social work, psychology, or other fields related to child growth or development.)