

Kentucky Early Care and Education Trainer's Credential Fact Sheet

- 1. The credential number serves as identification for an approved trainer. Include the following information on all training certificates issued for licensing, certification, registered providers, STARS Quality Rating System, Commonwealth Child Care Credential, and Trainer's Credential renewal hours.**
 - Trainer Name & Signature
 - Training Organization, if applicable
 - Credential Number, Level, Expiration Date
 - Title of Training, Date of Training, Number of Training Hours
 - Core Content Subject Area
 - CDA Subject Areas/IECE Areas (Levels 3-5), if applicable
 - Location (City, State)
- 2. Guidelines for Signatures on Training Certificates:**
 - An individual trainer must sign the certificate for the training he/she offers.
 - Multiple credentialed trainers conducting a multiple-session training must each sign the certificate for the portion of the training that he/she is responsible for completing.
 - No signature is required when all of the trainers are not credentialed and the Division of Child Care has approved the training based on presenters and content.
- 3. The Trainer's Credential is only valid between the issue and expiration dates listed on the certificate. In order to renew the credential, a renewal application must be completed and submitted 30 days prior to the Trainer's Credential expiration date. The application and renewal instructions can be found online at <http://kentuckypartnership.org/Info/ecpro/trainers/tc/tcrenew>.**

Please Note: Owners, Directors, or employees holding a Kentucky Early Care and Education Trainer's Credential may not train an employee of the same child care center or family child care home to meet licensed, certified or registered, STARS Quality Rating System, or Trainer's Credential and/or the Commonwealth Child Care Credential renewal training requirements. This does not include staff of a child care center authorized by 42 U.S.C. 9831-9852 (Head Start). The policy clarification can be found on the Division of Child Care website at <http://www.chfs.ky.gov/dccs/dcc/policyclarifications.htm>. Hours will be revoked if this policy is not upheld.

**Address or Name Change?
Please notify the Division of Child Care at 1-800-421-1903**



TRAINING DATA SYSTEM

The ECE-TRIS (Early Care and Education Training Records Information System) is an Early Care and Education database created to store and maintain individual training records for Early Care and Education professionals in Kentucky. ECE-TRIS creates an easily accessible, centralized location for training records.

According to regulation 922 KAR 2:240 Kentucky Early Care and Education Trainers Credential and Training Approval, Section 12, "Maintenance of Records" for credentialed trainers shall enter records of training attendance and trainees into the cabinet designated data system with ten (10) days of the training. The Early Care and Education Training Records Information System (ECE-TRIS) is the database provided by the Cabinet to meet this regulatory requirement.

Feel free to contact ECE-TRIS at any of the following:
Address: Eastern Kentucky University, 521 Lancaster Ave.- 229 Mattox Hall, Richmond, KY 40475
Phone: (859) 622-8811 **Toll Free:** 1(877)312-TRIS (8747) **Fax:** (859)622-6838
EMAIL: ecetris@eku.edu **Online** <https://tris.eku.edu/ece>

Web site: <http://chfs.ky.gov>



Guidelines for using Guest Speakers (Non-Credentialed)

The following guidelines should be followed when using non-credentialed guest speakers:

1. All early care and education training sessions must be conducted under the direct supervision and guidance of a credentialed trainer, who serves as the lead trainer for the session.
2. The lead trainer is responsible for ensuring that the training design, content, materials, and delivery of information adhere to recommended practice as follows:
 - A. Effective training strategies for adult learners as presented in the *Fundamentals of Effective Training (FET)* seminar;
 - B. Alignment with early childhood competencies as outlined in Core Content; and
 - C. Implementation of Kentucky Standards for Training as outlined in *Early Childhood Professional Development Framework: Creating a Framework Kentucky*.
3. The lead trainer is responsible for making sure that during a training session all credentialed speakers:
 - A. Are qualified to present the specific information they have been assigned
 - B. Use appropriate and effective training methods
4. A non-credentialed guest speaker cannot conduct or facilitate a training session in the absence of a credentialed trainer. A credentialed trainer must be present at all times during the training session.
5. A non-credentialed guest speaker cannot deliver more than 40% of the training session.

Resources to Contact

Contact the Division of Child Care at <http://chfs.ky.gov/dcbs/dcc> or (502) 564-2524 with questions regarding change in contact information, training approvals, policy clarifications, or certificate validity.

Contact the Training into Practice Project at <http://www.kentuckypartnership.org/tipp> with questions regarding renewal applications, Beyond Fundamentals training, or Orientation certification.

Contact ECE-TRIS at ecetris@eku.edu or (859)622-8811 with data entry questions.

Please visit our website <http://chfs.ky.gov/dcbs/dcc/policyclarifications.htm> for more policy clarifications regarding the Kentucky Early Care and Education Trainer's Credential.

