



## Director Credential Renewal Application

Name \_\_\_\_\_ Position Held \_\_\_\_\_

Place of Employment \_\_\_\_\_

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.
- ( ) 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 was 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"

**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

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**

### **Non-Compliance Report**

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

<b>Date</b>	<b>Standard out of compliance</b>	<b>Action taken</b>	<b>How will you prevent this in the future</b>

**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.*

<b>Date</b>	<b>Topic and number of hours</b>	<b>Objective learned</b>	<b>How did you implement into your program</b>

**Attach copies of ALL  
training certificates  
received over the past two  
years**

# **Attach current CPR and First Aid certification**

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

## **Renewal 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 a 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