



## How to Submit for Pre-approval of Training for Clock Hours

Prior to registering or attending training, confirm the event has pre-approval. Training provided by a non-credentialed trainer, has to be pre-approved by DCC. If it is not showing on the ECE-TRIS calendar search, or provided by a Credentialed Trainer, pre-approval has to be completed and is required 30 days prior to the training.

Step 1: Log into ECE-TRIS <https://tris.eku.edu/ece/content.php?CID=1>

Step 2: Search the Calendar to see if the training has been entered



Step 3: Return to the Home page, scroll down and Click “Training Requests”



### Training Requests

Click here to submit a request to DCC for training approval

Create Training Request

Step 4: Scroll down and “Create Training Request”

***It is recommended that the sponsoring training agency or trainer submit the request because they have access to all the required details, including verification of attendance or completion.***

Step 5: You are directed to **Training Request Management**

There are documents listed with instructions:

Instructions for Electronic Registration of Online Training

Instructions for Electronic Registration of Conference, Seminar, Institute, or Workshop

Step 6: Complete the form.

**Note: An \* indicates a required field. Other information is not required to submit a request.**

Hints: CDA Subject Area(s) is a required field. You have to select a minimum of 1 hour per subject area (code). 2 selections are allowed for 2 or more hours. When you select a subject area, you have to enter the number of hour(s). It must match the total training hours.

CDA Subject Area(s) \*  Planning a safe, healthy learning environment.  Steps to advance children’s physical and intellectual development.

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Be sure to list all trainers if multiple trainers are presenting.

Required documents for submitting a request include (a) Trainer Vita (for each trainer/presenter) and (b) agenda (used to determine clock hours).

Be sure to type in additional notes/comments that are not covered in the required fields such as verification of attendance or completion, but would be helpful details for DCC when they review the request.



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### Step 7: Save

Save Changes

You can click the save button throughout, to ensure information is not lost – or at the end to review everything before submitting it.

When everything has been entered click “Save & Submit for Approval”.

Save & Submit for Approval

### Request Approved/Posted

- Check your emails (*keep an eye in Spam/Junk folders too*) in case additional details or information is needed for the review of the request.
- When a training request has been approved, ECE-TRIS will send an automated email (to the one listed on your ECE-TRIS profile). There will be one for Request Approved and one for Request Posted to ECE-TRIS.
  - As the requester of approval - you may also receive another email with reminders of what participants will need to submit after the event for credit. Pre-approval of hours does not mean credit is automatically assigned after attending. Participants may have to submit the Individual Training Confirmation Form (which can be found here <https://tris.eku.edu/ece/resources/files/119>) and the Training Certificate. Refer to the **Credit Process** within the Calendar/Approved Trainings area. Sometimes a conference brochure or other document with training details is also required.

Still have questions? Contact your regional Training Coach: <https://www.childcareawareky.org/about-child-care-aware/coaches/>