

Child Care Director Designation

Facility Name		

Change of Director

New facility

Process For Reporting a Change in Director

When you have a change in Directors the following information must be sent to the Child Care Division **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 the Criminal History 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, Route, or P.O., City, Zip)				
Board Chairperson/Owner/Operator				
I understand that the above named director or site director will be the prime contact for the certification purposes unless the Child Care Division is notified otherwise in writing.				
I understand that the Child Care Division will notify the director of any due notice or corrective or adverse action against the facility.				
Director's Criminal History Registry number and expiration date:				

Signature: Owner/Operator/Bd. Chairperson

Date

Signature: Director

Date