



AGREEMENT Between Center for Education and Applicant

Section 1: Organization Credential Agreement:

- The credential is valid for two years from issued date.
- Request for credential renewal must be received within three months prior to expiration.
- The written request for renewal should be accompany with a copy of your training certificate confirming 30 clock hours of training, (10-management, 10-child development, and 10-childcare of choice) and a copy of the last licensing from DFPS's visit with no serious negative deficiencies.
- Credential will be revoked if credential holder does not respond to any correspondence regarding renewal or fail to renew at 3 months from expiration date.
- Grounds for reprimand will be considered if credential holder is placed on probation by the DPFS Licensing for reoccurring negative deficiencies
- Three reprimands will lead to credential being revoked.

Section 2: Applicant Agreement:

Enrollment Requirements:

- 21 years old or older (Picture ID or Driver's License)
- High School Diplomas or Equivalent
- At least 2 years experience in a license child-care center or public school (PK-3rd Grade), (written proof of employment is required).
- Current CPR & First Aid Card
- Clear criminal history check (notarized affidavit or copy of cleared criminal check licensing letter)
- One letter of recommendation (reference's name, address, phone)

The application and agreement with a \$75 deposit (non-refundable) must be received at least 2 WEEKS prior to the first class date. Course fee of \$500 must be submitted on the first class day. Mail to: P.O. Box 3820, Edinburg, TX 78540

Completion of Program:

- All enrollment requirements have been met and copies of items submitted
- Complete an in-person four-day course.
- Course assessment completed with a 70% passing score.
- The request to the DFPS for the Director's license must be made within 18 months after the last class day.

Section 3: Instructor Agreement:

- Be present and provide training for an 8-hour in person four-day course.
- Ensure each applicant receive a schedule of activities, core competencies and objectives.
- The program content utilizes effective instructional methods and materials that consider the applicant experiences, educational levels, and learning styles.
- Administer the course assessment.
- Provide a credential certificate after successful completion of the course.

Section 4: Refund Policy:

- Refunds are issued only if written request is postmarked 30 days prior to course. The refund will be 50% of paid amount of \$500. The deposit of \$75 is non-refundable.

Section 4: Fees:

- Course fee is \$575.00
- Late deposit fee is \$75
- Renewal fee is \$100
- Renewal late fee is \$75 (after certificate expiration date)
- Rush order fee is \$35

This agreement is entered on _____

Date

Applicant's Signature

Executive Director or Instructor Signature