



Dear ecmi participant,

Credential renewal time is approaching. The **ecmi** Child Care Administrator's Credential renewal application, Training Summary form and a Program Update form are enclosed. The information that you provide to us in the Program Update form will enable us to track the results that our **ecmi** training has provided.

Please record your training, in chronological order, on the Training Summary form and attach copies of training certificates that show you have obtained 90 clock hours of training since **your issued date** that meets the training requirements for child care directors. If you have taken college credit courses in lieu of training seminars or workshops, enclose a copy of your transcript or grade report. **Please review Minimum Standards criteria 746.1311 (a)-(g) regarding acceptable training topics and hours.** All certificates must include:

- topic
- presenter's name and/or agency providing the training
- date of training
- number of hours awarded

A copy of your current CPR and First Aid certificates also needs to be submitted.

The above information along with the \$90 fee needs to be received in our office 20 days prior to your expiration date of your credential. When it is determined that all information is complete, a renewal credential for three years will be issued.

If you have any questions, please feel free to call me at (817) 831 – 2111 ext. 113.

Sincerely,

A handwritten signature in black ink that reads 'Barb Reid'.

Barb Reid
Director

Enclosures

BR:mt