



Director Credential Renewal Application

Name _____ Position Held _____

Place of Employment _____

Mailing Address (W) or (H) _____

City, State, Zip Code _____

Cell Phone Number _____ Work Phone No. _____

Email Address _____

Date original credential was issued _____

Date credential will expire _____

Attached the following documents:

- Copy** of all child care licensing inspections or investigations for the last two years.
- Report explaining any non-compliance, course of action taken for each non-compliance, and a plan on how you will maintain this standard in the future.
- Training Report: Summary of all training received over the last two years showing that you have stayed in compliance with minimum standards 746.1311 (maintain at least 30 hours of training each calendar year). Outline each training class with knowledge learned and how this new knowledge was implemented into your program.
- Copy** of all training certificates received over last two years
- Copy** of current CPR/first aid certification
- Copy** of your original director credential issued by Early Care and Education
- A check for \$50 made payable to "Early Care and Education" **or** payment information completed below.

PLEASE NOTE: YOUR RENEWAL WILL BE DENIED IF YOU ARE MISSING ANY OF THE ABOVE DOCUMENTS

PLEASE DO NOT STAPLE DOCUMENTS TOGETHER

Mail your packet to: Early Care and Education 417 Oakbend Dr, Suite 390 Lewisville, TX 75067

Credit Card Payment:

Name on card: _____ Number: _____

Exp date: _____ CCV: _____ Billing zip code: _____

IF YOU CHOOSE TO SCAN YOUR SUBMISSION: scan all documents to lezie@tymthetrainer.com and complete the payment information listed above.

I understand that in order to renew my Director Credential, I must have maintained compliance with child care licensing. After reviewing my compliance history and training, I understand that Early Care and Education has a right to deny my renewal if I have excessive non-compliances with child care licensing or have been placed on corrective action over the last two years.

Signature

Date

**Attach all licensing
inspections for the past
two years**

**And complete the non-
compliance report. If no
non-compliance, write N/A
on report.**

Non-Compliance Report

For each licensing inspection, explain any item found non-compliant. Use additional copies if needed.

Training Report

*List all trainings you attended for the last two years. Training **MUST** equal at least 30 hours each year for renewal. Use additional sheets as needed.*

Date	Topic/ number of hours	Objective learned	How was the training implemented into your program

**Attach COPIES of ALL
training certificates
received over the past two
years and complete the
training report.**

**Attach COPY of current
CPR and First Aid
certification**

**Attach a COPY of
your original Early
Care and Education
Director Credential**

Compliance Guidelines

To be eligible for renewal, the following criteria must be met:

1. You were designated as a director with Child Care Licensing for at least 12 months; or
2. Have worked as an assistant director or administrator at a licensed center for at least 12 months; and
3. You have stayed in compliance with all training and professional development with Child Care Licensing. You have maintained 30 hours of annual training each year;
4. Your program was not placed on probation with Child Care Licensing over the last two years; and
5. Your center has had no more than the following non-compliances over the past two years:

<u>Number of children you are licensed for:</u>	<u>Maximum number of non-compliances to renew</u>
0-50 children	5 non-compliances
50-100 children	7 non-compliances
100-200 children	9 non-compliances
over 200 children	10 non-compliances