Employer Contact Access Tips and Instructions

Please carefully read the following as it pertains to your access to the Reports and Employer Information Areas

If others such as; an Assistant Director, Office Admin, need access the areas mentioned above or other changes, please send the completed **Facility Information Form** to ecetris@ky.gov

- If there are Director changes, you will need to update your information with the Division of Regulated Child Care for the Director to be updated within KICCS.

To learn more about **Reports**, please review: **Employer Contacts Only: Understanding Reports**

To Add Staff – Staff with *existing* accounts that are with this program will need to update their employer information by logging in to their account and request their employer be updated via the orange button Manage My Personal Information.

Manage My Personal Information

- If login assistance is needed; refer to these tips available in our Resources area: **Managing Your ECE-TRIS Account: Self-Service Tips**

For those who have *never* had an account they can register for an account on our website at https://ece.trc.ky.gov

- To prevent duplicate accounts being created, make sure new account requests are only submitted if they've never had an account.

NEW ACCOUNT REQUEST

New to **ECE-TRIS**? Sign up here for an account.

Request Account

- If they need assistance, refer to these instructions available in our Resources area: **New Account Instructions**
- Because Yahoo (@yahoo.com) and Hotmail (@hotmail.com) email domains block our automated login credential emails sent to new users, we encourage users to use other email domains.

To Remove Staff – You will want to periodically review your list of employees within the **Employer Information** area, **Employees** tab. Any no longer with you can be removed from this tab.

- For detailed instructions refer to **Managing Staff Listing**

Employer Contact Access Tips and Instructions

Please direct *staff to login to their individual accounts* to upload their copies of **CPR and First Aid** documents via the

- If they need assistance, refer to these instructions available in our Resources area: **Managing your Education and Credentials**

- It's important to review the list of DCC Approved organizations within the Calendar/Approved Trainings area for First Aid and CPR Courses

You may also want to review how ECE related **college coursework** can be submitted for clock hours: **College Coursework Approval for Training Clock Hours**

Within our **Resources** area in the top green banner, you will find many helpful weblinks, forms, and tip sheets. This includes the link to your **Child Care Aware Coaches** who are available to assist you with health and safety questions, etc.: please click this link to find the coaches in your area https://www.childcareawareky.org/about-child-care-aware/coaches/

Professional Development is a key part of a childcare providers' role, and having a professional development plan is a required part of licensing regulations. The Division of Child Care offers multiple opportunities for grants and scholarships available to you *and your staff*. Visit https://www.childcareawareky.org/support/professional-development/ to get information on available programs and to connect with a Professional Development Coach.

ECE Clock Hours and Credit
View the **Calendar/Approved Trainings** area on our site for **approved** ECE Clock hour trainings and for the free online trainings hosted on our site. **How to Find DCC Approved Training**

*If it's not pre-approved/approved at the time of training or conducted by a Kentucky Credentialed Trainer, it cannot be entered and counted towards annual ECE Clock hours. Trainings must be **submitted 30 days PRIOR** to the event if you wish for it to be reviewed for ECE Clock Hour approval *

➢ You can view the **Credit Processes** shown on the Calendar/Approved Trainings page for details on how credit is entered: **Credit Processes and Your Training Record Report**

- Only if the **Credit Process** is **Self-Report with Individual Training Form** should trainings be submitted. Follow instructions on the **ECE-TRIS Individual Training Form**
  - Required documentation must be submitted with this form for training credit to be added to your record: - Certificate(s) - Must be legible and include course title, participant name, completion date, clock hours, and trainer or sponsoring agency name.
  - Refer to the Credit Processes for entry timeline.