## 9200 Application for an Administrator’s License

### 9210 Reviewing an Application Packet for an Administrator’s License

LPPH ~~March 2014~~ DRAFT 8957-CCL

Policy

An applicant for an administrator’s license must submit a complete application for Licensing to approve or deny.

Only in emergencies may Licensing staff accept faxed or emailed application materials to approve a person to take the exam. However, matching originals must be in the person’s file before a license is issued.

A complete application to become a licensed administrator includes all of the following:

a. A completed application form

b. A transcript or letter of verification from the appropriate educational institution

c. Two professional references

d. An employer reference that documents one year of supervisory experience

e. The application fee

f. A notarized affidavit documenting background information on the form provided by DFPS

g. A completed background check request

h. Submitted fingerprint checks, unless the applicant has previously undergone a fingerprint-based criminal history check that remains valid (see [5313](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_5300.asp#LPPH_5313) Persons For Whom Fingerprint-Based Background Checks Are Required)

i. The fee for a background check

DFPS Rules, 40 TAC §§[745.630](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=630); [745.8933](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8933); [745.8934](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8934)

See also:

[9211.1](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_9000.asp#LPPH_9211_1) Additional Documentation Required If the Applicant is a Military Member, Spouse, or Veteran Requesting Expedited Licensure or Special Considerations

[9211.2](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_9000.asp#LPPH_9211_2) Expedited Licensure If the Applicant is a Military Member, Spouse, or Veteran

#### 9211 Additional Documentation Requirements for Expedited Licensure

Publication note: Current 9211.1 is deleted; subsequent items renumbered.

##### 9211.1 Additional Documentation Required If the Applicant is a Military Member, Spouse, or Veteran Requesting Expedited Licensure or Special Considerations

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In addition to the required application materials listed in [9210](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_9000.asp#LPPH_9210) Reviewing an Application Packet for an Administrator’s License, a military member, spouse, or veteran requesting expedited licensure or special considerations must submit:

a. documentation demonstrating the applicant’s status as a military member or veteran, which may include:

 • any recent military orders;

 • a valid military ID;

 • military discharge papers; or

 • a Veteran’s Affairs ID card;

b. documentation demonstrating the applicant’s status as a military spouse, which may include:

 • a copy of the spouse’s most recent Permanent Change of Station (PCS) travel order to Texas; or

 • a valid military ID for a spouse;

c. documentation related to an administrator’s license or any other professional or occupational license the applicant currently holds outside of Texas, if applicable;

d. a copy of the regulations pertaining to the current out-of-state administrator's license, if applicable; and

e. any additional documentation, as applicable, to determine whether the applicant:

 • meets a licensing requirement through some alternative method; or

 • has prior military service, training, or education that may be credited toward a licensing requirement.

DFPS Rules, 40 TAC §745.9027

Publication note above: 745.9027 is effective March 1, 2016, so we can’t link to it until that date.

Procedure

Within 21 days of receiving the application for an administrator’s license and fees, Licensing staff updates the application status in CLASS, which generates an email notifying the applicant whether:

a. Licensing received a complete set of application materials and fees and determined the applicant meets the initial qualifications and is eligible to take the licensing examination;

b. Licensing received a complete set of application materials and fees and the applicant does not meet the initial qualifications and is not eligible to take the licensing examination; or

c. the application is pending because it is incomplete and the materials submitted do not show compliance with relevant statutes and rules.

If the application remains incomplete for 12 months:

a. the application expires;

b. the applicant may not apply again for one year from the date that the incomplete application expired; and

c. Licensing staff ensure that CLASS shows the application has the status of Lapsed, which triggers the system to generate and send an email to the applicant.

##### 9211.2 Expedited Licensure If the Applicant is a Military Member, Spouse, or Veteran

LPPH ~~March 2014~~ DRAFT 8957-CCL (currently 9211.3; title of item also changed)

Licensing staff must expedite the application process when the applicant is a military member, spouse, or veteran. Staff must process a complete application from such a person no later than 21 days after receiving it and the person's background check fee.

DFPS Rules, 40 TAC §§[745.8951](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8951); 745.9028

Publication note above: 745.9028 is effective March 1 2016, so we can’t link to it until that date.

#### 9212 Applicants Who Have an Administrator’s License from Another State

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Policy

Licensing staff may waive any prerequisite for an applicant to get an administrator’s license if the applicant has a valid administrator’s license from another state and:

a. the other state’s license requirements are substantially equivalent to those in Texas; or

b. there is a reciprocity agreement between Texas and the other state.

Licensing staff may issue a provisional child-care administrator’s license to an applicant licensed in another state who applies for a license in Texas. See [9250](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_9000.asp#LPPH_9250) Issuance of a Provisional Child-Care Administrator’s License.

Texas Human Resources Code §§[43.0042](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.43.htm#43.0042); [43.0081](http://www.statutes.legis.state.tx.us/Docs/HR/htm/HR.43.htm#43.0081)

DFPS Rules, 40 TAC [§745.8913](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8913)

#### 9213 Special Considerations for an Applicant Who Is a Military Member, Spouse, or Veteran

LPPH ~~March 2014~~ DRAFT 8957-CCL (title of item changed)

Policy

The Assistant Commissioner for Licensing or designee may waive any prerequisite for a military member, spouse, or veteran to get an administrator's license if the applicant:

 • currently holds a valid administrator’s license in another state whose license requirements are substantially equivalent to those in Texas; or

 • held an administrator’s license in Texas within five years preceding the application date, and the credentials provide compelling justification that the applicant is qualified to act as a licensed administrator.

The Assistant Commissioner for Licensing or designee may also:

 • credit a military member or veteran for verified military service, training, or education; or

 • substitute any demonstrated competency a military member, spouse, or veteran has in order to meet the requirements, other than the exam requirement.

The applicant is not eligible to receive the credit:

 • based on an administrator’s license in another jurisdiction that is restricted and, therefore, not substantially similar to an administrator's license in Texas; or

 • if the applicant has criminal history or central registry history that would prohibit the applicant from obtaining an administrator’s license.

A license issued after granting any of these considerations would be considered a full license and not a provisional one.

DFPS Rules, 40 TAC §§[745.696](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=696); [745.8913](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8913); 745.9026

Publication note above: 745.9026 is effective March 1 2016, so we can’t link to it until that date.

##### 9213.1 Waiving Application and Exam Fees

LPPH DRAFT 8957-CCL (new item)

Licensing waives application and exam fees for:

 • a military member or veteran whose military service, training, or education substantially meets the qualifications for an administrator's license; or

 • a military member, spouse, or veteran who holds a current license issued by another state whose license requirements are substantially equivalent to those in Texas.

DFPS Rules, 40 TAC §745.9026

Publication note above: 745.9026 is effective March 1 2016, so we can’t link to it until that date.

##### 9213.2 Special Considerations When a Military Member Applies to Renew

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Policy

A military member's administrative license is no longer valid after two years, but the license will be considered dormant until its renewal is requested or for two additional years, whichever comes first.

Additionally, the following considerations are applicable to the renewal of a military member's administrator's license:

 • No continuing education will be required prior to renewal

 • Late renewal fees under 40 TAC [§745.9003](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=9003)(a)(2) and (3) will be waived if failure to renew the license on time was due to a military member's service.

To be eligible for these considerations, the military member must not have criminal history or central registry history that would prohibit the applicant from obtaining an administrator’s license.

DFPS Rules, 40 TAC §§[745.696](http://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=696); 745.9029

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