

# 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](#)

### Education Summary

#### Associates Degree

Graduation Year: 1985  
Institution: Eastern Kentucky University  
Major Field of Study: Floriculture  
Verified

### Credential Summary

#### Child Development Associate

CDA Credential Type: Preschool  
Issue-Expiration Dates: 04/19/2021 - n/a  
[Submitted/Unverified](#) | [Remove](#)

[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

ECE-TRIS  
Growing Professionals, Growing Kids  
<https://ece.trc.ky.gov>