

# USING THE ECE-TRIS TRAINING REQUEST AREA

## ECE-TRIS ARTICLE FOR ECE PROFESSIONALS

922 KAR 2:240 all early care and education conferences, seminars, and institutes using individuals not holding a current Kentucky Early Care and Education Trainer's Credential be registered with the Cabinet for Health and Family Services. Only training hours obtained at registered training events will count toward renewal hours of a license, registration or certification, STARS for KIDS NOW program, the Commonwealth Child Care Credential, and the required fifteen clock hours of training for renewal of the Kentucky Early Care and Education Trainer's Credential.



Search to see if the training has already been approved

Search ECE-TRIS **calendar page**, on the **green navigation bar** at the top of the page to see if the conference, seminar or training has already been submitted and approved by another user. If the title is not found, you will proceed with requesting approval for the event.

### Here is how to get started with a new request!

1. Go to <https://tris.eku.edu/ece> to **login** to ECE-TRIS.  
If you have issues with login, you can use the **Help with Login** option

Help with Login

Login

2. Once logged in, click on **Training Request** Icon and choose **Create Training Request**
3. You will then be prompted to enter training details about the event your requesting approval.
  - a. Description of the event, agenda with start and end times, training topics, overall objectives, and statements describing how the training event relates to early care and education
  - b. List of all trainers
  - c. Resume/vita for trainers not holding a current Early Care and Education Trainer's Credential
  - d. Credential numbers for all trainers holding a current Early Care and Education Trainer's Credential (Each credentialed trainer must follow the normal process for utilization of his or her trainer's credential.)
4. After all details are provided, you will click Save and Submit to DCC.
5. Once approved, you will receive email correspondence regarding the approval, any follow-up questions and/or coordination of training credit (How credit will added to your ECE-TRIS record).
6. You can also view your request at any time to see the stage of processing.

### Important Tips about the Online Approval Process

- Training events *must* be registered 30 days prior to the event.
- If no ECE-TRIS account exists, a training request user account will be set up by clicking the Submit a request for DCC Training Approval on the log in page. You will receive an automated email to help you with your account.
- For additional questions, contact the Division of Child Care, Training Administrator at 800-421-1903 or (502) 564-2524. You can also contact your regional Child Care Aware Training Coach at <https://www.kentuckypartnership.org/about/map>
- If you technical support for using the training request area contact ECE-TRIS.

ECE-TRIS!  
Growing Professionals, Growing Kids  
(859)622-8811, <https://tris.eku.edu/ece>

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