

Early Care and Education – Training Records Information System

INDIVIDUAL TRAINING CONFIRMATION FORM

The training(s) must have prior approval from the Division of Child Care to count for licensing clock hours
To view DCC pre-approved training, please visit: <https://tris.eku.edu/ece/content.php?CID=23>

Please complete this form and submit to ECE-TRIS along with the following for training credit to be added to your record:

1. A Conference Brochure/Booklet/Pamphlet **OR** website for online training describing workshops/sessions/clock hours/codes
2. A **Copy** of Early Care and Education Training Event – Online Certificate(s) *(Please do not submit originals)*

You do not need to send certificates for the following agencies or sponsors as they will submit credit.

- Any in-state agency or credentialed trainer should enter credit within 10 days of the training completion date. Contact the trainer or agency if your credit is outside the 10 day timeframe.
- Child Care Education Institute will send their data to ECE-TRIS each month for entry.

****Incomplete submission of documentation or an incomplete form will delay entry****

PARTICIPANT NAME: _____ EMAIL: _____
(Please Print)

BIRTHDATE: ____/____/____ LAST 4 DIGITS OF SSN: _____

EMPLOYER: _____ WORK PHONE: (_____) _____

CONFERENCE TITLE (where applicable): _____

AGENCY SPONSOR: _____

START DATE: _____ END DATE: _____ TOTAL CLOCK HOURS: _____

LOCATION: _____ ZIP CODE: _____

TRAINING TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

TRAINING TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

TRAINING TITLE: _____

DATE: _____ START AND END TIMES: _____ CLOCK HOURS: _____

AGENCY SPONSOR / TRAINER NAME: _____

**Please send completed information to: ECE-TRIS, University Training Consortium, Eastern Kentucky University,
521 Lancaster Ave., 133 Stratton Bldg., Richmond, KY, 40475 or FAX: (859)622-6838**

DO NOT SEND VIA EMAIL

P: (859)622-8811 or Toll Free (877)312-TRIS *W:* <https://tris.eku.edu/ece/>