

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 02-21
Date:	March 1, 2021
Keyword:	Child Care
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers
Reagan Miller

From: Reagan Miller, Director, Child Care & Early Learning Development Division

Subject: Texas Rising Star Staff Education Extensions

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the educational requirements for Texas Rising Star mentors and assessors and requesting extensions for individuals to meet the requirements.

RESCISSIONS:

None

BACKGROUND:

Texas Workforce Commission (TWC) Chapter 809 Child Care Services rule [§809.134](#)(b) requires that Texas Rising Star staff meets the following minimum education requirements:

- A bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science
- A bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development
- An associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given to experience with a provider that is accredited or Texas Rising Star certified

Section [809.134](#)(c) allows TWC's three-member Commission to grant an extension of no more than two years to obtain the minimum education requirements in subsection (b) if a Board can demonstrate that no applicants in its local workforce development area (workforce area) meet the minimum education requirements.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

Requesting an Extension

NLF: Boards must be aware that if an individual does not meet the Texas Rising Star mentor and assessor educational requirements, the individual may serve in the role only if TWC grants an extension and he or she is able to complete the requirements within two years.

NLF: Boards must include the following information in the extension request:

- Applicant’s name
- Copy of applicant’s diploma and/or transcripts
- Copy of applicant’s résumé
- Explanation of the Board’s hiring process and evidence that no applicants in its workforce area met the minimum educational requirements
- Educational plan, including applicant involvement, to ensure compliance and completion if the extension is approved

Submit requests to TexasRisingStar@twc.texas.gov.

NLF: Boards must include the following information in the educational plan:

- Number of credit hours needed to obtain minimal compliance
- Number of credit hours per semester the individual plans to complete

Tracking Educational Progress

NLF: After an extension is approved, Boards must track staff members’ progress in completing the necessary coursework. The Board must submit a report to TWC every six months following the staff member’s date of hire and include the following information:

- An update on the individual’s planned versus actual credit hours earned
- A revised educational plan, if applicable

Boards must submit reports to TexasRisingStar@twc.texas.gov.

NLF: Boards must be aware that if the individual who was granted an extension is not making reasonable progress toward completing his or her educational plan, TWC may revoke the

extension and the individual will no longer be eligible to work as a Texas Rising Star mentor or assessor.

LE: Boards may use the Texas Rising Star Education Extensions Progress Report (Attachment 1) to report an individual's educational plan and ongoing progress.

INQUIRIES:

Send inquiries regarding this WD Letter to childcare.programassistance@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Texas Rising Star Education Extensions Progress Report

REFERENCES:

Texas Workforce Commission Chapter 809 Child Care Services Rule [§809.134](#)