

Illinois Director Credential

Work & Practical Experience in Early Childhood/ School-Age Administration—Verification Form Family Child Care Providers

Family Child Care Providers (FCCP) must complete this form to verify administrative experience for the Illinois Director Credential. Please follow the steps below:

Step 1: Include copies of your Illinois Department of Children and Family Services (IDCFS) license for the years of experience to be counted.

Step 2: Please have two families with children in your program complete pages 3 and 4.

Step 3: Please include:

- Two copies of your most recent employee(s) pay stub or two copies of the most recent employee time sheet.
- Copy of employee(s) W-2 or 1099 form(s).

OR

- IDC Work and Practical Experience in Early Childhood/School-Age Administration verification form (page 5).

Personal Information

Participant Name: _____

License Name: _____

Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Ages of Children Served: 0–3 3–5 5–12

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____

Participant Signature: _____ **Date:** _____

By signing the above, I verify that the information provided herein is accurate and correct to the best of my knowledge. I understand false or misleading statements or subsequent documentation may constitute grounds for denial of a Gateways to Opportunity credential.