General Questions and Answers

1. When will the program begin?
The ECE-TRIS pilot began with approved training organizations in May 2006 and the statewide roll out was completed in July 2007.

2. How will my training information be collected?
Information on individual early care and education professionals (training attendees) will be collected on an “Information Form” distributed by a credentialed Trainer or at the Facility/Provider in which they work. Trainers are asked to submit Information Forms and Training Attendance Confirmation Forms to ECE-TRIS. Facility/Providers are asked to submit Information Forms to ECE-TRIS for new staff, to update existing staff or a change in status with the Facility/Provider (termination).

3. Who will enter the data? Will trainers need to assist with entering data?
Training data will be entered by staff at established training agencies and/or by ECE-TRIS staff.

4. When will trainers have to enter data?
At this time trainers will not enter their own data. This possibility may occur during Phase III development of ECE-TRIS.

5. Will my personal information be protected? How does the system protect my information and identity?
Any personal data you provide will be protected by your personal username and password. The ECE-TRIS website is secured by 128-bit encryption through a secure socket layer (SSL) certificate. Your individual training record will be available to view or print by you, your center director, the ECE-TRIS staff, and the Cabinet for Health and Family Services.

6. Can I choose not to participate?
The goal is to have all records maintained in a central location such as the ECE-TRIS system (922 KAR 2:240 Section 16).

7. Will a training certificate still be issued at the conclusion of training and should trainees still keep training certificates?
Yes, trainers should continue to issue training certificates and remind trainees to keep certificates.

8. What if there is an error on my training record(s)?
Notify the ECE-TRIS office regarding any discrepancies.

9. Why should I use the ECE-TRIS program?
The ECE-TRIS program provides a centralized location for tracking training. It allows Early Care and Education professionals to access, view, and/or print their training records at any time. ECE-TRIS will document training for the STARS for KIDS NOW program and Licensed, Certified or Registered Early Care and Education Providers. ECE-TRIS will also help with Professional Development Planning. ECE-TRIS is
a records system provided by the Cabinet for Health and Family Services for 922 KAR 2:240 Kentucky Early Care and Education Trainer’s Credential.

10. How long are training records saved?
Paper copies of training information will be saved for 5 years. Electronic versions of the training information will always be available in the ECE-TRIS database. Trainers should continue to keep copies of submitted training records.

11. How do I register for a username and password for the ECE-TRIS program?
An Information Form will be completed in training or at the Facility and then submitted to the ECE-TRIS office.

12. Why is the ECE-TRIS program important to Directors of Early Care and Education Facilities?
The ECE-TRIS program will allow program directors to work with staff to develop professional development plans and verify that staff has met all training requirements for Licensing /Certification and the STARS for KIDS NOW rating visits.

13. Will training for after school providers, Head Start, and other training agencies be captured?
All trainings attended by Early Care and Education professionals will be captured.

Forms Questions and Answers

1. When completing the address fields on the ECE-TRIS Forms, do I need to provide my work or home address?
Provide the address where you would like to receive mail regarding Early Care and Education.

2. What if the contact person for a Facility/Provider or an Agency changes?
Staff members at the Facility/Provider and Agency are responsible for filling out a Facility/Provider or Agency Form, including the new Contact Person information or contacting ECE-TRIS directly. These forms should be submitted to the ECE-TRIS office via mail or fax so that the change can be made in the database.

3. How long will it take for the data to be available in the ECE-TRIS system?
Forms submitted by the training agency or the trainer to the ECE-TRIS office will be processed within 10 working days in which they’ve been received. Should ECE-TRIS have any questions regarding forms that you have submitted, they will contact the Trainer or the Agency and the time needed to process the form may have to be adjusted.

4. Do approved training organizations need to mail in ECE-TRIS forms after they have entered the information into the ECE-TRIS database?
Yes, all forms will be submitted to ECE-TRIS for verification and record keeping purposes.