

Thinking Cap Workshop



Texas Director's Credential Renewal

SUBMIT ALL THE FOLLOWING

- \$75 Renewal Fee & Renewal Form
- \$25 Late Fee-If renewing after expiration date.
- \$25 Rush Order Fee-If you need your new credential certificate Fedex.
- Copy of 30 Clock Hours
- Last Licensing Visit

To submit your renewal form, please send copies of attachments including your payment.

To: CPAP-Thinking Cap Workshop
Attn: Margarita M. Gonzales
P.O. Box 1377
Eden, TX 76837

Telephone # 325-763-4069
Fax# 325-659-2672
e-mail: thinkingcapworkshop@gmail.com
web-site: www.thinkingcapworkshop.net

For more information or questions, use the above telephone number or the e-mail address.

Today's Date: _____

Driver's License or ID# _____ Social Security Number: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____

City _____ State: _____ Zip: _____

Home # _____ Cell# _____ Fax# _____

E-mail address: _____

Type of program you are working with: registered family group home licensed child care after school school district

Business Name: _____ Your Title: _____

Business Address: _____

City _____ State: _____ Zip: _____

Business Phone #: _____ Fax# _____

Mail certificate to Home Business Other: _____

I do hereby certify the above information and attachments are true and correct.

Signature: _____ Date _____

Credential Agreement Terms

Participants agrees to the terms of this credential. The credential is valid for two years from issued date and must send renewal by the expiration date. A \$75 renewal fee. A \$25 late fee for renewals received after the expiration date. A \$25 rush order fee if requested. Request for renewal must be received within 6 months and must accompany 30 clocks hours (10-management, 10-child development, 10-child care of choice) and a copy of last licensing visit with no serious deficiencies.

Credential will be revoked if participant does not respond or fails to renew at 6 months from expiration date.

In addition the following will be grounds for reprimand; if credential holder is placed on probation by licensing or reoccurring serious deficiencies. Three reprimands will lead to credential being revoked. Credential holder will have the right to review if this occurs.