

COMMONWEALTH OF KENTUCKY
Cabinet for Health and Family Services
Department for Community Based Services
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATIONS MANUAL

Ending of Trainer Credential Letter of Intent (LOI) to Renew

Policy Clarification

8/2015

Situation: Currently, Early Care and Education professionals holding a Kentucky Early Care and Education Trainer's Credential may renew their credential after it expires by completing a LOI (Letter of Intent) prior to the expiration date. The credential expiration date is printed on the certificate.

This current process creates unnecessary work and creates unneeded expense in paper, ink, envelopes, and postage. By eliminating this process and having trainers renew before their credential expires, allows more time and resources to be dedicated to other areas to improve child care quality. Currently trainers receive a mailed notification 60 days prior to the credential expiration date instructing the trainer to take all necessary actions in order to renew their credential before it expires. DCC is working on an electronic notification system allowing trainers to receive a notice at 90, 60, and 30 days prior to the expiration of the credential. In addition, training coaches will begin to notify trainers whose credentials expire reminding them to complete the credential renewal process.

Clarification: Beginning October 1, 2015, Trainer's will no longer be able to request a Letter of Intent (LOI) for an extended renewal grace period. All Credentialed Trainers will need to renew their credential before the expiration date printed on their credential. Division of Child Care will send a letter, or an e-mail, 60 days before the credential expires to notify the trainer of the upcoming expiration. In addition, their local Child Care Aware Training Coach will contact the Credentialed Trainer prior to the credential expiration date as a reminder, and to offer any additional information or assistance the trainer may need.