Early Care and Education – Training Records Information System

INDIVIDUAL TRAINING CONFIRMATION FORM

The training(s) must have prior approval from the Division of Child Care to count for licensing clock hours *To view DCC pre-approved training, please visit:* *https://ece.trc.eku.edu*

Please complete this form and submit to ECE-TRIS along with the following for training credit to be added to your record:

A Certificate for workshop, webinar or online on-demand training. Certificate must contain, course title, participant name, completion date, clock hours and trainer or sponsoring agency name.

You do <u>not</u> need to send certificates for the following agencies or sponsors as they will submit credit.

- Any in-state agency or credentialed trainer should enter credit within 10 days of the training completion date. <u>Contact the trainer or agency if your credit is outside the 10 day timeframe.</u>
- Child Care Education Institute will send their data to ECE-TRIS each month for entry.
  Incomplete submission of documentation or an incomplete form will delay entry

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PARTICIPANT NAME: _____   EMAIL:_____
                                                (Please Print)

BIRTHDATE: _____/_____ (Month and Day only)   WORK PHONE:(_____) _____

 EMPLOYER: _____

TRAINING   TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

TRAINING TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

TRAINING TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

TRAINING TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

Please send completed information to ECE-TRIS by:
FAX: (859)622-6838
Email: ecetris@eku.edu
Upload: https://tris.eku.edu/SecureFiles/login.aspx