

TITLE 26	HEALTH AND HUMAN SERVICES
PART 1	HEALTH AND HUMAN SERVICES COMMISSION
CHAPTER 745	LICENSING
SUBCHAPTER N	ADMINISTRATOR'S LICENSING
DIVISION 1	OVERVIEW OF ADMINISTRATOR'S LICENSING

§745.8913. Can my licensure in another state qualify me for an administrator's license?

(a) We may waive any prerequisite for you to get an administrator's license from us if you have a valid administrator's license from another state and:

(1) The other state's license requirements are substantially equivalent to the requirements for a license under this subchapter, as determined by Licensing under §745.8914 of this subchapter (relating to How does Licensing determine whether another state's licensing requirements are substantially equivalent to the requirements for an administrator's license under this subchapter?); or

(2) There is a reciprocity agreement between Texas and the other state.

(b) We may issue a provisional license to you once you apply for a child-care administrator's license from us and meet the requirements in Human Resources Code §43.0081.

TITLE 26 HEALTH AND HUMAN SERVICES  
PART 1 HEALTH AND HUMAN SERVICES COMMISSION  
CHAPTER 745 LICENSING  
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DIVISION 2 SUBMITTING YOUR APPLICATION MATERIALS

§745.8933. What must a complete application to become a licensed administrator include?

(a) A complete application to become a licensed administrator must include:

(1) A completed application form;

(2) A transcript or letter of verification from the appropriate educational institution(s) to substantiate your educational qualifications;

(3) Two professional references that verify your professional skills, character, and if applicable, two years of full-time work experience;

(4) An employer reference that documents your one year of supervisory experience as described in §745.8919 of this subchapter (relating to What qualifies as one year of experience in management or supervision of personnel and programs?);

(5) An application fee of \$100;

(6) A notarized affidavit documenting background information on a form provided by DFPS; and

(7) A completed background check request form and background check fee.

(b) A complete application submitted by any applicant who applies for an administrator's license under §745.8913(a) of this subchapter (relating to Can my licensure in another state qualify me for an administrator's license?) must also include, as applicable:

(1) Documentation related to each administrator's license currently held outside of Texas; and

(2) A copy of the regulations pertaining to the current out-of-state administrator's license.

(c) A military spouse with a license in another state seeking to act as an administrator must complete the application as required by §745.9030 of this subchapter (relating to When may a military spouse with a license in another state act as an administrator without a license under this subchapter?).

(d) Your application is incomplete if you fail to complete any requirement of this section, as applicable, including inadequate documentation of your qualifications.

TITLE 26	HEALTH AND HUMAN SERVICES
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DIVISION 5	MILITARY MEMBERS, MILITARY SPOUSES, AND MILITARY VETERANS

§745.9025. What terms must I know to understand this division?

These terms have the following meanings when used in this division:

(1) Military member--A person who is currently serving full-time in the armed forces (army, navy, air force, **space force**, coast guard, and marine corps) of the United States, in a reserve component of the armed forces of the United States, including the National Guard, or in the state military service of any state (such as the Texas National Guard or the Texas State Guard).

(2) Military spouse--A person married to a military member.

(3) Military veteran--A person who has served as a military member and was discharged or released from service.

§745.9026. What special considerations can Licensing give to a military member, military spouse, or military veteran that applies for an administrator's license?

(a) The following special considerations are applicable to a military member, military spouse, or military veteran that applies for an administrator's license:

(1) In addition to Licensing's authority to waive prerequisites for an administrator's license in §745.8913 of this subchapter (relating to Can my licensure in another state qualify me for an administrator's license?), the **Associate** Commissioner for Licensing or a designee may waive any prerequisite to get an administrator's license if you held an administrator's license in Texas within five years preceding the application date and your credentials provide compelling justification that your experience and education qualifies you to act as an administrator;

(2) **The Associate Commissioner** for Licensing or a designee **must**:

(A) Credit a military member, **military spouse**, or military veteran for verified military service, training, **education, or clinical or professional experience that meets a requirement for a license under this subchapter; and**

(B) Substitute any demonstrated competency a military member, military spouse, or military veteran has **that the Associate** Commissioner or a designee **determines to meet** the qualifications; **and**

(3) Licensing will waive the application and examination fees for:

(A) A military member, military spouse, or military veteran whose military service, training, education, or experience substantially meets the requirements for a license under this subchapter; or

(B) A military member, military spouse, or military veteran who holds a current license issued by another state whose license requirements are substantially equivalent to the requirements for a license under this subchapter as determined by Licensing under §745.8914 of this subchapter (relating to How does Licensing determine whether another state's licensing requirements are substantially equivalent to the requirements for an administrator's license under this subchapter?).

(b) If Licensing issues an administrator's license to you under subsection (a)(1) or (2) of this section, the license will be a full license and not a provisional license.

(c) To be eligible for any special consideration under subsection (a)(1) or (2) of this section, you must not be prohibited from receiving or continuing to maintain an administrator's license, as specified in §745.775(c) of this chapter (relating to How may a criminal conviction or a child abuse or neglect finding affect my ability to receive or maintain an administrator's license?).

§745.9027. What must a military member, military spouse, or military veteran submit to Licensing to receive special consideration during the application process?

(a) To receive special consideration as a military member, military spouse, or military veteran during the application process, you must submit:

(1) A complete application as required under §745.8933 of this title (relating to What must a complete application to become a licensed administrator include?); and

(2) The following information as it relates to the special consideration requested:

(A) Documentation demonstrating status as a military member, military spouse, or military veteran;

(B) Documentation related to an administrator's license or any other professional or occupational license issued by another state;

(C) A copy of the regulations pertaining to the current out-of-state administrator's license; and

(D) Any additional documentation that we request to determine whether you meet the experience or educational qualifications, or whether one or both of those qualifications should be waived.

(b) To receive special consideration during the application process, a military spouse with a license in another state seeking to act as an administrator must comply with the requirements of §745.9030 of this subchapter (relating to When may a military spouse with a license in another state act as an administrator without a license under this subchapter?).

§745.9030. When may a military spouse with a license in another state act as an administrator without a license under this subchapter?

(a) If you are a military spouse, you may act as an administrator for a general residential operation, child-placing agency, or both, without obtaining an administrator's license under this subchapter and Chapter 43 of the Texas Human Resources Code, for up to three years if we determine that you:

(1) Are currently licensed in good standing by another state that has licensing requirements that are substantially equivalent to the requirements for an administrator's license under this subchapter; and

(2) Meet the other requirements in this section.

(b) In order for us to evaluate whether you are currently licensed in another state with requirements that are substantially equivalent to the requirements for an administrator's license under this subchapter, you must submit:

(1) An Application for a Child-Care Administrator's License or a Child-Placing Agency Administrator's License and complete Sections I, VIII (and attach a copy of your valid military identification card to establish your status as a military spouse), and X;

(2) A letter indicating your intent to act as an administrator for a general residential operation, child-placing agency, or both in this state;

(3) Documentation of your residency in this state, including a copy of the permanent change of station order for the military member to whom you are married;

(4) Proof of your administrator's license or any other professional or occupational license that you currently hold in the other state; and

(5) A copy of the regulations pertaining to the current license in the other state or a web address where the regulations can be found.

(c) Once we receive the application and the additional documentation, we will:

(1) Verify that the application is complete, and the documentation is accurate;

(2) Determine whether the requirements for the license in the other state are substantially equivalent to the requirements for an administrator's license according to §745.8914 of this subchapter (relating to How does Licensing determine whether another state's licensing requirements are substantially equivalent to the requirements for an administrator's license under this subchapter?); and

(3) Verify that you are licensed in the other state and are in good standing, including that:

(A) Your license in the other state is valid, active, and current (is not pending renewal and has not expired); and

(B) There is no current disciplinary action or corrective action pending or attached to the license.

(d) After completing the actions in subsection (c) of this section, we will notify you whether we approve or deny you to act as an administrator for a general residential operation, child-placing agency, or both without having an administrator's license under this subchapter.

(e) If we approve you to act as an administrator for a general residential operation, child-placing agency, or both:

(1) You must comply with all other applicable laws and regulations, including those relating to:

(A) Administrator's Licensing in this subchapter and Chapter 43 of the Texas Human Resources Code;

(B) Subchapter F of this chapter (relating to Background Checks) when employed by a general residential operation or a child-placing agency; and

(C) Minimum standards for general residential operations and child-placing agencies; and

(2) Our approval for you to act as an administrator expires on the earlier of:

(A) The date your spouse is no longer stationed at a military installation in this state; or

(B) The third anniversary of the date when we notified you that you may act as an administrator for a general residential operation, child-placing agency, or both.

(f) We may revoke our approval for you to act as an administrator for any reason noted in §745.9037 of this subchapter (relating to Under what circumstances may Licensing take remedial action against my administrator's license or administrator's license application?).