ECE-TRIS TRAINING AGENCY APPLICATION

**Applicant Information**

This section should be completed by the main contact person for the organization.

**Business Information and Operation**

The information requested in this section addresses your business type.

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### Glossary of Business Terms as it relates to an ECE-TRIS Training Agency

**A training agency** in ECE-TRIS is defined as an organized business which will provide the service of coordinating and delivering early care and education training events in Kentucky.

**Organized business** in terms of ECE-TRIS, indicates that you have established a business entity by taking the following steps:

- Your business is Named and Registered with local/state government
- Acquired an Employer Identification Number (applies only if you have employees)
- Registered with your state tax and revenue office
- Obtained any required government permits and licenses

#### Types of Organized Business

- **Sole Proprietorship** - A sole proprietor is someone who owns an unincorporated business by himself or herself.
- **Partnership** - A partnership is the relationship existing between two or more persons who join to carry on a trade or business. Each person contributes money, property, labor or skill, and expects to share in the profits and losses of the business.
- **Limited Liability Company** - The ‘owners’ of an LLC are referred to as ‘members’. Depending on the state, the members can consist of a single individual (one owner), two or more individuals, corporations or other LLCs. Unlike stakeholders in a corporation, LLCs are not taxed as separate business entity. Instead, all profits and losses are passed through the business to each member of the LLC. LLCs report profits and losses on their personal federal tax returns, just like owners of a partnership would.
- **Non-Profit Training Agency** - A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. The funds acquired by nonprofit corporations must stay within the corporate accounts to pay for reasonable salaries, expenses, and the activities of the corporation.

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**Training Information**

This section relates to ECE-TRIS and early care and education training. If approved as an ECE training agency, there are specific policies, regulations and processes that must be followed in accordance with Division of Child Regulation and ECE-TRIS Best Practices.

Additional questions in this section give us an idea of the types of training you conduct related to early care and education.
Understanding the Approval Process

Review of Application
Once your application has been submitted to ECE-TRIS, a panel will review the application to determine if your organization meets the standards of an ECE-TRIS training agency for early care and education professionals. Please allow 45 days for a response to your request.

Approval and Key Next Steps
You will then be notified of the decision. If additional information is required, you may be contacted by an ECE-TRIS team member or a Child Care Aware Training Coordinator.

If approved, you must complete the following steps in preparation for data entry into ECE-TRIS as a training agency.

- Completion by each staff person of your agency, the necessary TRIS forms to be entered in ECE-TRIS as a user and training agency.
- Review of 922 KAR 2:240 Kentucky Early Care and Education Trainer’s Credential and Training Approval Tip Sheet which outlines specific requirements for entering data.
- Completion of the two TRIS Best Practices Trainings; Understanding Training Forms and Data Entry Training
**ECE-TRIS TRAINING AGENCY APPLICATION**

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Owner's Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
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</tbody>
</table>

**BUSINESS INFORMATION**

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Business address:</th>
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</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Type:</td>
<td>LLC</td>
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</tbody>
</table>

| Professional Liability Insurance Carriers Name, Contact-Name: |  |
| Address: | City: | State: | Zip: | Phone: |

**BUSINESS OPERATION**

| Operation: Board of Directors | Yes | No | Name of Chair: |

| Description of Services: |  |
| Core Mission Statement: |  |

**TRAINING INFORMATION**

A requirement of training sponsors entering data is knowledge of Division of Child Care regulations regarding early care and education training. Please indicate if your organization's staff have knowledge of and/or are following policies for:

<table>
<thead>
<tr>
<th></th>
<th>Not Familiar</th>
<th>Somewhat Familiar</th>
<th>Familiar</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Kentucky Credentialed Trainer Process and Regulations 922 KAR 2:240</td>
<td></td>
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<tr>
<td>2.</td>
<td>Submitting/Entering data to ECE-TRIS within 10 business days of training end date</td>
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<td>3.</td>
<td>Restrictions on Trainers Training their own staff</td>
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<td>4.</td>
<td>Division of Child Care Training approval process when using non-credentialed trainers</td>
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<tr>
<td>5.</td>
<td>ECE-TRIS Best Practices Web-Based Trainings Understanding Training Forms and Data Entry Training Processes</td>
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</tbody>
</table>

Training data must be entered into the Early Care and Education Training Records Information System within 10 business days after the training. Each organization can designate two staff with data entry responsibilities.

<table>
<thead>
<tr>
<th>Name of Primary ECE-TRIS Data Entry Person</th>
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<tbody>
<tr>
<td>Has this staff person been trained on ECE-TRIS data entry processes?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of additional staff person for data entry</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Has this staff person been trained on ECE-TRIS data entry processes?</td>
<td></td>
</tr>
</tbody>
</table>

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Program funding is in whole or part from federal or state funds.

[https://tris.eku.edu/ece](https://tris.eku.edu/ece)  
1-877-312-TRIS (8747)
ECE-TRIS TRAINING AGENCY APPLICATION

APPLICANT INFORMATION

Average Number of trainings to be offered annually ________ List all location areas were your agency will provide training: _______________________________________________________

Core Content areas trained?

Training Topics Provided:

Training Levels offered by your organization: (please check all that apply) 1 2 3 4

Methods of delivery: (please check all that apply) Face to Face Hybrid Online Other (please list):

Does your organization have trainers on staff or will you contract with Independent Trainers?

__________________________________________________________________________

OTHER INFORMATION

Does your organization have a cancellation policy? (e.g., do you require a minimum number of participants to hold a training event? How are participants notified if training has been cancelled?)

Does your organization provide training in the following Areas? (Circle all that apply)

- Orientation for Early Care and Education Professionals,
- Professional Development Plans
- Pediatric Abusive Head Trauma

Will you allow your trainers to train for other agencies?: Yes No (assuming this question is relevant to CCA staff)

Will you use non-credentialed trainers?: Yes No (assuming this question is relevant to CCA staff)

ACKNOWLEDGEMENTS

I understand that my application will be reviewed and ECE-TRIS will determine my access to data entry as a recognized training sponsor. I further understand that my agency must make accommodations for special needs of attendees (language, disability, etc.). In addition, I authorize the verification of the information provided on this application.

Signature of applicant: __________________________ Date: __________________________

SUBMITTING YOUR COMPLETED FORM

Please fax or mail your completed form to:

Mailing Address:  Fax: 859-622-6838
Eastern Kentucky University
ECE-TRIS
Unit 229 Mattox Hall
521 Lancaster Ave.
Richmond, KY 40475-3102

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https://tris.eku.edu/ece  1-877-312-TRIS (8747)