

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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



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

Subject: **Texas Early Childhood Professional Development System Board Training and Participation—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated guidance on requirements for designated staff members or contractors to receive training on the Texas Early Childhood Professional Development System (TECPDS) and the use of the Boards' TECPDS Organizational Dashboard within the TECPDS platform.

This updated WD Letter adds additional information regarding requirements for Boards' TECPDS Specialists.

RESCISSIONS:

WD Letter 10-23, Change 1

BACKGROUND:

[House Bill \(HB\) 619](#), 87th Texas Legislature, Regular Session (2021), added §302.0062 to the Texas Labor Code, requiring the Texas Workforce Commission (TWC) to prepare a child care workforce strategic plan to improve the quality of the infant, toddler, preschool, and school-age child care workforce in Texas and to update the strategic plan every three years. The bill requires the strategic plan to include, among others, the following recommendations for the Boards to:

- improve, sustain, and support the child care workforce; and
- increase participation in TECPDS.

Based on the HB 619 requirements, TWC’s three-member Commission approved the [Child Care Workforce Strategic Plan 2023–2025](#) (Plan), which included specific goals, strategies, and action plans for implementation. One action item identified in the Plan requires Boards to use the TECPDS platform and the tools provided in the platform, including the Organizational Dashboard.

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.”

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.”

Designated Staff

NLF: Boards must designate at least one contractor or Board staff member to serve as the Board’s TECPDS specialist. The designee must complete TECPDS training of trainers (ToT) instruction and learn how to use TECPDS data to support local professional development initiatives. The designee will be required to pass the TECPDS validator training course to become recognized as a TECPDS records validator.

NLF: Boards must submit the following information about their TECPDS specialist to TWC at TexasRisingStar@twc.texas.gov and to TECPDS via a [TECPDS Help Ticket](#) whenever there is a change in specialist:

- Name
- Email address
- Date of hire (or date of change, if staff member is transitioning to this role)

NLF: The Boards’ TECPDS specialists must:

- complete all required TECPDS training, including ToT instruction;
- participate in TECPDS office hours (as needed) and quarterly specialist meetings;
- become recognized as a TECPDS records validator;
- serve as a TECPDS records validator for their local workforce development area (workforce area), which requires continual review and verification of submitted child care program staff records;
- provide support to child care programs and Texas Rising Star mentor staff members, as necessary; and
- review the Texas Early Childhood Professional Development System Specialist Guide.

LF: Boards may designate additional staff members as TECPDS specialists for their workforce area and may hire staff members specifically for the TECPDS specialist roles.

LF: Boards may use their Child Care Quality (CCQ) funds to employ the TECPDS specialist.

NLF: Beginning with the Fiscal Year 2024 CCQ Quarterly Report, Boards must report the number of unduplicated child care programs that the TECPDS specialist provided specific TECPDS support to in the Quarterly Narrative tab.

Organizational Dashboard

NLF: Boards must use their TECPDS Organizational Dashboard to promote, document, and implement professional development opportunities that they provide for their child care programs using CCQ funds.

NLF: Additionally, Boards must use the data provided in their TECPDS Organizational Dashboard to support decision-making regarding initiatives that focus on supporting the early childhood educator workforce’s professional development.

LF: Boards are encouraged to include local, external training on their TECPDS Organizational Dashboard, including, but not limited to, training provided or conferences hosted by Education Service Centers, community partners, and/or contracted trainers.

INQUIRIES:

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

ATTACHMENTS:

Attachment 1: Texas Early Childhood Professional Development System Specialist Guide

Attachment 2: Revisions to WD Letter 10-23, Change 1, Shown in Track Changes

REFERENCES:

House Bill 619, 87th Texas Legislature, Regular Session (2021)

Texas Labor Code, [§302.0062](#)

[Child Care Workforce Strategic Plan 2023–2025](#)

[WD Letter 16-24, Change 2, issued October 29, 2025, and titled “Child Care Quality Funds Expenditure Plan and Report—Update”](#)