

Common Trainer's Credential Application Mistakes for Online Submission



1. Complete **all** sections.



2. **FET Waivers** are acceptable for level 4 & 5 applicants only. Label documents with specific sections of FET areas being covered.



3. Upload current **resume** that includes # of hours worked per week, ages of children you work(ed) with, months/years employed & job duties.



4. Upload **transcripts** that include major & graduation date.



5. Course descriptions needed for all Level 4 & 5 applicants applying with a related degree without a child development course.



6. **Save and submit** to DCC when all questions and uploads are complete.

*For additional information please call 859-257-1267 or visit

<http://www.kentuckypartnership.org/Services/trainer-credential> or call 859-257-1267.

