

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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| ID/No: | WD 02-21, Change 1 |
| Date: | September 23, 2022 |
| Keyword: | Child Care |
| Effective: | October 3, 2022 |

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 Rising Star Staff Education Extensions—Update**

PURPOSE:

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

RESCISSIONS:

WD Letter 02-21 (as of October 3, 2022)

BACKGROUND:

On September 13, 2022, the Texas Workforce Commission's (TWC) three-member Commission (Commission) approved amendments to TWC Chapter 809 Child Care Services rule [§809.134\(c\)](#) regarding Texas Rising Star staff minimum education requirements. The amendments require that the rule's education requirements apply to Texas Rising Star mentors and allow Boards to determine suitable work experience in early childhood education for mentors with an allowable associate's degree.

Amended §809.134(c) now states that Boards must ensure that Texas Rising Star mentor staff members meet one of 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 and two years of suitable experience in early childhood education as determined by the Board

Section [809.134\(d\)](#) allows TWC to grant an extension of no more than two years to obtain the minimum education requirements in subsection (c) 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.”

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.”

Board-Determined Suitable Experience

NLF: Boards must have a process for reviewing and determining suitable experience in early childhood.

NLF: Boards must be aware that suitable experience in early childhood may include, but is not limited to:

- working in a child care and early learning program;
- providing early childhood coaching or mentoring;
- owning or operating a child care and early learning program; and
- teaching college coursework in early childhood.

Requesting an Extension

NLF: Boards must be aware that if an individual does not meet the Texas Rising Star mentor 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:

- An applicant’s name
- A copy of applicant’s diploma and/or transcripts
- A copy of applicant’s résumé
- An explanation of the Board’s hiring process and evidence that no applicants in its workforce area met the minimum educational requirements
- An 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:

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

LF: Boards that have staff members who were previously granted an extension for §809.134(c) and now meet the requirements based on the Board’s determination of suitable experience may request a rescission of that extension by submitting a formal request to TexasRisingStar@twc.texas.gov.

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

- An applicant’s name
- An explanation of how the staff member meets the requirements of §809.134(c)

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.

LF: Boards may use the Texas Rising Star Staff 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 Staff Education Extensions Progress Report
- Attachment 2: Revisions to WD Letter 02-21 Shown in Track Changes

REFERENCES:

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