



# Child Care Administrator's Credential RENEWAL FORM

Date: \_\_\_\_\_

Name:  Mr.  Mrs.  Ms. \_\_\_\_\_

HOME Phone: ( ) \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_

HOME Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ County: \_\_\_\_\_

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### Instructions:

1. Complete all portions of the **Renewal Form** (Please type or print all information) and **return 30 days prior to expiration date of credential (ex. November 16, 2005)**, with the following:
  - \$90 renewal fee
  - Copy of current CPR certificate
  - Copy of current First Aid certificate
  - Training Summary Form listing, in chronological order, training received in Administration/Business Management and Child Development since **issued date of your credential (ex. October 16, 2008)**.
  - Copy of certificate for each of the trainings listed on the Training Summary Form. **A total of 90 clock hours of training is required to renew the credential.** Related college courses may be counted towards the 90 clock hours.
2. Mail to: **ecmi – Child Care Administrator's Credential**  
Camp Fire USA First Texas Council  
2700 Meacham Blvd.  
Fort Worth, TX 76137-4699
3. For further information call: Barb Reid at (817) 831-2111, ext. 113

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**D. Statement of Disclosure**

I certify that:

1. I have never been convicted of a felony offense or misdemeanor classified as:
  - an offense against the person or family,
  - a public indecency, or
  - a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act.
2. The information given herein is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and Sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

(Notary Seal)

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_