ECE-TRIS: MANAGE EDUCATION AND CREDENTIALS

Instructions for the Manage My Education and Credentials area to add submit your Commonwealth Child Care Credential Renewal, submit CDA Credential or CPR-First Aid Certification.

REQUESTING EDUCATION/CREDENTIAL INSERT OR RENEWAL

- **Log into ECE-TRIS.** If there are issues with login reference the following within the Resources Area, Tutorials and Tip Sheets

   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 record submissions.

- After individual logs in, click on

   Manage Education and Credentials

- Click on **Certificates/Degrees Type**

- **Complete Requested Fields**

- **Upload Corresponding Documentation for Type selected**

- **SAVE CHANGES** will submit the information for final review and processing.

- The individual will be able to **view the status of the pending record** in two locations.

Home Page in the My Information Section   **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
Submitted/Unverified | Remove

Education Summary

Associates Degree
Graduation Year: 1985
Institution: Eastern Kentucky University
Major Field of Study: Floriculture
Attachments: Ann Kelly Smith.docx
Verified

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Growing Professionals, Growing Kids
https://ece.trc.eku.edu