USING THE ECE-TRIS TRAINING REQUEST AREA

Per regulation 922 KAR 2:240, all early care and education conferences, seminars and institutes using individuals not holding a current Kentucky Early Care and Education Trainer's Credential must be registered with the Cabinet for Health and Family Services' Division of Child Care. Only training hours obtained at registered training events will count toward renewal hours of a license, registration or certifications, All STARS program, the nationally awarded Child Development Associate (CDA) by the Council for Professional Recognition, and the required 15 clock hours of training for renewal of the Kentucky Early Care and Education Trainers Credential.

START HERE ▶   **Search to see if the training has already been approved.**

Search Calendar/Approved Trainings, on the green navigation bar at the top of the page to see if the conference, seminar, or training has already been submitted and approved by another user. If the title is not found, you will proceed with requesting approval for the event.

Here is how to get started with a new request!

1. Go to https://ece.trc.eku.edu to **login**.
2. If you have issues with login, you can use the **Help with Login** option

   ? Help with Login   **Login**

3. Once logged in, click on **Training Request** Icon 📔 and choose **Create Training Request**
4. You will then be prompted to enter training details about the event your requesting approval.
   a. If it's part of a conference, be sure to select Yes.
   b. Read Delivery Types prior to making a Delivery Method selection.
   c. Description of the event, agenda with start and end times, training topics, overall objectives, and statements describing how the training event relates to early care and education.
   d. List of all trainers
   e. Attach a Resume/vita for trainers not holding a current Trainer's Credential
5. After all details are provided, you will click **Save and Submit to DCC**.
6. If information is left blank or attachments are missing, this will slow down processing time.
7. You will be contacted if there are follow-up questions and/or coordination of training credit (How credit will be added to your ECE-TRIS record).
8. You will receive an email regarding the approval status.
9. You can also view your request at any time to see the stage of processing.

Important Tips about the Online Approval Process
➢ Trainings *must* be submitted no later than 30 days prior to the event. Otherwise, trainings will not be approved, and clock hour credit cannot be given.
➢ Beginning March 2025, per 922 KAR 2:090 Section 11. (19) clock hour credit will not be allowed for hours that surpass 15 hours in a 24-hour period.
➢ If you do not have an ECE-TRIS account, click on Request Account at https://ece.trc.eku.edu
   o You will receive an automated email once your account has been created.
➢ If you need technical support, contact ECE-TRIS.