



## ECE-TRIS Instructions for Kentucky Credentialed Trainers and Potential Trainers

Prior to obtaining a KY Early Care and Education Trainer Credential, you must the **two (2) hour** ECE-TRIS data base training which is delivered in **two (2) parts**.

Once you have completed these sessions and they are on your ECE-TRIS training records, you will not need to repeat them with each renewal. These trainings are only required one time and they are for the purpose of providing you training on data entry.

The process for completing these required trainings on using ECE-TRIS depends on your current trainer status.

**All Currently Credentialed Trainers and Potential Trainers must complete  
STEPS 1-7**

- 1) **Contact ECE-TRIS to and inform them that you need to complete the ECE-TRIS Data Entry trainings.** Let the ECE-TRIS staff person know whether you are a current credentialed trainer or a Potential trainer. **Contact number: 1(859) 622-8811**
    - You must be an ECE-TRIS user to complete the trainings and they will determine what is needed to gain access.
    - Those who are not current trainers will have to be given access to TRIS and the required trainings.
  - 2) Once you have the appropriate account(s) for ECE-TRIS, you will proceed to the ECE-TRIS Test Site at <https://tris.eku.edu/ece-new>
  - 3) Login for the test site, your login is as follows;  
**Username:**    firstname.lastname  
**Password:**    firstnamelastname1
- If you experience trouble with login or any other technical difficulties, please contact ECE-TRIS at 859-622-8811
- 4) Once you're logged in, at the top of the page in the **green banner**, **click on Trainer Resources**. This section will contain the links to the Trainings that are required
  - 5) Complete Part I: [ECE-TRIS Best Practices Web-Based Training](#) Credit will automatically be assigned upon successful completion.

### ECE-TRIS

[ecetris@eku.edu](mailto:ecetris@eku.edu)

Phone: (859)622-8811

Toll Free: 1-877-312-TRIS (8747)

Fax: (859)622-6838



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- 6) Complete Part II: [ECE-TRIS Best Practices Webinar: Data Entry Demonstration](#)  
It's a good idea to print your supplemental materials (**highlighted below**) prior to clicking on the recorded webinar.

### Information on New Trainer Regulations

#### [ECE-TRIS Best Practices Web-Based Training](#)

This training is Part one of two sessions that focuses on Best Practices for completing training related documents for submission and data entry into ECE-TRIS. Participants will learn the importance of the data submitted, how to complete ECE-TRIS forms for trainer/trainee related reports. Once completed credit will automatically count towards 1 clock hour of early care and education training.

#### [ECE-TRIS Best Practices Webinar: Data Entry Demonstration](#)

This recorded webinar demonstrates how to enter training data into ECE-TRIS. This training is the second part of the sessions that focuses on Best Practices for completing training related documents for submission and data entry into ECE-TRIS. To obtain credit, participants must view the recorded video and complete a data entry assignment.

1. view the recorded video
2. Click on the **Practice for Webinar Participants and complete a data entry assignment.**
3. Email ECE-TRIS upon completion of assignment.

Below are supplemental materials for the Webinar Training:

[Recorded Webinar Instructions](#)

[ECE-TRIS Data Entry Tip Sheet](#)

[Webinar Agenda](#)

[Practice for Webinar Participants](#)

- 7) When you're done with this second training and the practice assignment, remember to send an email to [ECETRIS@eku.edu](mailto:ECETRIS@eku.edu)  
Your practice assignment will be reviewed and feedback provided. Your credit will then appear on your ECE-TRIS training record as documentation of completing these requirements.

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