



## Center Director Qualifications FAQs

Please review all the information below to find the answers to your questions. If you need additional assistance, please contact the [Child Care Regulation office](#) in your area.

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

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?):

Education	Experience
(1) A bachelor degree with 12 college credit hours in child development and six college credit hours in management	and at least one year of experience in a licensed child-care center;
(2) An associate 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 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	and at least two years of experience in a licensed child-care center;

Education	Experience
(3) Sixty college credit hours with nine college credit hours in child development and six college credit hours in management	and at least two years of experience in a licensed child- care center;
(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 management	and at least two years of experience in a licensed child-care center;
(5) Six college credit hours in management with a Child Development Associate credential or Certified Child-Care Professional credential	and at least two years of experience in a licensed child-care center;
(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)	and at least two years of experience in a licensed child-care center; or
(7) Nine college credit hours in child development and nine college credit hours in management	and at least three years of experience in a licensed child-care center.

## **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 to 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 designated as the director at an operation and have a current background check listed under the operation. Utilizing the information in these FAQs, 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 in addition to meeting the education and experience requirements?**

No. Texas Child Care Regulation does **NOT** have a required director class. Child Care Regulation does hold Pre-Application and Minimum Standards training, but these classes are not required to qualify as a director in Texas. Please contact the [Child Care Regulation office](#) in your area 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 HHSC licensed or registered child-care home (or in a group day-care home that was formerly licensed by HHSC) 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.

## **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.

## **Can I include experience from my church nursery towards my qualifications?**

No. Experience must be from a licensed or registered operation, or from an acceptable substitution identified above in §746.1023.

## **What courses count towards the educational requirement?**

### **§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.

## **What if I don't meet all the education and experience requirements needed to be a director?**

Child Care Regulation may still be able to designate you as a director at an operation even if you do not meet all of education and experience criteria listed in §746.1015. The licensing representative will review the required and supporting documentation you provide to determine if and how you may qualify. The two scenarios below demonstrate additional options for a person working to become a qualified director.

### **I have a bachelor's degree in Child Development/Early Childhood and 2 years of experience in a licensed 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 education and experience requirements. You may request a **variance** which will allow you to plan for completing the required business hours. Conditions for the variance will be developed and agreed upon with your licensing representative. Once the conditions of the variance are met (complete the business requirements), you may qualify for a non-expiring Director Certificate. The [Child Care Regulation Waiver/Variance Request Form 2937](#) may be submitted by mail or email, or the center may request the variance using their [online provider account](#).

## **I have over 2 years of experience in a licensed program, but I have not completed any college courses related to child development or management. Can I still qualify as a director?**

Yes. Beginning September 1, 2023, an operation may designate a candidate to serve as an interim director if the operation is in their **initial permit** period and the candidate meets all the qualifications for a director except the education requirements. The candidate may serve as interim director of the day-care center for no longer than 12 months while they complete the required education or obtain a waiver or variance for the education requirement.

## **Do I have to complete a Day Care Administrator Credentialing Program to obtain a Texas Director Certificate?**

No. A [Day Care Administrator Credential](#) is one way to meet director qualifications to become a child care director if you do not meet the education requirements listed in 746.1015(1)-(5) or (7), or qualify for a variance.

Please keep in mind that a day care administrator credential does expire and will need to be renewed in accordance with the credentialing organization's renewal process to maintain a valid Director Certificate issued by HHSC. The credentialing organization must be recognized by and in good standing with Child Care Regulation.

## **Is there a non-expiring Day Care Administrator Credential?**

No. Individuals qualifying under 744.1015(6), 746.1015(6), and 747.1107(8)(F) must renew their administrator credential to maintain a valid Director Certificate issued by HHSC.

## **Is there a non-expiring Child Development Associate Credential (CDA)?**

No. A [CDA](#) 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 renew your CDA to maintain a valid Director Certificate issued by HHSC.

## **Can I qualify for a non-expiring director certificate without college credit, an administrator credential, or a CDA?**

Yes. You may qualify for a non-expiring director certificate under 744.1015(7), 746.1015(7), or 747.1107(8)(G), if you have at least 3 years of experience and can meet the education requirement by substituting your annual training clock hours or CEUs for college credit hours. Fifty clock hours or five CEUs may be substituted for every three college credit hours required in child development and management.

## **Do I get to keep my director's certificate if I leave the center that it was issued under?**

Yes. The certificate issued to you is yours to keep. If you lose your certificate or need a replacement, please reach out to your local licensing office. You will need to provide licensing with the operation name and location that your director certificate was listed under. A copy of your certificate will be reprinted and mailed to you. There is no cost for this service.

## **What are the Minimum Standards?**

The [Minimum Standards](#) mitigate risk for children in out-of-home care settings by outlining basic requirements you, your employees, and your caregivers must follow to protect the health, safety and well-being of children in care. A director must know the minimum standards for Texas Child Care to ensure their program meets compliance with all standards.



## **I still have questions that were not answered in this document, who do I call?**

You may call your [local Child Care Regulation office](#) for assistance.