



## 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 (check stub or income tax W2)
- 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 1 WEEK prior to the first class date. Course fee of \$600 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.

### Section 3: Instructor Agreement:

- Be present at a four-day course.
- Ensure each applicant receive a schedule of activities and core competencies and objectives.
- Provide training to applicant for a four day course.
- The program content utilizes effective instructional methods and materials that take into account prepared the applicant experiences, education levels, and learning styles.
- Administer the course assessment.
- Provide a credential certificate after the successfully 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.

### Section 4: Fees:

- Course fee is \$675.00
- Late deposit fee is \$100
- The renewal fee is \$75
- Renewal late fee is \$25
- Rush order fee is \$35

This agreement is entered on \_\_\_\_\_

Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Executive Director or Instructor Signature