

# Credit Processes and Your Training Record Report

We want to help you make the best use of your time, money, and ensure training credit can be applied to your Training Record report. Start with the **Calendar/Approved Trainings** area.

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1. **Always** check the **Calendar/Approved Trainings** area *prior* to participating in a training *not* conducted by a KY Early Care and Education Credentialed Trainer. **If not** found, we cannot assign credit.
2. Check your Training Record report to make sure you're not repeating a non-face to face training within **5 years**, otherwise you'll receive **0 hours**.
3. In March 2025 per 922 KAR 2:090 Section 11. (19); clock hour credit will **not** be allowed to exceed 15 hours within a 24-hour period. Please plan accordingly.
4. Click on the search results to learn more about the training because some trainings are **Informational only** and do not count towards your annual hours.
5. Check the **date range** given in the search result. Complete trainings within the date range. **If not**, we cannot assign credit.

## The Developing Brain: The First Five Years

Dates/Times: Nov. 28, 2024 12:00 pm - Dec. 31, 2026 12:00 am

6. This search result will also provide the **Credit Process**. This field displays to let providers know how credit is entered and the time frame to expect credit to be added.
  - **Self-Report with Individual Training Form (allow 30 days)** email a copy of your dated certificate along with the Individual Training Form from the Resources > Forms area.

**Sponsor:** Continued Early Childhood Education  
**Credit Process:** Self-Report with Individual Training Form (allow 30 days)

  - **Agency File Submission (allow 30 days)** the agency submits a file for ECE-TRIS to process. Do not self-report as only the file will be processed.

**Sponsor:** Child Care Education Institute: CCEI  
**Credit Process:** Agency File Submission (allow 30 days)
  - **Trainer/Sponsoring Agency Entry (allow 10 days)** conducted by a Kentucky Credentialed Trainer who enters your credit. If the 10 days has passed and you do not see the training on your Training Record report, you should contact the Trainer or Agency. Do not self-report as only the credit by trainer will be processed.

**Sponsor:** Child Care Training Center  
**Credit Process:** Trainer/Sponsoring Agency Entry (allow 10 days)
7. If you need assistance with credit for a training for an online course from <https://learn.trc.ky.gov/moodle/login/index.php> Contact the Moodle Help Desk at [learn.trc@ky.gov](mailto:learn.trc@ky.gov)
8. Within the **Resources** area > **Tutorials and Tip Sheets**, under **Division of Child Care Information**, please review to the following: [Important Message from DCC to Find Approved Online Trainings](#)

If you need assistance, send an email to [ecetris@ky.gov](mailto:ecetris@ky.gov) Provide your name, training title, date of completion, and the trainer\training agency so we can help you investigate further.