



Tips for Renewing or Updating your Trainer's Credential Online

Trainers are required to apply for an update or to renew their trainer's credential online on the ECE-TRIS website. It is recommended to submit your renewal approximately 30 days before your expiration date.

Here are some tips to make the renewal/update process flow smoothly.

- ☐ Gather all your documentation before you start the application process. This includes your training record if applicable and transcripts, resumes, or credentials that support the level or specialty for which you are renewing or applying for.
 - ☐ Log onto [KY/ECE-TRIS](#) Scroll down and click on **TRAINER CREDENTIAL APPLICATIONS**
 - ☐ Enter your information and click on either **SUBMIT** (If you need to start a new application) or **SEARCH** (If you have already started an application or need to update your information).
 - ☐ Under **APPLICATION TYPE**, click the bubble indicating whether you are renewing or updating.
 - ☐ Most 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.
 - ☐ If you are renewing, you will fill all required fields within **SECTIONS I, II, V, and VI**.
 - ☐ Level 2-4 trainers will need to have verification of their Trainer Observation. Your Training Coach will have verified your trainer observation and that will prepopulate in **SECTION II: Trainer Observation Date**. *The observation must happen within your 3-year certification period.*
 - ☐ Level 5 trainers will need to sign the box under **RENEWAL APPLICATION INFORMATION-SECTION V** by typing in their name.
 - ☐ 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.
 - ☐ In order to renew a level 2-4 credential, you **must submit proof (e.g., ECE-TRIS training record)** of a total of 30 hours of training. Eight (8) hours must be early care and education clock hours. Seven (7) hours must be "how to train other adults" clock hours and fifteen (15) hours from other related professional licensure, certification, credential, or any of the two options listed above. It is recommended that Level 2-4 trainers, submit their copy of the **Training Observation** form (from your Training Coach) within your renewal application.
 - ☐ Specialty trainers will need to submit current licensures, certifications, credentials, or specialized training certificates which support their application if applicable.
 - ☐ 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**.
 - ☐ 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 has been reviewed. You will receive notification from DCC on the status of your application within 30 days of submitting a complete application.
- Please note**, a fully completed renewal application must be received prior to your expiration date. Once a credential has expired you would need to reapply as an initial applicant and retake the Fundamentals of Effective Training and Introduction to Resources.

For assistance with the trainer credential application process contact your Regional Training Coach,
<https://www.childcareawareky.org/about-child-care-aware/coaches/>