

Early Care and Education Trainer's Credential Instructions

DESCRIPTION: This instructions document summarizes the requirements for individuals to obtain an Early Care and Education Trainer's Credential. A current Early Care and Education Trainer's Credential is required for individuals to provide annual training hours for any licensed or certified program, Kentucky All STARS Program, the Commonwealth Child Care Credential, or for renewal of the Early Care and Education Trainer's Credential.

ELIGIBILITY CRITERIA: [Per 922 KAR 2:240](#), an applicant must:

1. be at least 21 years of age;
2. have a high school diploma, or equivalent;
3. have completed a trainer's resource orientation ("Introduction to Resources in Kentucky for Early Childhood Trainer's");
4. have completed the required cabinet-approved training on the cabinet-designated data system: and
5. if applying for Trainer Level 2 or higher, have completed a trainer's seminar, "Fundamentals of Effective Training".

Other eligibility criteria for each trainer level are listed on the [Kentucky Early Care and Education Trainer's Credential Grid](#). The Kentucky Early Care and Education Trainer's Credential Grid is also attached below.

INITIAL APPLICATION PROCESS: Digital applications are submitted on the [Cabinet-Designated data system](#).

1. Create an ECE-TRIS/COLT account.
2. Select the "Trainer Credential Applications" on the menu, then select "Submit Trainer Application".
3. Select **Initial** at the top of the application.
4. **Section I:** Verify that all the information automatically entered from your ECE-TRIS account in Section I –Personal Information is correct. If the information is not correct, please update the information on your application.
5. **Section II:** Answer all questions in Section II- General Training Information. Verify that the dates for the required trainings "Introduction to Resources", "Trainer's Seminar" and "Training on the ECE-TRIS System" are completed and correct. These dates should automatically be generated from your training record.
6. **Section III:** Use the "Kentucky Early Care and Education Trainer's Credential Grid" linked above to determine your Trainer Level. The Trainer's credential grid is also included on this instruction sheet on page 3.
7. **Section IV:** Complete all education and experience to support the trainer level selected in section III.
8. Upload all documentation to verify the training and education requirements to support the trainer level selected in section III.
9. Certification Box: Review your information and certify that all information is correct. Indicate that you agree with all Ethical/Professional Standards listed in this section.
10. Review your application, sign, and submit the application for further processing.

RENEWAL APPLICATION PROCESS:

1. Sign into your ECE-TRIS/COLT account.
2. Select the "Trainer Credential Applications" on the menu, then select "Submit Trainer Application".
3. Select **Renewal** at the top of the application.
4. Complete all sections of the application to verify and update your trainer information.
5. Level 2-4 Trainers - Attach documentation verifying 30 clock hours of training
 - a. Minimum of 8 hrs.- Early Care and Education
 - b. Minimum of 7 hrs. – Adult Learning Theory
6. Specialty Trainers – Attach current license, certification, credential, or specialized training certificates.
7. Level 2-5 & Specialty Trainers – Attach verification of data system training if not previously provided.
8. Complete the application, sign it, and submit the application for further processing.

APPROVAL PROCESS:

The completed application will be reviewed by the Kentucky Early Care and Education Trainer's Review Panel on a first come, first serve basis. Applications with missing required documentation are not considered completed applications. Incomplete applications will not be reviewed by the review panel. If approved, applicants will receive an approval letter and certificate from the Division of Child Care.

KENTUCKY EARLY CARE AND EDUCATION TRAINER'S CREDENTIAL GRID:

The Grid lists the trainer levels and the requirements for each level. It also defines the training content levels that each trainer is permitted to instruct. The grid should be read from left to right starting with the level for which trainers are applying. All education, experience, and training listed on the Trainer Grid must be verified.

PROFESSIONAL DEVELOPMENT REGISTRY:

A Professional Development Registry is currently maintained by the Division of Child Care. The Registry includes the names of all trainers who have been approved for a Kentucky Early Care and Education Trainer's Credential. The Registry will allow the Division of Child Care to track and issue the Credential.

Kentucky Early Care and Education Trainer's Credential Grid

TRAINER LEVELS	EDUCATION & EXPERIENCE	REQUIREMENTS: ALL APPLICANTS MUST BE AT LEAST 21 YEARS OF AGE	PERMITTED TRAINING LEVELS	RENEWAL PERIOD
1	- H.S. Diploma or equivalent and - At least 3 years FT* related experience in early childhood field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's -Complete cabinet designated data system training	- Co-train single topic with credentialed trainer at higher training level	- Valid for three years - Non-renewable
2	- At least a CDA or Director's Credential - 3 years FT* experience in early childhood field OR - 10 years FT*related experience in relevant core content, and formal early childhood training equaling 45 clock hrs; or 4.5 C.E.U.s; or 3 college credit hours	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training -Complete cabinet designated data system training	- Training hours as required by the Division of Licensed Child Care - Commonwealth Child Care Credential training or initial 60 hours of CDA training through an approved training organization (Levels 1 and 2 of the Rubric for levels of Training/Professional Development) - Co-train higher (60-120 hours) CDA level with a level 4 and 5 Trainer through a approved training organizations - Co-train 12 hours with a Level 4 or Level 5 trainer before training solo	- Renewable every three years by application, including documentation of: - Training in EC field equaling 30 clock hours to include a minimum of 7 hours in adult learning theory and 8 hours in early childhood - Remain updated on state and national early childhood issues. State updates available at websites
3	- Associate degree in early childhood or the equivalent of 30 credit hours in early childhood coursework and - 3 years FT* related experience in early childhood field OR - At least a Bachelors degree in a field related to early childhood, and - At least 1 year FT* related experience in EC field OR - A Bachelors degree in a field not related to early childhood and - 10 years FT* related experience in early childhood field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training -Complete cabinet designated data system training	- Training hours as required by the Division of Licensed Child Care Levels 1,2,and 3 on Rubric for Levels of Training/Professional Development - Commonwealth Child Care Credential or CDA instruction, through an approved training contractor - Train Levels 1,2,and 3 on the Rubric for Levels of Training/Professional Development, through an approved training organization	- Renewable every three years by application, including documentation of: - Training in EC field equaling 30 clock hours to include a minimum of 7 hours in adult learning theory and 8 hours in early childhood - Remain updated on state and national early childhood issues. State updates available at websites
4	- At least a Bachelors degree in early childhood, and - 1 year FT* related experience in early childhood field OR - A Bachelors degree in a related field to early childhood and the equivalent of 3 credit hours in child development and 1 year FT* related experience in early childhood field OR - At least a Bachelors degree in a field not related to early childhood, and the equivalent of 3 credit hours in child development, and - At least 10 years FT* related experience in EC field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training (OR submit documentation of equivalent training) -Complete cabinet designated data system training	- Training hours as required by the Division of Licensed Child Care, Levels 1,2,3,4 - Train Levels 1,2,3 and 4 tracks on Rubric for Levels of Training/Professional Development, through an approved training organization	- Renewable every three years by application, including documentation of: - On-going training in EC field equaling 30 clock hours to include a minimum of 7 hours in adult learning theory and 8 hours in early childhood - Remain updated on state and national early childhood issues. State updates available at websites
5	- At least a Masters degree in early childhood and - 1 year FT* related experience in early childhood field OR - At least a Masters degree in a field related to early childhood (non related not considered) and 3 credit hours in child development, and - 1 year FT* related experience in Early Childhood field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training (OR submit documentation of equivalent training) -Complete cabinet designated data system training	- Train at all training levels (1-5).	-Renewable every three years by application, - Remain updated on state and national early childhood issues. State updates available at websites
SPECIALTY TRAINER	Current license, certification, or equivalent and at least three years related experience in area of expertise in which topic is being trained	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's -Complete cabinet designated data system training	- Special training ONLY in area of expertise - Training hours as required by the Division of Licensed Child Care through an organization ONLY in area of expertise	Renewable every three years by application, including proof of current license, certificate, or credential in area of expertise

* Full Time (at least 30 hours per week), Part Time (15-29 hours per week) will apply towards full time experience at the rate of 2 PT years =1FT year.

*Revised 2012