



## Texas Director Credential Renewal Application

Designed for Administrators and Primary Caregivers of a licensed child-care home who hold a current Child-Care Center Director's Certificate issued by the Texas Health and Human Services Commission. This course fulfills the training requirements to renew a Texas Director Credential.

### Director Credential Renewal requirements:

- Hold a current CPR & First Aid certification.
- At least 48000 hours of work experience performing administrative duties in a licensed child care or early education setting.
- Clear licensing inspection without any serious deficiencies cited
- Completion of ChildCareEd's 15-hour renewal program
- Current Child-Care Center Director's Certificate

### Applicant information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ (MM/DD/YY)  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Primary Phone#: \_\_\_\_\_ Alt. Phone#: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Agreement

I certify that the information provided is true and accurate to the best of my knowledge. I agree to abide by and follow the rules and requirements of the program. I understand and acknowledge that in order to be awarded the Director Credential Renewal recognized by the state of Texas, I must satisfactorily complete all requirements of the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name(Print): \_\_\_\_\_

### How do I renew my Director Credential?

In order to renew your credential you must upload the following pre-requisite documentation to the ChildCareEd website:

- This completed Renewal Application submitted at least 90 days prior to your current credential expiration date.
- Copy of your current Child-Care Center Director's Certificate
- Documentation that you have worked at least 4800 hours in a licensed child care facility performing administrative duties (letter on official letterhead from a supervisor will fulfill this requirement)



- Copy of a current CPR & First Aid certification
- Copy of the most recent licensing inspection for your child care facility.

(IF YOU DO NOT have any piece of the above required documentation you may still attend our course but, the state will have to give you a waiver for the parts you are missing to be a licensed director. Please submit your waiver in place of any missing documentation.)

In addition to this documentation, renewal requires the completion of ChildCareEd's 15-hour Texas Director Credential Renewal training course.

### **Next Steps**

The Texas Director's Credential with ChildCareEd is an approved day-care administrator's credential issued by a professional organization and approved by Licensing. Once completed, you will receive a certificate as proof you have completed the training program and is valid for two years. The Texas Health and Human Services requires that once you have completed the training:

You must submit a written request to the Director of Licensing for renewal of your Child-Care Center Director's Certificate 30 days before the certificate will expire and include the Renewal Certificate to document your 30 hours of training.

### **Refund Policy**

No refunds are given once a registration payment has been made. The exceptions to this policy are as follows:

- Unique circumstances may occur that would not allow the student to participate. A 50% courtesy refund may be applied to a future class date for the same class.
- Payments need to be made in full prior to the end of class and successful completion in order for a certificate to be issued.
- Refunds in the form of credits may be given when certain emergencies arise.

### **Renewal Denial**

A Renewal will be denied under the following conditions:

- Failure to achieve 80% passing score on online training
- First Aid & CPR certification is not current
- Major deficiency listed on most recent licensing inspection
- Does not currently work in a licensed child care facility
- Does not hold a current Child-Care Center Director's Certificate