

## Illinois Director Credential and IDCFS Director Qualification Frequently Asked Questions (FAQs)

### **Where can I find the Illinois Department of Children and Family Services (IDCFS) licensing regulation regarding Director qualifications?**

The Director qualifications can be found in the IDCFS licensing regulations via the following path:

Title 89: Social Services  
Chapter III: Department of Children and Family Services  
Subchapter E: Requirements for Licensure  
Part 407 Licensing Standards for Day Care Centers  
Section 407.130 Qualifications for Child Care Director

You can also find the regulation here: [ilga.gov/commission/jcar/admincode/089/089004070D01300R.html](http://ilga.gov/commission/jcar/admincode/089/089004070D01300R.html)

### **What does the new portion of the Director qualifications say?**

By July 1, 2017, the following education requirements for licensed day care center staff shall be met.

1. All new child care directors hired on or after July 1, 2017 shall have a minimum of an associate degree in child development or early childhood education, or the equivalent (defined as 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education) and either a Gateways to Opportunity Level I Illinois Director Credential (see 89 Ill. Adm. Code 50.720(b) and [www.ilgateways.com/en/illinois-director-credential-idc](http://www.ilgateways.com/en/illinois-director-credential-idc)) or 3 semester hours of college credit or 3 points of credential approved training in administration, leadership or management.
2. Effective July 1, 2017, licensed child care centers must have an employee on site at all times with a minimum of an associate degree in child development or early childhood education or the equivalent (defined as 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education).

### **Who can determine if I am Director qualified?**

Only an IDCFS Licensing Representative can determine if you are Director qualified.

### **What can Gateways to Opportunity tell me about my Director qualification status?**

A Gateways Professional Development Advisor (PDA) and/or a Gateways Credential Counselor can only provide information regarding your current status for the Illinois Director Credential (IDC), if you have applied, or offer assistance locating the three required points in Gateways Credential approved administrative coursework/training.

### **Do I need to have an Illinois Director Credential to be IDCFS Director qualified?**

No. Attainment of the Illinois Director Credential is one option that can be used to help meet a portion of the requirements to be Director qualified.

**If I decide that I want to obtain “3 points of credential approved training in administration, leadership, or management,” how would I go about that?**

1. You can submit copies of certificates of completion from trainings you have already completed for review.
2. You can contact a Gateways PDA or Credential Counselor to receive information about what trainings you may take in order to meet this requirement. Once the trainings are complete, you will need to submit copies of the certificates of completion, along with your request for training approval, as noted above.

Requests for course/training approval for the Director qualification requirement should be sent to [credentials@ilgateways.com](mailto:credentials@ilgateways.com).

**What kinds of training can help me meet the “3 points of credential approved training in administration, leadership, or management?”**

In order for a training to be considered for credential approval, it must be at least 7.5 consecutive contact hours in length, cover just one content area, and contain an assessment component. In order to earn the required points in credential approved training, all 45 clock hours of training must cover administrative content.

**What are the minimum requirements for obtaining an Illinois Director Credential?**









To obtain an Illinois Director Credential Level I, you must have a minimum of:

- An associate degree in any field.
- 21 semester hours of Early Childhood/School-Age coursework and training.
- 9 semester hours of Early Childhood/School-Age Administrative coursework and training.
- 100 hours of teaching experience in an Early Childhood/School-Age Program.
- 1,200 hours of administrative experience in an Early Childhood/School-Age Program.

**Where can I find more information about the requirements for an Illinois Director Credential?**

A chart of all the requirements for the Illinois Director Credential, called a “framework,” can be found at the bottom of the Illinois Director Credential page of the Gateways to Opportunity website here: [www.ilgateways.com/credentials/illinois-director-credential](http://www.ilgateways.com/credentials/illinois-director-credential). A document describing the Administrative Content Areas for the Illinois Director Credential can also be found there.

**What are the main differences between the Illinois Director Credential and IDCFS Director qualification requirements?**

	Illinois Director Credential	IDCFS Director qualification
Determined by an IDCFS licensing representative		
Determined by a Gateways Credential Counselor		
Requires current Gateways Registry membership		
Requires application, as well as \$65 application fee		



1226 Towanda Plaza | Bloomington, Illinois 61701 | (866) 697-8278 | [www.ilgateways.com](http://www.ilgateways.com)