



Nebraska Early Childhood Professional Record System

Director of Record Change/Addition Form

Early Childhood Care and Education programs that participate in Step Up to Quality must have a professional record for the Director/Owner of the organization whether the Director oversees one or multiple sites.

Director/Owners of organizations and sites can change after the initial applications are completed. This form is designed to provide the Nebraska Department of Education with the information needed to make a change in the director of record for an organization or a site.

In order to document that you are the Director of Record, you will need to submit the completed form to:
Nebraska Department of Education
Step Up to Quality Office
P. O. Box 94987
Lincoln, NE 68509

Or Scan and Email the form to:
nde.stepuptoquality@nebraska.gov

Director of Record-Required Information

Name of Previous Director of Record: _____

Name of Organization or site: _____

License # for program _____

Name of new Director of Record _____

New Director of Record Email _____

New Director of Record Phone # _____

Director of Record Assistant-Optional Information

Directors may designate other staff access to the Nebraska Early Childhood Professional Record System organizational or site information to assist staff as they enter their education and training documentation in the Record System. The designated staff must enter their own professional record in the Record System; must be in a leadership position in the program; and must be employed by the program.

Name: _____ Position _____

Email address _____ Phone number _____