



Texas Early Childhood Professional Development System



Texas Trainer Registry Updates

June 2022

Who am I?

Dr. Tracy Anne Jones
Assistant Director,
Texas School Ready
(TECPDS)



Other TECPDS Staff

Adeline
and
Cynthia



Who's in the room?

- Roles (administrator, teacher, specialist, trainer)?
- Familiar with TECPDS (Novice to Advanced)?
- What do you want from the session?
 - Resources
 - Updates
 - Support in Using the System



Learning Objectives

- Learn about some new resources on the TECPDS website
- Discuss the Certificate Generation Tool
- Review a timeline of changes
- Learn about some upcoming changes to the Trainer Registry
- Discuss Micro-credentials and the Trainer Registry
- Understand what that means to YOU

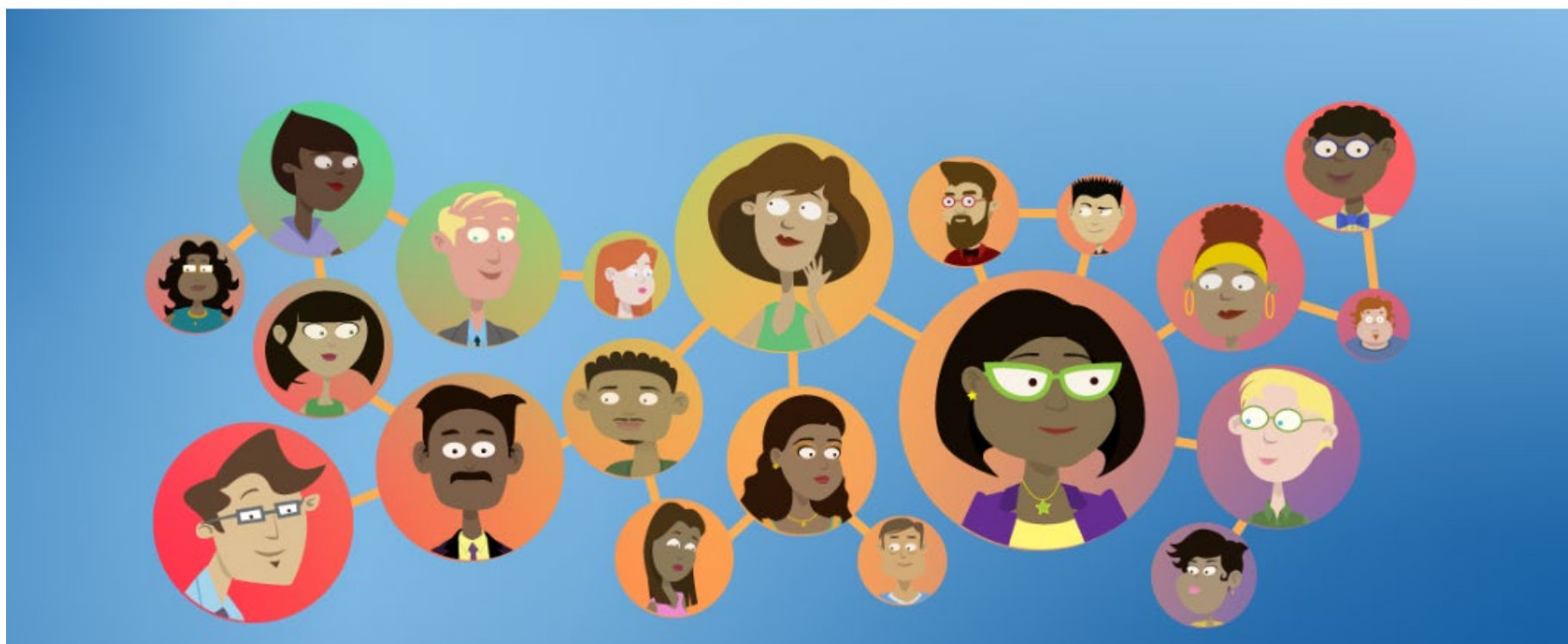
New Resources on TECPDS



[How-To Guides](#)[Webinars & Presentations](#)[Submit a Help Ticket](#)

Advance your early childhood career pathway

(TECPDS is now in Spanish! | ¡TECPDS ya está en español!)



Webinars & Presentations

We host regular webinars to support you with creating your account, completing your professional development profile, and planning next steps in your career, all available at no cost. You can join these sessions live (be sure to [sign-up for our newsletter](#) to receive the notifications) or find the recorded sessions here.

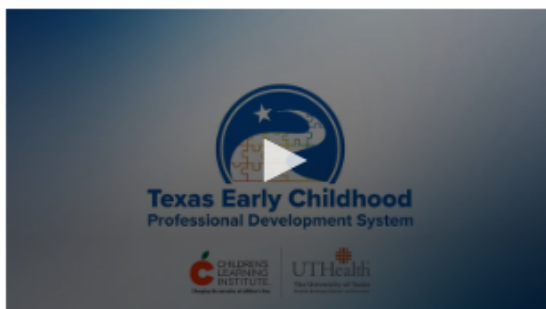
If you have any questions, please [contact our support team](#).

Diving Deeper

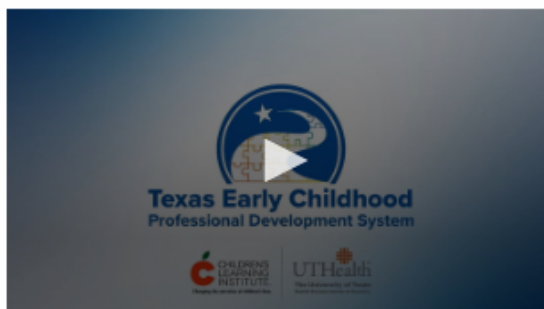
- [Welcome: Getting Started](#)
- [How-To Guides](#)

Orientations

Texas Workforce Registry Orientation (English)



Orientación para el Registro de la Fuerza Laboral



Texas Trainer Registry Orientation (English)



Lunchtime Learning Sessions

February 2022: How to Connect to Your Center on TECPDS

March 2022: How to Use the Certificate Generation Tool

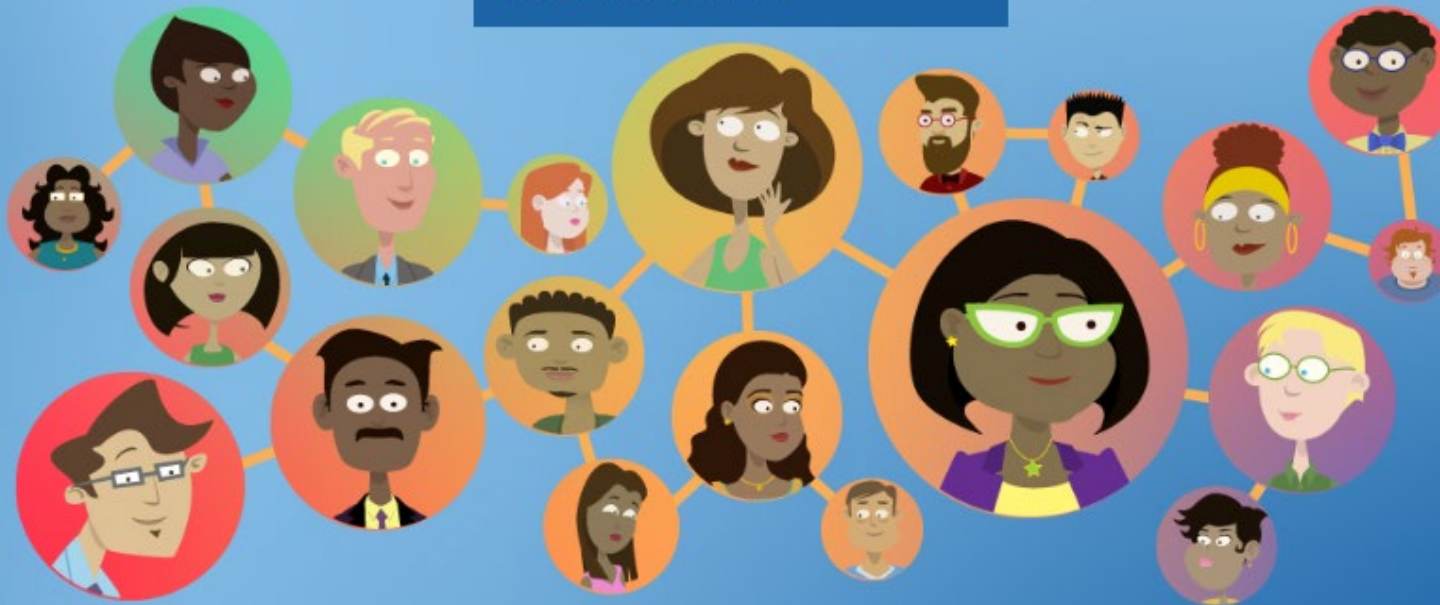
May 2022: Getting Your Staff Started with TECPDS

[About the Texas Workforce Registry](#)[Getting Started](#)[Practitioners](#)[Administrators](#)[Specialists](#)[TECPDS for TRS](#)[Find My Career Pathway Tool](#)

Advance Early Childhood Professionals

(TECPDS)

(Español!)



Welcome: First Steps

We want TECPDS users to be fully knowledgeable about all the great features the [TECPDS Dashboard](#) offers. This page has been created to facilitate navigation throughout [TECPDS](#).

In this guide, you will find a compiled list of useful [How-To Guides](#) with all the information needed to get started. Scroll through each section and learn about TECPDS and its features.

Thank you for your initiative and for being part of TECPDS!



Getting Started with TECPDS

Anyone who works with children birth to age 8 can register for an account with the Texas Workforce Registry, regardless of their role or the sector in which they work. A TECPDS account can help you keep track of your professional development through creating and updating your professional development profile, view your professional development report, and link to your center/facility of employment.

Related Resources:

- [How-To Guides](#)
- [Logging In to TECPDS](#)
- [How To Opt-in to a TECPDS Account from CLI Engage](#)
- [Frequently Asked Questions](#)
- [TECPDS Enhancements](#)
- [CLI Engage](#)

First Steps

- How to create an account
- How to login

Complete Your TECPDS Profile

- How to add training documents
- How to upload certificates
- Where to find certificates

Connect to Your Center

- How directors connect
- How teachers connect

Advancing on Your Career Pathway

- Find My Career Pathway Tool
- Texas ECE Career Pathway
- Becoming a Texas Registered Trainer

Visit: tecpds.org/wp/welcome-first-steps/



Welcome to TECPDS! Use this guide to learn where to find all the tools and resources on the platform. To create an account on [TECPDS.org](https://www.tecpds.org) navigate to the [Sign-Up](#) tab in the top right corner. Just a few simple steps and you can navigate to everything on TECPDS. Next time you visit, use the Login tab at the top of the page.

If you need help, submit a help ticket to our support team by clicking the [HELP](#) button in the navigation bar. Our team is available Monday-Friday from 7:00 AM to 6:00 PM.

TECPDS Accounts for Practitioners, Administrators & Specialists ▾

After creating a [TECPDS account](#), you have access to the following features:

- Find and track your career lattice level and learn about your opportunities for you to advance on the career lattice.
- Link to your current employer, sharing education, employment, and training information.
- Enter your information once and access multiple reports, including the Find My Career Lattice Tool to advance your career.
- Request validation of records for Texas Rising Star evaluations.
- Access professional development resources for early childhood professionals.
- Search early childhood job postings.
- Find professional development opportunities.
- Access Center Director tools to manage your center and staff professional development.

Trainer Account ▾

TECPDS now offers additional tools for users of the system that provide training to early childhood professionals. Which account works best for you?

Non-Registered Trainer – Have access to FREE tools to support training of providers

- Create trainings in TECPDS.
- Use Event Tool for [certificate and sign-in sheet generation](#).
- Upload certificates into training attendees' TECPDS account as "Non-Verified" training.
- Non-Registered Trainers are NOT approved TECPDS trainers.

Registered Trainer – Go through an application process to become approved to deliver training to early childhood professionals in Texas. Registered trainers will:

- Receive an assigned trainer level.
- Create trainings for approval by TECPDS.
- Use Event Tool for [certificate and sign-in sheet generation](#).
- Automatically receive TECPDS logos on their certificates from the [Certificate Generation Tool](#).
- Upload their approved trainings into attendees' TECPDS accounts as "Verified Training."

TECPDS for Texas Rising Star

This checklist was developed to assist in setting up your account on the Texas Workforce Registry. If you haven't done so already, you can create your FREE profile on [TECPDS](https://www.tecpds.org) at: [www.TECPDS.org](https://www.tecpds.org)

Education

Add your:

- Highest level of education;
- Any college coursework that is early childhood/education-related or business-related; and,
- Credentials or certifications (ex. Child Development Associate Credential, CPR/1st Aid, Directors Credential)

Experience

List your:

- Current early childhood employment
- Last year employment (if different)
- Connect/affiliate to your current center on TECPDS

Professional Development

Provide your:

- Professional development certificates for validation, including clock hours, CPE hours, conferences for the current year, and conferences from last year

Miscellaneous

Add any documents that would not be included in the experience, education, or professional development sections, such as:

- Resume
- Professional development plans
- Orientation documents
- Signed employee handbook pages
- Other documents that highlight your career

Visit our [TECPDS for Texas Rising Star webpage](https://www.tecpds.org) for additional information for Texas Rising Star certified providers! For questions: Search for How-To Guides or Submit a Help Ticket through [TECPDS.org/Help](https://www.tecpds.org/Help).



Ad **early childhood** pathway

(TECPDS ya está en español!)

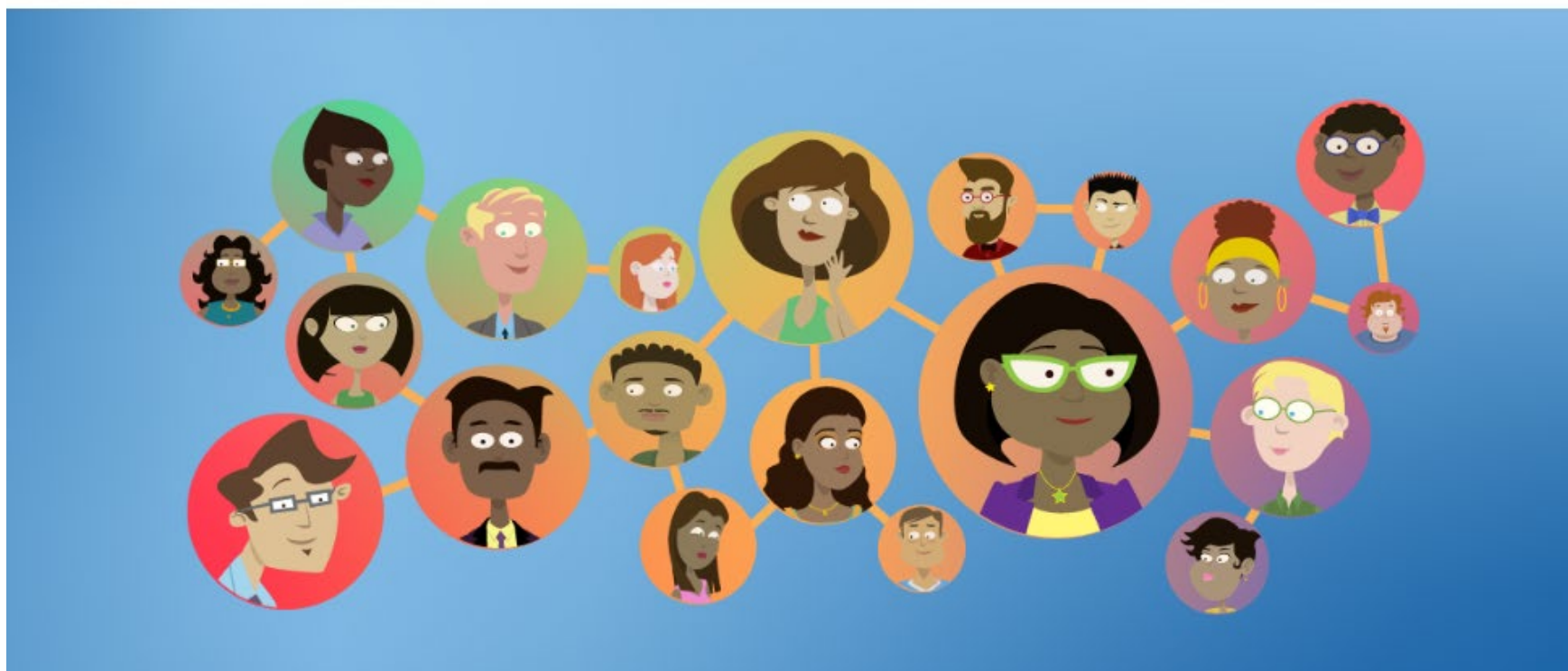
About the Texas Trainer Registry

Apply to Be a Registered Trainer

Registered Trainers

Non-Registered Trainers

Certificate Generation Tool



Apply to Be a Registered Trainer

Join the statewide network of trainers delivering high quality professional development to early childhood professionals.

Application Steps

Being listed on the Texas Trainer Registry requires completion of the Texas Trainer application to determine your qualifications to provide trainings to child care providers across the state:

1. View the [Orientation Presentation](#) (below)
2. Collect your professional profile documentation, including education, professional development, and work experience
3. Create your training proposal, using the sample documents for support:
 - [Trainer Registry Application Checklist](#)
 - [Texas Trainer Registry Educational Qualifications](#)
 - [Sample Training Proposal](#)
 - [Sample Instructional Plan](#)
 - [Training Proposal Score Sheet](#)
4. Create your TECPDS account (requires a Google account to login)
5. From the dashboard, click the button to apply:

Apply To Become a Registered
Trainer

6. Upload your professional profile documentation and training proposal information

After reviewing your application, TECPDS will contact you with next steps. View [FAQ](#) for additional information about the initial application and renewal process.

Learn More

- [Registered Trainers](#)
- [Non-Registered Trainers](#)
- Need assistance? [Submit a Help Ticket](#)



Promueva su carrera especializada en primera infancia

¡TECPDS ya está en español!



Certificate Generation Tool

Benefits and Features

- **Free, Downloadable Sign-In Sheets** – Easily add your attendees' information to generate your sign-in sheet and certificates simultaneously.
- **Share Certificates with Attendees** – Automatically transfer digital certificates to participants via email and into their personal accounts in the Texas Workforce Registry or print.
- **Optional Training Evaluation** – collect feedback from attendees.
- **An Easy-to-Read Look** – New look allows for easy reading with all necessary information available quickly for those needing to review the certificates, such as Child Care Licensing.
- **Certificate and Training ID** – Provides opportunities for quick, online certificate authentication with the ease of QR codes.
- **TECPDS Logos** – TECPDS logos will clearly show trainings that are approved through TECPDS. If you do not see the TECPDS logo in the right-hand corner, you will know that they are not approved by us.
- **Your Logo** – Upload your personal or training business logo into TECPDS, and the image will display on certificates you provide to your training attendees!



Texas Trainer Registry Updates



Timeline

June

- Communication about updates to the Trainer Registry

July

- Updates take effect on the website

August

- Trainers can start to turn in submissions for higher levels

A hand is shown writing the words "SEE THE BIG PICTURE" in white chalk on a dark chalkboard. The text is arranged in three lines: "SEE THE" on the top line, "BIG" in the middle, and "PICTURE" on the bottom line. The hand is visible at the bottom right, holding a piece of chalk and finishing the letter 'E' in "PICTURE".

SEE THE
BIG
PICTURE

- Trainer Account Types
- Trainer Account Levels
- Specializations
- Demonstration Components
- Visual Trainer Dashboard

Non-Registered	Registered	Professional
Will stay the same	Will now have 4 levels instead of 3	Will no longer exist
Upon making a TECPDS account the user is assigned a non-registered trainer account	Will be called different names that are easier to understand	Will become registered trainers but will be identified as EC specialized or not
Has access to some tools for certificate generation	Will have access to all tools and a visual display of progress	Qualified to provide training in areas of expertise

New Leveling

Provisional
Registered

- Level I

Registered

- Level II

Master Registered

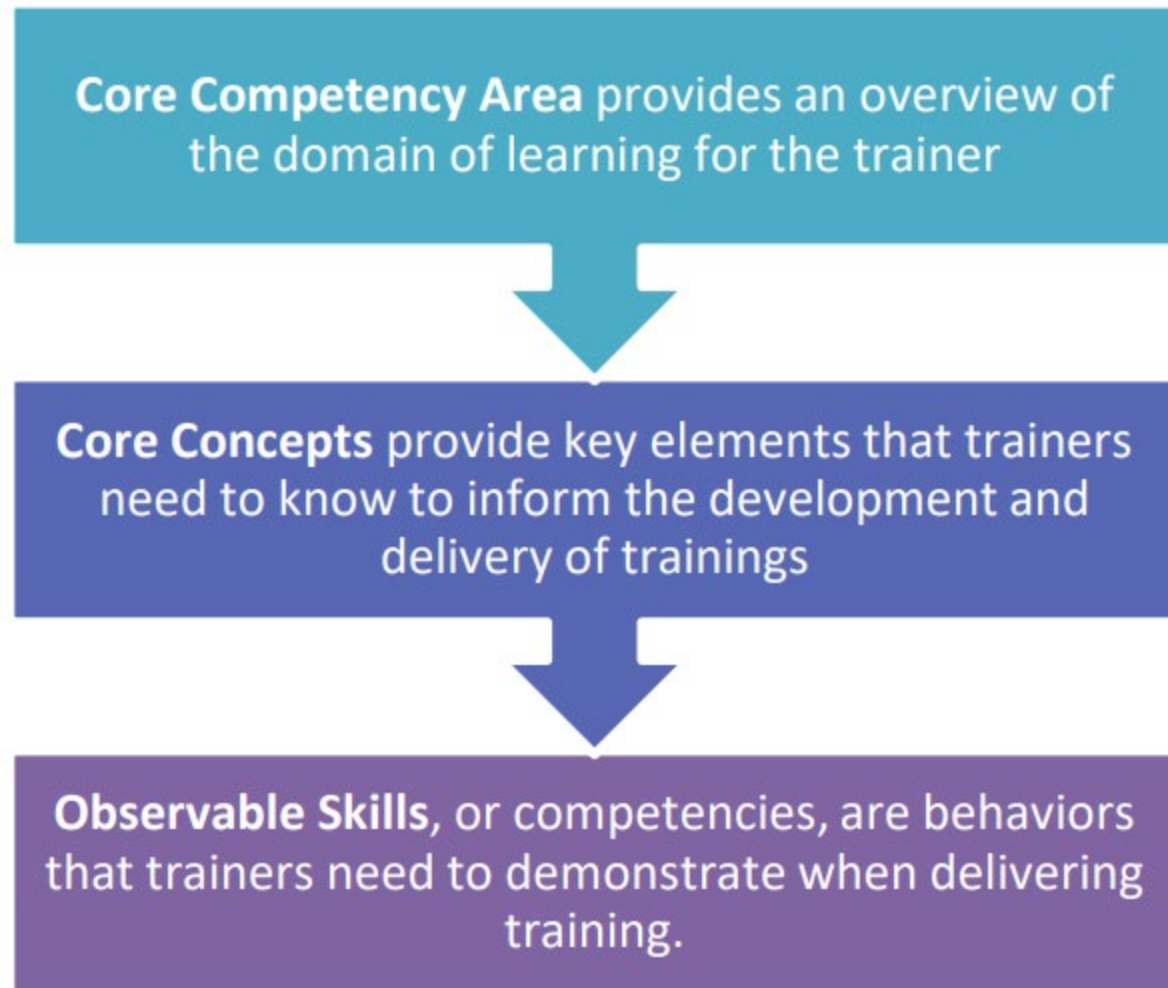
- Level III

New Level

- Level IV

New Demonstration Components

Core Competencies for Trainers



Micro-Credential Badges

Micro-credentials are:

- Competency-based
- Based on evidence/demonstration of practice
- Scored against a defined rubric
- Personalized and Self-directed
- Research-backed

Micro-Credentials Badges

Core Competency Areas



Submissions



Statement Badges

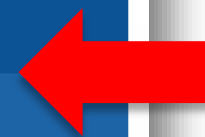


What if I Need Help?

Some common things we help with:

- Cannot login
- Duplicated accounts
- Accounts not linked to CLI Engage





How-To Guides

Search by Keywords



Reset Filter

CATEGORY:

- ☐ Getting Started
- ☐ Login/Sign-Up
- ☐ Uploading Records
- ☐ Texas Workforce Registry
- ☐ Texas Trainer Registry
- ☐ Career Lattice
- ☐ Certificate Generation Tool
- ☐ Professional Development
- ☐ Reports

RESOURCE:

- ☐ How-to-Guide

[/en/help/how-to-guides/](#)

Use the search and filter options to the right to find support resources and how-to guides!

How Can Trainers Add Certificates to My Account

Category: Getting Started, Login/Sign-Up | Type: How-to-Guide

Best for: Trainers, Center Directors, Practitioners, LWDB & TRS Staff

How Center Directors Connect to Their Center

Category: Getting Started, Texas Workforce Registry, Uploading Records | Type: How-to-Guide

Best for: Center Directors

How Practitioners Connect to Their Center

Category: Getting Started, Texas Workforce Registry, Uploading Records | Type: How-to-Guide

Best for: Practitioners

How to Add Education and Credentials on TECPDS

Category: Getting Started | Type: How-to-Guide





Submit a Help Ticket

If you choose to Submit a Help Ticket, enter all of the information requested so that the Client Support Analysts may best assist you. You may also take a screen shot of the issue and upload it into the ticket.

Help Center / Children's Learning Institute Help Desk

Children's Learning Institute Help Desk

Welcome! Our support team is here to assist you.

What can we help you with?



TECPDS / Workforce Registry / Trainer Registry Assistance

To request assistance or information regarding the Texas Workforce Registry ...



Raise this request on behalf of *

Enter name or email...



Attachment

Drag and drop files, paste screenshots, or browse

Browse

Basic Information

First Name *

Last Name *

Email Address *

stomer/portals



Texas Early Childhood
Professional Development System



Thank you!

