

**For CCR Use Only**

Date Renewal Is Received:

## Administrator License – Renewal or Status Change

Use this form to request an action related to your child care administrator license or child-placing agency administrator license. You may:

- renew your license;
- relinquish your license;
- request inactive status; or
- request emeritus status.

**Instructions:** Complete the Administrator's Section and the section for the action that you are requesting.

**Questions:** Contact the Administrator Licensing Office at 713-696-7119 or at [CCRLICADM@hhs.texas.gov](mailto:CCRLICADM@hhs.texas.gov)

\*Denotes public information.

### Administrator's Section

*Name:	Job Title:	*Contact Area Code and Phone No.:
*Name of Employer or Operation:	*Mailing Address:	
*Administrator's License No.:	Email Address:	

### Renew Active Status

- To renew as Active Status, send the following to the address shown in the Directions section above:
- This form (Form 3014) and one or more of the appropriate fee(s):
    - \$50 Renewal Fee, if your request is postmarked on or before the date that your license expires;
    - and**
    - \$25 Late Fee, if your request is postmarked no more than 90 days after the date that your license expires; **or**
    - \$50 Late Fee, if your request is postmarked more than 90 days to one year after the date that your license expires.
  - PLUS**
  - \$2 Background Check Fee.
  - Form 3017, Child Care Regulation Request for Background Checks for an Administrator's License, is required for **all active** status renewal requests.
  - Proof of having completed continuing education courses (15 hours each year during the two-year period before your license expires).

### Request Inactive Status

- To request Inactive Status, send the following to the address shown in the Directions section above:
- This completed form (Form 3014) and the appropriate fee(s):
    - \$25 Fee to obtain an initial Inactive Status, or to renew an Inactive Status, if your request is postmarked on or before the date that your license expires or the renewal period for Inactive Status ends; **and**
    - \$12.50 Late Fee, if your request is postmarked up to 90 days after the date that your license expires or the renewal period for Inactive Status ends; **or**
    - \$50 Late Fee, if your request is postmarked more than 90 days after the date that your license expires or the renewal period for Inactive Status ends.
  - Proof of having completed continuing education courses is required for any time frame your license was on Active Status during the two-year period before your renewal date. **Continuing Education is not required if your license was on Inactive Status during the entire two-year period before your renewal date.**

### Request Change from Inactive to Active Status

- To request a change from Inactive Status to Active Status in the middle of a renewal period, mail the following to the address shown in the Directions section above:
  - This completed form (Form 3014) and the following fees:
    - \$25 Fee to change from Inactive Status to Active Status; **and**
    - \$2 Background Check Fee.
  - Proof of having completed continuing education courses. (**Note:** The training requirement is prorated.)
  - Form 3017, Child Care Regulation Request for Background Checks for an Administrator's License, is required for a change from Inactive to Active Status.

### Request Emeritus Status (Retired Status)

- To request Emeritus Status, mail the following to the address shown in the Directions section above:
  - This form (Form 3014).
  - Your original license.

### Relinquish License

- To relinquish your license, mail the following to the address shown in the Directions section above:
  - This form (Form 3014).
  - Your original license.

### Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

### Signature

\_\_\_\_\_  
**Signature of Licensed Administrator**

\_\_\_\_\_  
**Date Signed**

After completing this form, send with the materials and fees explained below to:

Via Mail:  
**Texas Health and Human Services Commission  
Administrator Licensing  
RCCL Mail Code 1732, P.O. Box 16017  
Houston, TX 77222**

Via Email:  
[CCRLICADM@hhs.texas.gov](mailto:CCRLICADM@hhs.texas.gov)

For emailed renewals, fees must be mailed to the address above. Emailed renewals will not be processed until payment has been received.