

COMMONWEALTH OF KENTUCKY  
Cabinet for Health and Family Services  
Department for Community Based Services  
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATIONS MAUAL

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Kentucky Early Care and Education Trainers Credential: Timeliness of Data Entry

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Policy Clarification

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Situation: A clock hour training event is conducted by a Kentucky Early Care and Education Credentialed Trainer and the trainer does not enter the information into the Cabinet designated data system (Early Care and Education –Training Records Information System, ECE-TRIS) in a timely fashion.

Clarification: 922 KAR 2:240 Kentucky’s Early Care and Education Trainer’s Credential and training approval regulation:

Section 12. Maintenance of Records for Kentucky Early Care and Education Credentialed Trainers.

(1) Credentialed trainers shall:

(a) Enter records of training attendance and trainees into the cabinet-designated data system within ten (10) days of the training

**Timeliness of Data Entry**

- After July 1, 2014, the Division of Child Care (DCC) will issue a letter to each trainer after the first month they have a training event that exceeds the 10 day regulation.
- When the trainer has a second (2<sup>nd</sup>) occurrence exceeding the 10 day regulation, the trainer will receive a certified letter from DCC alerting the trainer to connect with Child Care Aware (CCA) for technical assistance around timeliness of data entry. The letter will also state that their credential could be revoked if this regulation and policy are not followed thereafter.
- Once technical assistance is complete, if the trainer exceeds the 10 day regulation, they will receive notice of automatic revocation after 30 days. An appeal process will be included, per regulation 922 KAR 2:240.

*Credentialed trainers training for a DCC Non-College Approved Training Organization in relation to the non-college Commonwealth Child Care Credential (CCCC) or Child Development Associate (CDA) will not be held accountable to this policy. The approved training organization-agreement allows thirty (30) days for data entry will be followed.*

*Training conducted by a credentialed trainer for a Conference, Seminar, Institute, and Workshop will not be held accountable to this policy. However, if Orientation and/or Pediatric Abusive Head Trauma Training are offered as part of a Conference, Seminar, Institute, or Workshop, the credentialed trainer will be required to adhere to this policy.*

*If there is any type of a system’s error or maintenance that affects trainers input of data, ECE-TRIS will notify DCC.*