



## 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 Certified 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.

### Preparing 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](#))
  - Additional resources: [TECPDS for Texas Rising Star Checklist](#) and [TECPDS How-To-Guides](#)
- Continuous Quality Improvement Plan (CQIP) created and implemented
  - Complete the CQIP form per the [CQIP Desk Aid](#) and track goal progression and completion
- CQIP Requirement: Director completes a Texas Rising Star Orientation
  - Submit the director's certificate of completion into Engage via the School Management's Pre-Assessment tab per the CQIP Desk Aid
  - 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](#))
  - 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](#))
  - 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

- Conduct a self-assessment of the Facility Assessment Record form (FARF), to include the staff worksheet - applicable to facility type. *Optional:* Complete and submit a Classroom Assessment Record Form (CARF) self-assessment to determine if additional time is needed and/or mentoring services would be beneficial.
  - Each facility type's FARF and CARF are found here: [Texas Rising Star Tools](#)
  - Submit the completed form(s) 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)
  - Each facility type's Screening Form based on certification status is found here: [Texas Rising Star Tools](#)
  - Submit the completed form into Engage via the School Management's Pre-Assessment tab
- Completed CQIP with all required elements submitted (as indicated above)
  - 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)
  - Submit the document into Engage via the School Management's Pre-Assessment tab
- Parent and Staff Handbook uploaded into Engage via the School Management's Pre-Assessment tab
- If applicable, National Accreditation certificate uploaded into Engage via the School Management's Pre-Assessment tab
- [Texas Rising Star Assessment Request](#) submitted through the online portal.

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