

## Texas Director Certificate FAQ's

### What is a Texas Director Certificate?

A Texas Director Certificate is issued by the Texas Health and Human Service Commission: Child Care Regulation Department. All child care center directors MUST hold a valid Director Certificate.

### How do I get a Texas Director Certificate?

To obtain a Director Certificate in the State of Texas, a person will need to be designated as a director of an operation by the Owner, Head of the Governing Body, or Designee of the operation. Once designated as the director they will have to submit transcripts, trainings, and the appropriate forms to the Child Care Regulation representative of their operation.

### What are the qualifications to become a director?

The director of a licensed child-care center must be at least 21 years of age, have a high school diploma or its equivalent, and have one combination of education and experience.

### What is a Day Care Administrator Credential?

A day care administrator's credential is a credential recognized by Child Care Regulation as **one way** to meet the **education requirements** to become a child care center director. A day care administrator's credential must be earned from an organization recognized by Child Care Regulation and will require periodic renewal to maintain a valid director certificate.

### I want to take the Texas Director Credential training at ChildCareEd, does this meet the education qualification to become a director?

A day-care administrator's credential issued by an approved professional organization is one way to meet the educational requirements to become a director.

ChildCareEd is a Child Day Care Director Credentialing Organization Recognized by Child Care Regulation. The [Texas Director Credential](#) training meets the education requirements to become a Director of a licensed child care center or a Primary Caregiver of a licensed child care home.

### I registered for ChildCareEd's Texas Director Credential, what are these prerequisites?

In order to obtain a certificate of completion for your [Texas Director Credential](#) training from ChildCareEd, you must submit the following pieces of documentation to ChildCareEd.



- Completed Application Form
- Proof of High School diploma/GED
- Current CPR/First Aid certification
- Copy of Driver's License or ID
- Work Verification form to prove 2 years of work experience
- Copy of College Degree or CDA (if applicable)
- Copy of clear criminal background check

### **I have completed my Day Care Administrator Credential training, what do I do next?**

After completing your training, you or the permit holder will submit the following information to Child Care Regulation:

- Form 2982 Personal History Statement
- Form 2911 Governing Body Designation
- Form 2760 Controlling person
- An original training certificate that verifies the educational requirements.
- Complete dates, names, addresses, and telephone numbers that support the required experience.

You must submit the information to licensing as part of a new application for a permit and within five days of designating a new director.

### **What types of experience can I use to fulfill the requirement to become a director?**

Individuals using the Day Care Administrator Credential to fulfill their education requirements must also show proof of at least two years of experience in a licensed child-care or educational center.

Only the following types of experience may be counted as experience:

- Experience as a director, assistant director, or as caregiver working directly with children in a Health and Human Services Commission (HHSC) licensed, certified, or registered child-care center, child-care home, or group day-care home.
- Experience as a director, assistant director, or caregiver working directly with children in a licensed or certified child-care facility in another state or country.

All work experience must have been obtained in a full-time capacity or its equivalent in a part-time capacity. Full-time is defined as at least 30 hours per week. The work experience may be paid or unpaid.

### **Are there any types of experience that can be substituted for working in a licensed child care facility?**



The following types of experience may be substituted for one year of the required experience:

- One year of full-time classroom teaching in a public or private accredited school in grades pre-kindergarten through third.
- Substitute or part-time classroom teaching in a public or private accredited school in grades pre-kindergarten through third, if the total length of time adds up to one year of full-time teaching.
- One year of post-graduate study in child development, early childhood education, or a closely related field.

### **What if I do not meet all of these requirements?**

Child Care Regulation may still be able to designate you as a director at an operation even if you do not meet all of the education and experience criteria. The licensing representative will review the required and supporting documentation you provide to determine if and how you may qualify.

### **Do I have to renew my Day Care Administrator Credential?**

Yes. You must renew your Day Care Administrator Credential to maintain a valid Director Certificate issued by HHSC.

ChildCareEd's [Texas Director Credential](#) training is valid for 2 years.

**For more information** on requirements for directors and how to start a daycare, check out ChildCareEd's article "[How to Start a Daycare with Little Money](#)".

