I want to be a Director for a child care center in Texas, where do I start?

Please read ALL of the information below. If you still have questions after thoroughly reading, then contact the licensing office in your area.

First, you will need to determine which criteria qualifies you as a director:

§746.1015. What qualifications must the director of my child-care center licensed for 13 or more children meet?

Except as otherwise provided in this division, the director of a child-care center licensed for 13 or more children must be at least 21 years of age, have a high school diploma or its equivalent, and meet one of the following combinations of education and experience, as defined in §746.1021 of this title (relating to What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?):

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<th>Education</th>
<th>Experience</th>
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<tr>
<td>(1) A bachelor’s degree with 12 college credit hours in child development and six college credit hours in business management,</td>
<td>and at least one year of experience in a licensed child-care center;</td>
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<td>(2) An associate’s of applied science degree in child development or a closely related field with six college credit hours in child development and six college credit hours in business management. A “closely related field” is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years,</td>
<td>and at least two years of experience in a licensed child-care center;</td>
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<td>(3) Sixty college credit hours with nine college credit hours in child development and six college credit hours in business management,</td>
<td>and at least two years of experience in a licensed child-care center;</td>
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<td>(4) A child-care administrator’s certificate from a community college with at least 15 college credit hours in child development and three college credit hours in business management,</td>
<td>and at least two years of experience in a licensed child-care center;</td>
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<td>(5) A Child Development Associate credential or Certified Child-Care Professional credential with six college credit hours in business management,</td>
<td>and at least two years of experience in a licensed child-care center;</td>
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<td>(6) A day-care administrator’s credential issued by a professional organization or educational institution and approved by Licensing based on criteria specified in Subchapter P of Chapter 745 of this title, (relating to Day-Care Administrator’s Credential Program),</td>
<td>and at least two years of experience in a licensed child-care center; or</td>
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<td>(7) Nine college credit hours in child development and nine college credit hours in business management,</td>
<td>and at least three years of experience in a licensed child-care center.</td>
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I meet one of the criteria in 746.1015(1)-(7). What do I do next?
You will need to be designated as the director at an operation and complete the following Forms and submit to your licensing representative along with supporting documentation: Form 2911 Governing Body Designation, Form 2760 Controlling person, and Form 2982 Personal History Statement.

Can I get my director’s certificate before I interview for a director position?
NO. To obtain a Texas Director Certificate, you must be listed with a child care operation and have a current background check. Utilizing the information in this FAQ document, you should be able to document to your prospective employer how you will qualify as a director in Texas.

Do I need to complete a director class?
Texas Child Care Licensing does NOT have a required director class. Child Care Licensing does hold New Center Orientation and Minimum Standards training, but these classes are not required to qualify as a director in Texas. Please contact your local staff to sign up for local training.

Do I have to have experience in a child care program?
YES! Experience in a center is key to the success of your program. Directors wear many hats and must have knowledge of how to run the business; hire, train, educate staff; meeting the day to day business demands, interacting with parents, Licensing, TWC, Food Program, observation of children, understanding licensing and compliance with standards, and working with young children to ensure a thriving center.

What qualifies as experience?
§746.1021. What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?
(a) Only the following types of experience may be counted as experience in a licensed child-care center:
(1) Experience as a director, assistant director, or as a caregiver working directly with children in a DFPS licensed or certified child-care center (or similar type of day care center that was formerly licensed, certified, or accredited by DFPS); and
(2) Experience as a director, assistant director, or caregiver working directly with children in a licensed or certified child-care center in another state or country.
(b) Only experience working directly with children in a DFPS licensed or registered child-care home (or in a group day-care home that was formerly licensed by DFPS) as an assistant caregiver, substitute caregiver, or primary caregiver may be counted as experience in a licensed or registered child-care home.
(c) You must have obtained all work experience 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.

Can I include experience from my church nursery towards my qualifications?
NO-Experience must be from a licensed operation or examples in §746.1023.
Are there any other types of experience that could be applied to the requirement?
§746.1023. May other types of experience be substituted for the required experience in a licensed child-care center, or in a licensed or registered child-care home?
The following types of experience may be substituted for one year of the required experience:
(1) One year of full-time classroom teaching in a public or private accredited school in grades pre-kindergarten through third, during a customary school year;
(2) 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 during a customary school year; and
(3) One year of post-graduate study in child development, early childhood education, or a closely related field.

What courses count towards the educational requirements?
§746.1027. What credit courses does Licensing recognize as child development?
Due to a large variation in credit course titles and content, it is impossible to list all courses that may be counted toward the child development requirement. Courses in early childhood education, child growth and development, psychology, sociology, classroom management, child psychology, health and safety of children, elementary education related to pre-kindergarten through third grade, and other similar courses may be counted, provided the course content relates to child development or the topics specified in §746.1309 of this title (relating to How many clock hours of annual training must be obtained by caregivers?). Abnormal psychology and secondary education courses are not recognized as child development.

§746.1029. What courses count toward the management requirements?
Due to a large variation in credit course titles and content, it is impossible to list all courses that may be counted toward the management requirement.
Management courses may include administration of a child-care facility, recreational leadership, accounting, goal and objective setting, performance planning and evaluation, management techniques, risk management, and other administrative, management, or supervisory-related courses. Courses in office machines or computer training are not recognized as management.

I have a Bachelor’s degree in Child Development/Early Childhood, 2 years of experience in a program but I do not have any business education. Can I still qualify as a director?
YES, in this example, you meet over 50% of the requirements. You may apply for a Variance which will allow you to have a plan for completing the business hours needed. The conditions will be agreed upon with your licensing representative, and you will need to meet the conditions of the variance. Once you meet the conditions of the variance (complete the business requirements), you may qualify for a non-expiring Director Certificate. The variance Form 2937 may be used, or the center may request the variance using the provider portal.
Do I have to complete a Day Care Director’s Credential Program to obtain a Texas Director Certificate?
NO. The Director’s Credential Program is an avenue to meet the director’s qualifications if you do not meet any of the criteria in 746.1015(1)-(4) or (7). You would only need to complete a Director Credential Program as indicated in 746.1015(6) if you cannot qualify under the additional criteria in 744.1015, 746.1015, or 747.1107.
Please keep in mind that these programs require renewal to maintain your director’s certificate. These programs must be recognized by and in good standing with Child Care Licensing. To view a current list of recognized programs, please go here.

Is there a non-expiring Director’s Credentialing Class?
NO, individuals qualifying under 744.1015(6), 746. 1015 (6), and 747.1107(8) (F) must renew to maintain a valid Texas Director Certificate Options, 744.1015(6), 746.1015(7), and 747.1017(8) may be used by the child care staff that has a minimum of 3 years’ experience and has either:
   a. Completed college credit with 9 hours of child development and 9 hours of management at an accredited college, or;
   b. Accumulated training over the 3 years that would equal 150 clock hours of child development and 150 clock hours of management.

Is there a Non-Expiring CDA Program?
NO, Currently ALL CDA’s must be renewed every three years. If you qualify as a director under 744.1015(5), 746.1015(5), or 747.1107(8) (E) you will need to ensure you renew your CDA.

Do I get to keep my director’s certificate if I leave the center that it was issued under?
YES-the certificate is yours. If you lose your certificate or need a replacement, please reach out to your local office for them to reprint and send it to you. You will need to provide licensing with the operation name and location that your director certificate was listed under. There is no cost for this service.

Child Care Licensing recommends:
You will need to review the minimum standards for Texas Child Care. Directors are required to ensure that programs meet compliance with all standards, so this is an essential document for your position. You will also find standards that help you to determine how you could qualify in their entirety.

I still have questions that were not answered in this document, who do I call?
You may call your local licensing office and the staff answering your call will be able to assist you with this information.