


# ECE-TRIS: MANAGE EDUCATION AND CREDENTIALS



Instructions for use of the Manage My Education Area to add Education Information, submit your Commonwealth Child Care Credential Renewal and/or submit CDA Credential to ECE-TRIS.

## REQUESTING EDUCATION/CREDENTIAL INSERT OR RENEWAL

- **Log into ECE-TRIS.** If there are issues with login reference the Forms Area [Managing Your ECE-TRIS Account: Self-Service Tips](#)
- After login, review your existing education/credentials in the **My Information** section of the home page. This step will help reduce duplicate records.
- Go to, 
- Click on **Certificate/Degree Type**
- **Complete Requested Fields**
- **Upload Corresponding Documentation**
- **SAVE CHANGES** will submit the information for final review and processing.
- You will be able to **view the status of the pending record** in two locations.

### Home Page in the My Information Section

#### Education Summary

**Associates Degree**  
Graduation Year: 1985  
Institution: Eastern Kentucky University  
Major Field of Study: Floriculture  
Verified

#### Credential Summary

**Child Development Associate**  
CDA Credential Type: Preschool  
Issue-Expiration Dates: 04/19/2021 - n/a  
[Submitted/Unverified](#) | [Remove](#)

### Manage My Education Page

[Home](#) / [Manage My Education Information](#)

#### Credential Summary

**Child Development Associate**  
CDA Credential Type: Preschool  
Issue-Expiration Dates: 04/19/2021 - n/a  
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#### Education Summary

**Associates Degree**  
Graduation Year: 1985  
Institution: Eastern Kentucky University  
Major Field of Study: Floriculture  
Attachments: [Ann Kelly Smith.docx](#)  
Verified

ECE-TRIS  
Growing Professionals, Growing Kids  
(859)622-8811, <https://tris.eku.edu/ece>