

Figure: 26 TAC §745.243

Type of Application	Required Application Materials
(1) Application for Listing a Family Home	<p>(A) A completed <u>Listing Permit Request</u> [Listing Permit Request] (Form 2986);</p> <p>(B) Completed background checks on all applicable persons; see Subchapter F of this chapter (relating to Background Checks);</p> <p>(C) A completed <u>Controlling Person – Child Care Regulation</u> [Controlling Person – Child Care Licensing] (Form 2760) as set forth in Subchapter G of this chapter (relating to Controlling Persons);</p> <p>(D) Unless the home will only provide care to related children under Chapter 313 of the Labor Code (relating to Requirements for Providers of Relative Child Care), documentation of liability insurance or an acceptable reason for not having the insurance, as required by:</p> <p style="padding-left: 40px;">(i) §745.249 of this division (relating to What are the liability insurance requirements for a licensed operation, registered child-care home, or listed family home?); and</p> <p style="padding-left: 40px;">(ii) §745.251 of this division (relating to What are the acceptable reasons not to have liability insurance?);</p> <p>(E) Proof of a high school diploma or high school equivalent;</p> <p>(F) Proof of safe sleeping training, as required by §745.255 of this division (relating to What safe sleeping training <u>must a person complete when applying to operate a</u> [is required for] listed family home [homes?]); and</p> <p>(G) The application fee, if applicable.</p>

(2) Application for Registering a Child-Care Home

(A) A completed Request for a Registration Permit [~~Request for a Registration Permit~~] (Form 2919);

(B) Completed background checks on all applicable persons; see Subchapter F of this chapter;

(C) A completed Controlling Person – Child Care Regulation [~~Controlling Person – Child Care Licensing~~] (Form 2760) as set forth in Subchapter G of this chapter;

~~[(D) A notarized Affidavit for Applicants for Employment with a Licensed Operation or Registered Child Care Home (Form 2985) for any employee of the registered child-care home or any applicant you intend to hire;]~~

~~(D)~~[(E)] Proof of current certification in pediatric CPR;

~~(E)~~[(F)] Proof of current certification in pediatric first aid with rescue breathing and choking;

~~(F)~~[(G)] Verification that the applicant completed the required pre-application interview within one year prior to the date of application;

~~(G)~~[(H)] Proof of a high school diploma or high school equivalent;

~~(H)~~[(I)] Proof of required training as required by §747.1007(7) of this title (relating to What qualifications must I meet to be the primary caregiver of a registered child-care home?);

~~(I)~~[(J)] If the applicant is a for-profit corporation or limited liability company, proof that the corporation or company is not delinquent in paying the franchise tax; for information on the franchise tax, see §745.245 of this division (relating to How do I demonstrate that the governing body is not delinquent in paying the franchise tax?);

~~(J)~~[(K)] Documentation of liability insurance or an acceptable reason for not having the insurance, as required by §745.249 and §745.251 of this division; and

~~(K)~~[(L)] The application fee.

(3) Application for Licensing a Child Day-Care Operation

(A) A completed Application for a License to Operate a Child Day Care Facility [~~Application for a License to Operate a Child Day Care Facility~~] (Form 2910);

(B) A floor plan of the building and surrounding space to be used, including dimensions of the indoor and outdoor space;

(C) A completed Child Care Licensing Governing Body/Director Designation [~~Child Care Licensing Governing Body/Director Designation~~] (Form 2911); this form is not required if the governing body is a sole proprietorship and the proprietor is also the director;

(D) Completed background checks on all applicable persons; see Subchapter F of this chapter;

(E) A completed Personal History Statement [~~Personal History Statement~~] (Form 2982) for each applicant that is a sole proprietor or partner, and all persons designated as director or co-director;

(F) A completed Controlling Person – Child Care Regulation [~~Controlling Person – Child Care Licensing~~] (Form 2760), as set forth in Subchapter G of this chapter;

(G) If the applicant is a for-profit corporation or limited liability company, proof that the corporation or company is not delinquent in paying the franchise tax. For information on franchise tax, see §745.245 of this division [~~(relating to How do I demonstrate that the governing body is not delinquent in paying the franchise tax?)~~];

(H) Documentation of liability insurance or an acceptable reason for not having the insurance, as required by §745.249 and §745.251 of this division;

(I) A completed Plan of Operation for Licensed Center and Home Operations [~~Plan of Operation for Licensed Center and Home Operations~~] (Form 2948) or a Plan of Operation for School-Age Summer Program or Before/After School Program [~~Plan of Operation for School-Age Summer Program or Before/After School Program~~] (Form 2881); the plan of operation must show how you intend to comply with the minimum standards;

(J) Verification that the applicant completed the required pre-application interview within one year prior to the date of application; and

(K) The application fee.

<p>(4) Application for a Compliance Certificate for a Shelter Care Operation</p>	<p>(A) A completed <u>Small Employer-Based Child Care or Temporary Shelter Child Care Facility Application</u> [Small Employer-Based Child Care or Temporary Shelter Child Care Facility Application] (Form 2841). If the law requires that the applicant keep the shelter care location confidential, the applicant must include on the application form a valid correspondence address and telephone number, including a method to immediately contact your operation that allows our staff to obtain your location address within 30 minutes.</p> <p>(B) Completed background checks on all applicable persons; see Subchapter F of this chapter.</p> <p>(C) If the applicant is a for-profit corporation or limited liability company, proof that the corporation or company is not delinquent in paying the franchise tax. For information on franchise tax, see §745.245 of this division.</p> <p>(D) The application fee.</p>
<p>(5) Application for a Compliance Certificate for an Employer-Based Child Care Operation</p>	<p>(A) A completed <u>Small Employer-Based Child Care or Temporary Shelter Care Facility Application</u> [Small Employer-Based Child Care or Temporary Shelter Care Facility Application] (Form 2841);</p> <p>(B) A floor plan of the building and surrounding space to be used, including dimensions of the indoor and outdoor space;</p> <p>(C) Completed background checks on all applicable persons; see Subchapter F of this chapter;</p> <p>(D) If the applicant is a for-profit corporation or limited liability company, proof that the corporation or company is not delinquent in paying the franchise tax; for information on franchise tax, see §745.245 of this division; and</p> <p>(E) The application fee.</p>

(6) Application for Licensing a Residential Child-Care Operation including a Child-Placing Agency

- (A) A completed Application for a License to Operate a Residential Child Care Facility [~~Application for a License to Operate a Residential Child Care Facility~~] (Form 2960);
- (B) A floor plan of the building and surrounding space to be used, including dimensions of the indoor space;
- (C) A completed Residential Child Care Licensing Governing Body/Administrator or Executive Director Designation [~~Residential Child Care Licensing Governing Body/Administrator or Executive Director Designation~~] (Form 2819); this form is not required if the governing body is a sole proprietorship, and the proprietor is also the administrator;
- (D) Completed background checks on all applicable persons; see Subchapter F of this chapter;
- (E) A completed Controlling Person – Child Care Regulation [~~Controlling Person – Child Care Licensing~~] (Form 2760) as set forth in Subchapter G of this chapter;
- (F) A completed Personal History Statement [~~Personal History Statement~~] (Form 2982) for each applicant that is a sole proprietor or partner, unless you are a licensed administrator;
- (G) If the applicant is a for-profit corporation or a limited liability company, proof that the corporation or company is not delinquent in paying the franchise tax; for information on franchise tax, see §745.245 of this division;
- (H) Documentation of liability insurance or an acceptable reason for not having the insurance, as required by §745.249 and §745.251 of this division;
- (I) Written plans that are required by minimum standards, including §748.101 of this title (relating to What plans must I submit for Licensing's approval as part of the application process?) and §749.101 of this title (relating to What plans must I submit for Licensing's approval as part of the application process?);
- (J) Written policies and procedures that are required by minimum standards, including §748.103 of this title (relating to What policies and procedures must I submit for Licensing's approval as part of the application process?) and §749.103 of this title (relating to What policies and procedures must I submit for Licensing's approval as part of the application process?);
- (K) Documentation that your child-placing agency is legally

	<p>established to operate in Texas;</p> <p>(L) Verification that the applicant completed the required pre-application interview within one year prior to the date of application;</p> <p>(M) A completed <u>General Residential Operations – Additional Operation Plan</u> [General Residential Operations—Additional—Operation Plan] (Form 2960, Attachment C), if the applicant is applying for a permit to open a general residential operation that will provide treatment services to children with emotional disorders; and</p> <p>(N) The application fee.</p>
<p>(7) Application for Certification of a Child Day-Care Operation</p>	<p>(A) A completed <u>Application for a License to Operate a Child Day Care Facility</u> [Application for a License to Operate a Child Day Care Facility] (Form 2910);</p> <p>(B) A floor plan of the building and surrounding space to be used, including dimensions of the indoor and outdoor space;</p> <p>(C) A completed <u>Child Care Licensing Governing Body/Director Designation</u> [Child Care Licensing Governing Body/Director Designation] (Form 2911);</p> <p>(D) Completed background checks on all applicable persons. See Subchapter F of this chapter;</p> <p>(E) A completed <u>Personal History Statement</u> [Personal History Statement] (Form 2982) for all persons designated as director or co-director;</p> <p>(F) A completed <u>Controlling Person – Child Care Regulation</u> [Controlling Person—Child Care Licensing] (Form 2760) as set forth in Subchapter G of this chapter;</p> <p>(G) Verification that the applicant completed the required pre-application interview within one year prior to the date of application; and</p> <p>(H) A completed <u>Plan of Operation for Licensed Center and Home Operations</u> [Plan of Operation for Licensed Center and Home Operations] (Form 2948) or a <u>Plan of Operation for School-Age Summer Program or Before/After School Program</u> [Plan of Operation for School Age Summer Program or Before/After School Program] (Form 2881); the plan of operation must show how you intend to comply with the minimum standards.</p>

(8) Application for Certification of a Residential Child-Care Operation including a Child-Placing Agency

(A) A completed Application for a License to Operate a Residential Child Care Facility [~~Application for a License to Operate a Residential Child Care Facility~~] (Form 2960);

(B) A floor plan of the building and surrounding space to be used, including dimensions of the indoor space;

(C) A completed Residential Child Care Licensing Governing Body/Administrator or Executive Director Designation [~~Residential Child Care Licensing Governing Body/Administrator or Executive Director Designation~~] (Form 2819);

(D) Completed background checks on all applicable persons; see Subchapter F of this chapter;

(E) A completed Controlling Person - Child Care Regulation [~~Controlling Person - Child Care Licensing~~] (Form 2760) as set forth in Subchapter G of this chapter;

(F) A completed Personal History Statement [~~Personal History Statement~~] (Form 2982) for each applicant that is a sole proprietor or partner, unless you are a licensed administrator;

(G) Verification that the applicant completed the required pre-application interview within one year prior to the date of application; and

(H) Policies, procedures, and documentation required by minimum standards.