Tips for Submitting your Initial Trainer's Credential Application Online

Trainers are now able to apply for their trainer's credential online on the ECE-TRIS website.

Here are some tips to make your initial application process flow smoothly.

☐ Gather all your documentation before you start the application process. This includes any degrees, transcripts, resumes, training record, or credentials that support the level or specialty for which you are applying.

☐ Log onto ECE-TRIS. Scroll down and click on **TRAINER CREDENTIAL APPLICATIONS**

☐ Enter your information and click on either **SEARCH** (If you have already started an application or need to update your information) or **SUBMIT** (If you need to start a new application).

☐ Under **APPLICATION TYPE**, click the bubble indicating that you are making an initial application.

☐ Much of your information will self-populate! Please check all the fields making sure that all the information is correct, and fill in pertinent blank fields.

☐ Under **GENERAL TRAINER INFORMATION-SECTION II**, you can open your ECE-TRIS training record.

☐ Please fill in EVERY section.

☐ All applicants will need to sign the CERTIFICATION BOX- SECTION VI.

☐ At the bottom of the application you will see the ATTACH/UPLOAD button to send your documentation (Degrees, transcripts, resumes, and any other pertinent credentials). Please upload each document separately and label appropriately.

☐ Specialty trainers will need to submit current licensures, certifications, credentials or specialized training certificates which support their application.

☐ Lastly, you will see a button to **SAVE** your application for later submission allowing you to return to it later and complete your work and a button to **SAVE AND SUBMIT**.

Note: It is advisable for first time applicants to choose **SAVE** and then contact their Training Coach to have the application reviewed before hitting the final send!

☐ Once submitted, you will receive a confirmation that your application was received. If any additional documentation is needed you will be notified once your application is reviewed. You will receive notification from Division of Child Care on the status of your application within 30 days of submitting a complete application.

For assistance with the trainer credential application process, contact your regional Training Coach, Child Care Aware of Kentucky Coach Map.