

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

§745.8901. What is a child-care administrator?

(a) A child-care administrator is a person who:

(1) Supervises and exercises direct control over a general residential operation, including a residential treatment center as defined in §745.37(3) of this chapter (relating to What specific types of operations does Licensing regulate?); and

(2) Is responsible for the operation's program and personnel, regardless of whether the person has an ownership interest in the operation or shares duties with anyone.

(b) A child-care administrator may hold a full child-care administrator's license (CCAL) or a provisional CCAL.

§745.8903. What is a child-placing agency administrator?

(a) A child-placing agency administrator is a person who:

(1) Supervises and exercises direct control over a child-placing agency, as defined in §745.37(3) of this title (relating to What specific types of operations does Licensing regulate?); and

(2) Is responsible for the agency's program and personnel, regardless of whether the person has an ownership interest in the agency or shares duties with anyone.

(b) A child-placing agency administrator must hold a full CPAAL as required by §745.8909 of this division (relating to When must I have a full Child Placing Agency Administrator's License (CPAAL)?).

§745.8906. What type of administrator's license may Licensing issue to an applicant?

We may issue an administrator's license to an applicant as described in the following chart:

Figure: 26 TAC §745.8906

We may issue a:	If we determine that the applicant:
(1) Full Child-Care Administrator's License (CCAL)	Meets the requirements in §745.8915 of this division (relating to How do I qualify for a full Child-Care Administrator's License (CCAL)?).
(2) Provisional CCAL	(A) Is eligible under §745.8913 of this division

We may issue a:	If we determine that the applicant:
	(relating to Can my licensure in another state qualify me for an administrator's license?); or  (B) Meets the requirements in §745.8925 of this division (relating to How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet minimum management or supervisory experience required for a full CCAL?).
(3) Full CPAAL	Meets the requirements in §745.8917 of this division (relating to How do I qualify for a full Child Placing Agency Administrator's License (CPAAL)?).

§745.8908. Where may a person serve as a child-care administrator with a provisional Child-Care Administrator's License (CCAL)?

A child-care administrator with a provisional CCAL issued under §745.8925 of this division (relating to How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet the minimum management or supervisory experience required for a full CCAL?) may serve as the administrator at a general residential operation as provided in §748.532 of this title (relating to When can a child-care administrator with a provisional license serve as the administrator for a general residential operation?).

§745.8909. When must I have a full Child-Placing Agency Administrator's License (CPAAL)?

You must have a full CPAAL to serve as a child-placing agency administrator.

§745.8915. How do I qualify for a full Child-Care Administrator's License (CCAL)?

(a) To qualify for a full CCAL, you must:

(1) Pass an examination, which is offered by Licensing, that demonstrates competence in the field of child-care administration;

(2) Be in compliance with Subchapter F of this chapter (relating to Background Checks), including not having a criminal history or child abuse or neglect finding that would prohibit you from working in a residential child-care operation;

(3) Have one year of full-time experience in management or supervision of personnel and programs as specified in §745.8919 of this division (relating to What qualifies as one year of experience in management or supervision of personnel and programs required to qualify for a full Child-Care Administrator's (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL)?); and

(4) Have one of the following qualifications:

(A) A master's or doctor of philosophy degree in social work or other area of study; or

(B) A bachelor's degree and two years' full-time experience in residential child care or a closely related field.

(b) In order to determine whether you meet the educational requirements in subsection (a) of this rule, your application must include a transcript or letter of verification from the appropriate educational institution. Our determination will include whether you completed the required course of study. In order to determine the authenticity of the transcript or the educational institution listed on the transcript or letter of verification, we may:

(1) Contact the educational institution; and

(2) Conduct other research to assist our determination.

§745.8917. How do I qualify for a full Child-Placing Agency Administrator's License (CPAAL)?

(a) To qualify for a full CPAAL, you must:

(1) Pass an examination, which is offered by Licensing, that demonstrates competence in the field of child-placing administration;

(2) Be in compliance with Subchapter F of this chapter (relating to Background Checks), including not having a criminal history or child abuse or neglect finding that would prohibit you from working in a residential child-care operation;

(3) Have one year of full-time experience in management or supervision of personnel and programs as specified in §745.8919 of this division (relating to What qualifies as one year of experience in management or supervision of personnel and programs required to qualify for a full Child-Care Administrator's (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL)?); and

(4) Have one of the following qualifications:

(A) A master's or doctor of philosophy degree in social work or other area of study; or

(B) A bachelor's degree and two years' full-time experience in residential child care or a closely related field.

(b) In order to determine whether you meet the educational requirements in subsection (a) of this section, your application must include a transcript or letter of verification from the appropriate educational institution. Our determination will include whether you completed the required course of study. In order to determine the authenticity of the transcript or the educational institution listed on the transcript or letter of verification, we may:

(1) Contact the educational institution; and

(2) Conduct other research to assist our determination.

§745.8919. What qualifies as one year of experience in management or supervision of personnel and programs required to qualify for a full Child-Care Administrator's License (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL)?

(a) To qualify for a full CCAL, you must substantiate through an employer reference that:

(1) You have completed the one year of full-time experience in management or supervision of residential child-care personnel and programs within the past 10 years;

(2) Your experience was at a general residential operation, residential treatment center, or in a comparable residential operation in which you worked primarily with children;

(3) If you were not solely responsible for implementing the operation's child-care program, that you shared in that responsibility; and

(4) You supervised at least one member of the child-care personnel and your supervision responsibilities included assigning duties, hiring, disciplining, rewarding, approving leave requests, and conducting formal employee evaluations.

(b) To qualify for a full CPAAL, you must substantiate through an employer reference that:

(1) You have completed the one year of full-time experience in management or supervision of child-placing personnel and programs within the past 10 years;

(2) Your experience was at a child-placing agency;

(3) If you were not solely responsible for implementing the agency's child-placing program, that you shared in that responsibility; and

(4) You supervised at least one member of the child-placing agency personnel and your supervision responsibilities included assigning duties, hiring, disciplining, rewarding, approving leave requests, and conducting formal employee evaluations.

(c) Experience as a foster parent, adoptive parent, or any other type of caregiver or staff person in an agency home does not meet the requirements of subsection (a) or (b) of this section.

§745.8923. What if I do not meet the one year of management or supervisory experience required to qualify for a full Child-Care Administrator's License (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL)?

If you do not meet the minimum management or supervisory experience required to qualify for a full CCAL or a full CPAAL in §745.8919 of this division (relating to What qualifies as one year of experience in management or supervision of personnel and programs required for a full Child-Care Administrator's License (CCAL) or full Child-Placing Agency Administrator's License (CPAAL)?), we may take the actions described in the following chart:

Figure: 26 TAC §745.8923

If you are applying for a full:	We may issue you:
(1) CCAL	A provisional CCAL if you meet the requirements for a provisional CCAL in §745.8925 of this division (relating to How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet minimum management or supervisory experience required for a full CCAL?).
(2) CPAAL	A full CPAAL if the Associate Commissioner for Child Care Regulation or designee grants an exception after determining that you have provided a compelling justification that your experience qualifies you to act as the licensed administrator of a child-placing agency.

§745.8925. How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet the minimum management or supervisory experience required for a full CCAL?

If you do not meet the minimum management or supervisory experience in §745.8919(a) of this division (relating to What qualifies as one year of experience in management or supervision of personnel and programs required for a full Child-Care Administrator's License (CCAL) or full Child-Placing Agency Administrator's License (CPAAL)?), you will qualify for a provisional CCAL if:

(1) You meet the requirements in §745.8915(1), (2), and (4) of this division (relating to How do I qualify for a full Child-Care Administrator's License (CCAL)?);

(2) You have six months of full-time experience in management or supervision of personnel as specified in §745.8927 of this division (relating to What qualifies as six months of experience in management or supervision of personnel required for a provisional Child-Care Administrator's License (CCAL)?); and

(3) We have not denied you a full CCAL for an issue identified in §745.9037(a) of this subchapter (relating to Under what circumstances may Licensing take remedial action against my administrator's license or administrator's license application?) while you had a provisional CCAL.

§745.8927. What qualifies as six months of experience in management or supervision of personnel required for a provisional Child-Care Administrator's License (CCAL)?

To qualify for a provisional CCAL under §745.8925 of this division (relating to How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet the minimum management or supervisory experience required for a full CCAL?), you must substantiate through an employer reference that:

(1) You have completed six months of full-time experience in management or supervision of personnel within the last 10 years;

(2) Your experience was in a setting where you worked primarily with children; and

(3) You supervised at least one employee and your supervision responsibilities included assigning duties, hiring, disciplining, rewarding, approving leave requests, and conducting formal employee evaluations.

§745.8929. What conduct requirements must a licensed administrator or a person applying to become a licensed administrator follow in relation to the Texas Health and Human Services Commission (HHSC)?

(a) A licensed administrator or applicant for an administrator's license may not attempt to interfere with HHSC's ability to conduct agency business.

(b) Conduct that constitutes an attempt to interfere with HHSC's ability to conduct agency business includes:

(1) Interfering with, coercing, threatening, intimidating, retaliating against, or harassing an HHSC staff member in connection with the person's exercise of HHSC's regulatory duties; or

(2) Engaging in conduct or directing language at HHSC staff that a reasonable person would find to be harassing, intimidating, or threatening to HHSC staff.

§745.8930. What responsibilities does a licensed administrator have when employed as the administrator for an operation?

(a) While serving as the child-care administrator for a general residential operation, a licensed administrator must carry out the responsibilities outlined in §748.535 of this title (relating to What responsibilities must the child-care administrator have?); or

(b) While serving as the child-placing agency administrator for a child-placing agency, a licensed administrator must carry out the responsibilities outlined in §749.635 of this title (relating to What responsibilities must the child-placing agency administrator have?).

TITLE 26 HEALTH AND HUMAN SERVICES  
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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 institutions 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 management or 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 required to qualify for a full Child-Care Administrator's License (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL)?);

(5) An application fee of \$100;

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

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

(b) If you are applying for a full CCAL and do not meet the one year of management or supervisory experience required in §745.8915(3) of this subchapter (relating to How do I qualify for a full Child-Care Administrator's License (CCAL)?), you may qualify for a provisional CCAL. To apply for a provisional CCAL, your application must include an employer reference that describes your six months of management or supervisory experience as required in §745.8927 of this subchapter (relating to What qualifies as six months of experience in management or supervision of personnel required for a provisional Child Care Administrator's License (CCAL)?).

(c) 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.



(d) 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?).

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

§745.8935. How do I apply for both a full Child-Care Administrator's License (CCAL) and a full Child-Placing Agency Administrator's License (CPAAL)?

(a) To apply for both licenses simultaneously, you must submit:

(1) An application fee for each license; and

(2) All application materials required by §745.8933 of this division (relating to What does a complete application to become a licensed administrator include?), except that you must have two employee references, one verifying your supervisory experience in a general residential operation or a residential treatment center, and the other verifying your supervisory experience in a child-placing agency.

(b) To apply for one of the license types after you already have the other type of license, you must submit an:

(1) Application fee;

(2) Updated complete application form; and

(3) Employee reference verifying your required supervisory experience related to the license for which you are applying, as required by §745.8919 of this subchapter (relating to What qualifies as one year of experience in management or supervision of personnel and programs required for a full Child-Care Administrator's License (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL)?).

TITLE 26 HEALTH AND HUMAN SERVICES  
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DIVISION 4 MAINTAINING YOUR ADMINISTRATOR'S LICENSE

§745.8973. What information must I report to Licensing?

(a) You must notify us in writing within 30 days after:

(1) A change of your mailing address, place of employment, or business or home phone number;

(2) A change in your legal name;

(3) The filing of a criminal case against you;

(4) A criminal conviction against you, other than a Class C misdemeanor traffic offense;

(5) The filing of a civil lawsuit against you that relates to your role as a licensed administrator;

(6) The settlement of or judgment rendered in a civil lawsuit filed against you that relates to your role as a licensed administrator; or

(7) A complaint against, an investigation involving, or an enforcement or legal action against you that you are aware of related to abuse or neglect or another licensing or certification body regarding health, mental health, or child-care services.

(b) We may use information received under this section when determining whether you performed your duties as an administrator in a negligent manner.

§745.8975. How long is a full Child-Care Administrator's License (CCAL) or a full Child-Placing Agency Administrator's License (CPAAL) valid?

A full CCAL or full CPAAL is valid for two years. For your full license to continue to be valid, you must renew it every two years before the expiration date.

§745.8976. How long is a provisional Child-Care Administrator's License (CCAL) valid?

A provisional CCAL is valid for the timeframe listed in the following chart:

Figure: 26 TAC §745.8976

If the provisional CCAL is issued:	The permit is valid:
(1) Under §745.8925 of this subchapter (relating to How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet the management or supervisory experience required for a full CCAL?)	(A) For two years from the date we issue the permit; and  (B) Is not eligible for renewal.
(2) Under §745.8913(b) of this subchapter (relating to Can my licensure in another state qualify me for an administrator's license?)	(A) 180 days after the permit is issued; and  (B) May be extended one time for an additional 180 days.

§745.8977. If I have a provisional Child-Care Administrator's License (CCAL), when and how do I request to change the status of my administrator's license from a provisional CCAL to a full CCAL?

(a) If you have a provisional CCAL issued under §745.8925 of this subchapter (relating to How do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet the minimum management or supervisory experience required for a full CCAL?), you may request to change the status of your administrator's license from a provisional CCAL to a full CCAL when you meet the one year of management or supervisory experience required in §745.8915(3) of this subchapter (relating to How do I qualify for a full Child-Care Administrator's License (CCAL)?) before your provisional CCAL expires.

(b) To change the status of your child-care administrator's license from provisional CCAL to full CCAL, you must submit to us before the date your provisional CCAL expires:

(1) A completed Form 3014, Administrator License - Renewal or Status Change request;

(2) Evidence that you have completed any required continuing education hours as required in §745.8983(b) of this division (relating to How many hours of continuing education must I complete to maintain my administrator's license?); and

(3) An employer reference that substantiates you meet the one year of management or supervisory experience required for a full CCAL in §745.8919(a) of this subchapter (relating to What qualifies as one year of experience in management or supervision or personnel required for a full Child-Care Administrator's License (CCAL) or Child-Placing Agency Administrator's License (CPAAL)?).

(c) We will not change your status to a full CCAL if we have a reason to deny you a full CCAL for an issue identified in §745.9037(a) of this subchapter (relating to Under what circumstances may Licensing take remedial action against my administrator's license or administrator's license application?).

(d) If you do not submit a request to change the status of your provisional CCAL to a full CCAL before the expiration date listed on your permit:

(1) Your provisional CCAL will expire; and

(2) You must reapply for another administrator's license.

§745.8979. What if I am unable to meet the minimum management or supervisory requirements before my provisional Child-Care Administrator's License (CCAL) expires?

Your provisional CCAL will expire if you are not able to meet the one year of management or supervisory experience required in §745.8915(3) of this subchapter (relating to How do I qualify for a full Child-Care Administrator's License (CCAL)?) to qualify for a full CCAL before the expiration date on your provisional CCAL.

§745.8981. What happens if my provisional Child-Care Administrator's License (CCAL) expires?

(a) If your provisional CCAL expires, you must:

(1) Cease acting as and representing yourself as a licensed child-care administrator; and

(2) Return your provisional CCAL certificate to us.

(b) To be eligible to receive another provisional CCAL, you must submit a new application for a full CCAL and meet the requirements for a complete application in §745.8933 of this subchapter (relating to What must a complete application to become a licensed administrator include?).

(c) We will not accept a new application for a full CCAL from you if you have not returned the expired provisional CCAL certificate to us.

§745.8982. May I continue to serve as a child-care administrator if my provisional Child-Care Administrator's License (CCAL) expires while Licensing processes my request to change the status to a full CCAL?

You may continue to serve as a child-care administrator if your provisional CCAL expires while we process your request to change the status to a full CCAL if you:

(1) Request the change of status under §745.8977 of this division (relating to If I have a provisional Child-Care Administrator's License (CCAL), when and how do I request to change the status of my administrator's license from a provisional CCAL to a full CCAL?);

(2) Submit your request at least 15 days before the expiration date listed on your permit; and

(3) Are serving as a child-care administrator for an operation when you submit your request.

§745.8983. How many hours of continuing education must I complete to maintain my administrator's license?

(a) To maintain your full administrator's license, you must complete 15 clock hours of continuing education each year.

(b) If you have a provisional Child-Care Administrator's License (CCAL) issued under §745.8925 of this subchapter (relating to how do I qualify for a provisional Child-Care Administrator's License (CCAL) if I do not meet the management or supervisory experience required for a full CCAL?), you must complete mandatory continuing education hours by the time you request to change the status of your provisional CCAL to a full CCAL. The number of clock hours of mandatory continuing education varies depending on how long the provisional CCAL has been in effect at the time you request to change the status of your provisional CCAL. The number of clock hours of continuing education required is described in the following chart:

Figure: 26 TAC §745.8983(b)

If the provisional CCAL has been in effect for:	The number of clock hours of continuing education required:
(1) Fewer than 4 months	No continuing education hours are required.
(2) 4 or more months but fewer than 7 months	7 clock hours.
(3) 7 or more months but fewer than 13 months	15 clock hours.
(4) 13 or more months but fewer than 19 months	22 clock hours.

If the provisional CCAL has been in effect for:	The number of clock hours of continuing education required:
(5) 19 or more months but fewer than 25 months	30 clock hours.

§745.8985. What training qualifies as continuing education I need to maintain my administrator's license?

(a) To meet the continuing education requirements for your provisional Child-Care Administrator's License or to renew your full administrator's license, you may only count training that:

- (1) Is directly relevant to the type of administrator's license that you have; and
- (2) You completed as an attendee. You may not count training where you were the presenter.

(b) If you have taken a training more than once during the two-year period since your license was issued or last renewed, you may only count the training one time.

§745.8986. When may I request Licensing to place my full administrator's license on inactive status?

(a) You may request us to put your full administrator's license on inactive status if you are not working as an administrator.

(b) While your full administrator's license is on inactive status:

- (1) You may not serve as a licensed administrator;
- (2) You are not required to obtain continuing education;
- (3) You must renew your administrator's license when the renewal is due; and
- (4) We may still take remedial action against your administrator's license as described 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?).

(c) We may not make a provisional Child-Care Administrator's License inactive.

§745.8987. How do I change my full administrator's license status from inactive to active?

(a) To change the status of your inactive full administrator's license to active when renewing your license, you must submit to us:

- (1) A completed Form 3014, *Administrator License - Renewal or Status Change* request;
- (2) A \$50 renewal fee;

(3) If your administrator's license was active at any point during the renewal period, documentation of continuing education training completed; and

(4) A completed background check form and fee.

(b) To change the status of your inactive full administrator's license to active in the middle of a renewal period, you must submit to us a:

(1) Completed Form 3014, *Administrator License - Renewal or Status Change* request;

(2) \$25 change of status fee; and

(3) Completed background check form and fee.

§745.8989. How do I get a replacement copy of my current administrator's license if the original is lost or destroyed?

(a) You must send us your request in writing along with a \$5 fee for the replacement copy of your current administrator's license. Your request must include:

(1) A statement detailing the loss or destruction of your original license; or

(2) Be accompanied by your damaged license.

(b) Fraud or deceit related to a request for an additional copy of your license may result in remedial action as described 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?).

TITLE 26  
PART 1  
CHAPTER 745  
SUBCHAPTER N  
DIVISION 5

HEALTH AND HUMAN SERVICES  
HEALTH AND HUMAN SERVICES COMMISSION  
LICENSING  
ADMINISTRATOR'S LICENSING  
RENEWING YOUR ADMINISTRATOR LICENSE



TITLE 26 HEALTH AND HUMAN SERVICES  
PART 1 HEALTH AND HUMAN SERVICES COMMISSION  
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VETERANS

TITLE 26 HEALTH AND HUMAN SERVICES  
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 DIVISION 7 REMEDIAL ACTIONS

§745.9031. What remedial actions can Licensing take against my administrator's license?

(a) We may take the following actions against your full administrator's license:

Figure: 26 TAC §745.9031(a)

Remedial Action	Description of Action
(1) Reprimand	We send you a letter of reprimand by certified mail. Further disciplinary actions may result from future violations.
(2) Probation	We put you on probation for a specific period of time. We may impose conditions on your probation. As part of the probation, we may require you to report to us regularly on the conditions of your probation and to continue or renew professional education that is related to the conditions we impose. We may also limit your areas of practice during the probation period. We may place you on probation only once during the two-year term of your administrator's license. We may suspend or revoke your administrator's license if you do not meet the conditions of your probation.
(3) Refusal to Renew License	Even if you otherwise qualify for renewal, we refuse to renew your administrator's license if you are not in compliance with the laws or rules governing it.
(4) Suspension	We suspend your administrator's license for a specified period of time. We may require corrective actions during your suspension period. We may revoke your administrator's license if you do not complete the suspension's required corrective actions.
(5) Revocation	We revoke your administrator's license.
(6) License Denial	We deny you an administrator's license.

(b) If you have a provisional Child-Care Administrator's License (CCAL) we may deny you a full CCAL. We do not have to separately revoke your provisional CCAL.

§745.9037. Under what circumstances may Licensing take remedial action against my administrator's license or administrator's license application?

(a) We may take remedial action against your administrator's license or administrator's license application if you:

(1) Violate Chapter 43 of the Human Resources Code (HRC) or a rule adopted under that chapter;

(2) Circumvent or attempt to circumvent the requirements of Chapter 43 of the HRC or a rule adopted under that chapter;

(3) Engage in fraud or deceit related to the requirements of Chapter 43 of the HRC or a rule adopted under that chapter;

(4) Provide false or misleading information to us during the application or renewal process for your own or someone else's application or license;

(5) Make a statement about a material fact during the license application or renewal process that you know or should know is false;

(6) Do not comply with Subchapter F of this chapter (relating to Background Checks);

(7) Use or abuse drugs or alcohol in a manner that jeopardizes your ability to function as an administrator;

(8) Perform your duties as an administrator in a negligent manner; or

(9) Engage in conduct that makes you ineligible to:

(A) Receive a permit under HRC §42.072; or

(B) Be employed as a controlling person or serve in that capacity in a facility or family home under HRC §42.062.

(b) If we deny you a full Child-Care Administrator's License (CCAL) for an issue identified in subsection (a) of this section while you have a provisional CCAL, your provisional CCAL is no longer valid. You may not continue serving or representing yourself as a licensed child-care administrator pending the outcome of due process.

(c) If we revoke your administrator's license, you are not eligible to apply for another administrator's license for five years after the date the license was revoked.

(d) If you have both a Child Care Administrator's License and a Child-Placing Agency Administrator's License, remedial action may be taken against both licenses. If we take remedial action against both of your licenses, you will be notified that the action applies to both licenses. In such a case, any administrative review or due process hearing for both licenses may be combined at our discretion.

(e) If we revoke your full administrator's license, deny you a full CCAL after issuing you a provisional CCAL, refuse to renew your full administrator's license, or you do not meet the renewal requirements, you must return your license certificate to us.