



Creative Trainers & Consultants

The Leader in Educating Early Childhood Professionals

Judy Carnahan-Webb, CEO

11927 Waldemar Drive

Houston, Texas 77077

(713) 480-9572 (281) 679-1032 Fax

judy@judycarnahanwebb.com

TO: Prospective Candidates

RE: RENEWAL of Professional Administrator's Credential

Thank you for contacting us regarding the requirements needed to renew your Administrator's Credential. The requirements listed meet those set by the Department of Family and Protective Services for alternative certification and is listed in the Appendix 3000-3: Day Care Director Credentialing, Organizations Recognized by Child Care Licensing, 2005.

DIRECTORS WANTING TO RENEW THEIR CREDENTIAL with us must have taken the original class with Creative Trainers and Consultants.

The process involves:

1. Providing copies of training certificates showing you attended a total of **30 clock hours** of trainings in Administrative/Management/Director trainings in the past 3 years; **OR**
2. 3 college credits in Early Childhood Education;
3. **Copy of Administrator's Credential received from us with your name listed and NOT EXPIRED**
4. **COPY OF CREDENTIAL received from Licensing with your name, center's name and address;**
5. At least 3 years experience in a licensed child care center or registered family home;
6. Check or money order in the amount of **\$100.00 made out to Creative Trainers and Consultants;**
7. Copy of **TDFPS latest visit** to your center;
8. Notification IF ANY serious violations in last 3 years

REVIEW OF RESPONSIBILITIES

- **The director's responsibilities is to the staff, parents, center and children in their care;**
- **Best practices for running a business, budgeting, marketing and cost analysis;**
- **Developmental ages and stages of young children and how this information is translated into the curriculum and indoor and outdoor environments;**
- **The importance of health, safety, nutrition and food safety;**
- **The components of human resources management, hiring, firing, training and orientation and staff development.**

Successful students will receive a Director's Credential Renewal Certificate upon completion of all program requirements only if the credential is from us and NOT EXPIRED.

Creative Trainers and Consultants will renew the credential every three years based upon the successful completion of renewal requirements.

Please mail all information and **new application renewal form with **\$100 check or money order to:****

**Judy Carnahan-Webb, Owner & CEO
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11927 Waldemar Drive
Houston, Texas 77077
www.creativetrainers.com
email: judy@judycarnahanwebb.com**

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