Texas Rising Star Certification Checklist

The following forms or tasks should be completed and submitted to support a child care program not utilizing mentoring services when requesting an initial assessment and recertification. Please review the [Texas Rising Star Guidelines](#) and the [Getting Ready for Assessment webpage](#) for more information. *Mentors may use this as a reference to support verification of completed required elements for child care programs receiving mentoring services.*

Prepping for Certification

❏ Texas Rising Star Interest Form submitted ([Texas Rising Star Interest Form](#))

❏ CLI Engage Director Account created (emailed invitation sent by CLI once Interest Form submitted)

❏ Center Director Texas Early Childhood Professional Development System (TECPDS) Workforce Registry Account created ([Admin Account](#))

    o Additional resources: [TECPDS for Texas Rising Star Checklist](#) and [TECPDS How-To-Guides](#)

❏ Continuous Quality Improvement Plan (CQIP) created and implemented

    o Complete the CQIP form per the CQIP Desk Aid and track goal progression and completion

❏ CQIP Requirement: Director completes a Texas Rising Star Orientation

    o Submit the director's certificate of completion into Engage via the School Management's Pre-Assessment tab per the CQIP Desk Aid

    o Note: All staff must also complete a Texas Rising Star Orientation prior to being certified.

❏ CQIP Requirement: Director completes the Child Care Regulation (CCR) Background Check Portal Overview (available here: [CCR Background Check Portal Overview video](#))

    o Submit the director's attestation of completion into Engage via the School Management's Pre-Assessment tab per the CQIP Desk Aid

❏ CQIP Requirement: Director completes the Infant, Toddler, and Three-Year-Old Early Learning and Pre-K Guidelines training, as applicable to the ages served (available in [Engage's Online Course Catalog](#))

    o Submit the Director's certificate(s) of completion into Engage via the School Management's Pre-Assessment tab per the CQIP Desk Aid

To receive FREE mentoring support in completing these required elements, contact your local Workforce Solutions office.

Ready to be Certified/Recertified

❑ Texas Rising Star Certification Request form submitted ([Certification Request Form](#))

- o Submit the completed form into Engage via the School Management's Pre-Assessment tab

❑ Complete a self-assessment of the Facility Assessment Record form (FARF), to include the staff worksheet - applicable to facility type

- o Each facility type's FARF is found here: [Texas Rising Star Tools](#)

- o Submit the completed form into Engage via the School Management's Pre-Assessment tab

❑ Complete a self-review of Child Care Regulation Licensing Screening Compliance – applicable to facility type and current certification status (initial or certified)

- o Each facility type's Screening Form based on certification status is found here: [Texas Rising Star Tools](#)

- o Submit the completed form into Engage via the School Management's Pre-Assessment tab

❑ Completed CQIP with all required elements submitted (as indicated above)

- o Complete the 'End of CQIP' form per the CQIP Desk Aid

❑ Classroom roster document (to include classroom name, staff names, and specified age group for each open and operating classroom)

- o Submit the document into Engage via the School Management's Pre-Assessment tab

❑ If applicable, National Accreditation certificate (submit into Engage via the School Management's Pre-Assessment tab

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