



Texas Early Childhood Professional Development System



Making the Most of the Texas Workforce Registry

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
 - Support in Using the System
 - Tips and Advice
 - Problems I am encountering





TECPDS

Trainer Registry

Registered Trainers

Professionals are approved to provide training to childcare staff.

Non-Registered Trainers

Administrators can use the free Certificate Generation Tool.

Workforce Registry

Serves as an online portal for teachers and directors to track their education experience and professional development.

Provides professional development reports.



Benefits of Having a Workforce Registry Account

- Free Texas Workforce Registry account for **ALL** professionals
- Enable early childhood professionals to easily upload and enter information about their professional experience and education and **validation** of documents for some audiences
- **CLI Engage** online platform for professional development and easy TECPDS Opt-In feature
- Integration of Child Care Education Institute (**CCEI**) online training
- Create a Career Pathway Report and Individual Profile Report to guide future career development
- Access to [Texas Core Competencies for Administrators and Practitioners](#)

Resources on TECPDS



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.

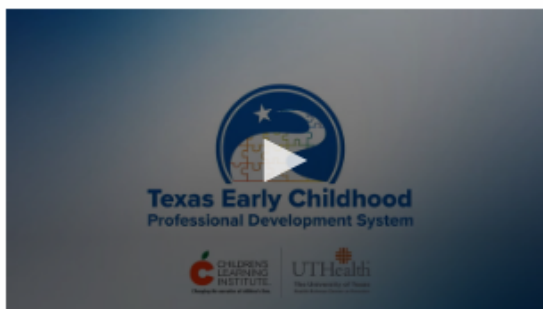
If you have any questions, please [contact our support team](#).

Diving Deeper

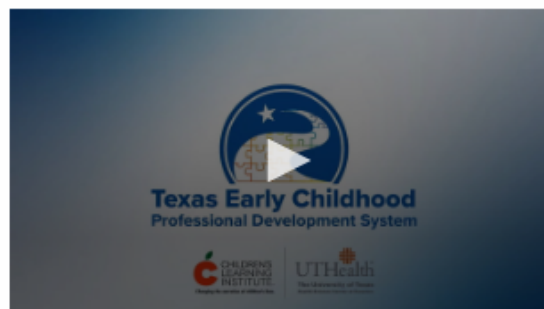
- [Welcome: Getting Started](#)
- [How-To Guides](#)

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

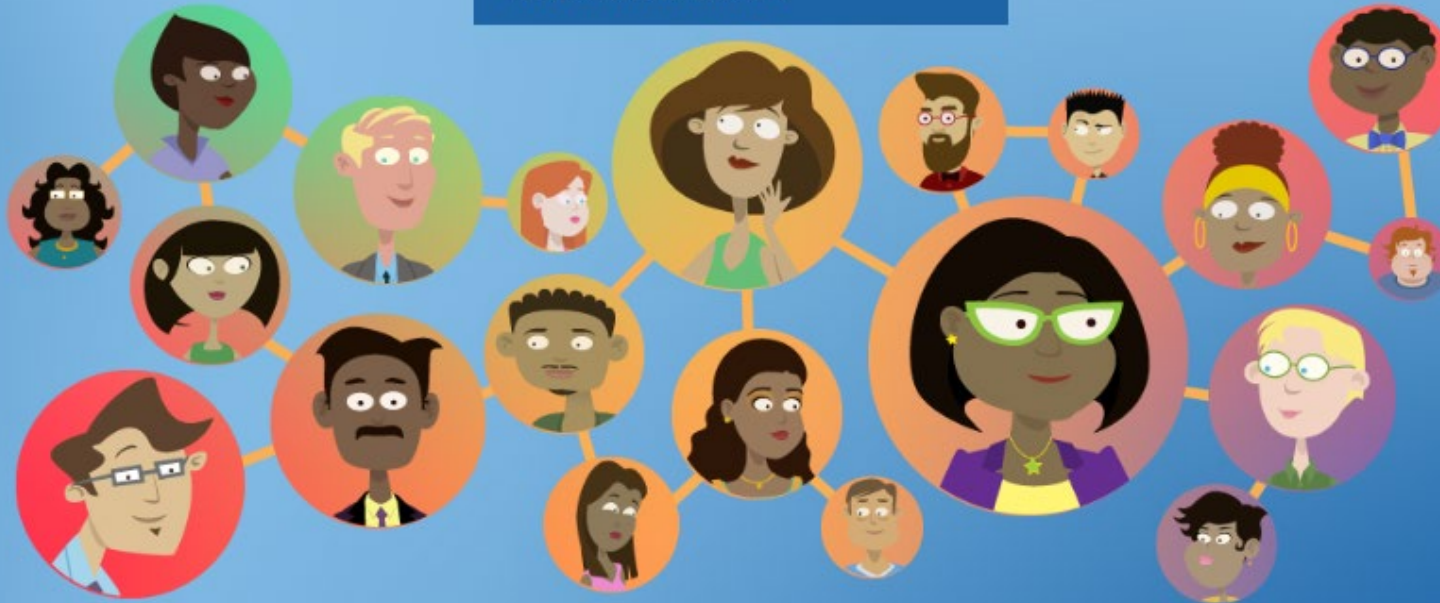
March 2022: How to Use the Certificate Generation Tool

May 2022: Getting Your Staff Started with TECPDS

Advance Early Childhood Professionals

(TECPDS)

(Español!)

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

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

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).

Verified

Entry

1

2

3

4

5

6

7

8

9

Self-reported

Congratulations you are at **LEVEL FIVE** on the Career Pathway.



EDUCATION	ANNUAL PROFESSIONAL DEVELOPMENT	EXPERIENCE IN EARLY CHILDHOOD			Levels of Practice
Highest Certification or Degree Awarded	Number of Professional Development Hours Completed in the Past 12 Months	No Experience	1 Year of Full-Time Experience	3 Years or More of Full-Time Experience	
High School Diploma or Equivalent	24 Hours	Entry Level	Level 1	Level 2	Beginner Levels
High School Diploma or Equivalent AND AT LEAST 3 Credit Hours Related to Early Childhood	24 Hours	Level 1	Level 2	Level 3	
Child Development Associate (CDA), <i>Current and Valid</i>	24 Hours	Level 2	Level 3	Level 4	
Early Childhood Technical Certificate WITH One-Year Certificate	24 Hours	Level 3	Level 4	Level 5	
Associate Degree in Early Childhood Education or Related Field* WITH AT LEAST 12 Credit Hours Related to Early Childhood	30 Hours	Level 4	Level 5	Level 6	Intermediate Levels
Bachelor's Degree in Early Childhood Education or a Related Field* WITH AT LEAST 12 Credit Hours Related to Early Childhood	30 Hours	Level 5	Level 6	Level 7	
Master's Degree in Early Childhood Education or a Related Field* WITH AT LEAST 12 Credit Hours Related to Early Childhood	30 Hours	Level 6	Level 7	Level 8	Advanced Levels
Doctoral Degree in Early Childhood Education or a Related Field* WITH AT LEAST 12 Credit Hours Related to Early Childhood	30 Hours	Level 7	Level 8	Level 9	

Advance your early career pathw

(TECPDS is now in Spanish! | ¡TECPDS ya está

[Job Board](#)[Texas Core Competencies](#)[Texas ECE Career Pathway](#)[Trainer Resources](#)[ECE Professionals Resources](#)[LWDB Resources](#)

Texas Core Competencies for Administrators and Practitioners

The Texas Core Competencies for Administrators and Practitioners refer to specific, basic concepts, skills and abilities that early childhood professionals should learn, understand and be able to demonstrate. The core competencies are the foundation of our professional development system. The core competencies are used within the registry to document the areas a professional is achieving growth within and include the following areas:

Administrators

Practitioners

Texas Core Competencies

Core competencies are the foundation of a professional development system.

Core competencies refer to specific, basic concepts, skills, and abilities that early childhood professionals should learn, understand and be able to demonstrate. In Texas, we have developed core competencies for the following groups: Practitioners, Administrators, trainers, and coaches/mentors, with the intent of providing guidance to professionals seeking training and for trainers seeking training topics.

Demonstrating ability and excellence in any profession requires the mastery of different competencies related to the job. There are concepts, practices, and knowledge that early childhood practitioners and administrators must know and be able to demonstrate in order to be effective in facilitating children's growth and development. Below you will find a list of the Core Competency Areas pertaining to each group. For a complete list of the observable competencies that fall under each area, please download the full Core Competencies documents.

Learn More about the Core Competencies

The content and structure of the competencies can be thought of as a framework for assessing knowledge and skills, guiding training and professional development opportunities, and monitoring progress. Through [CLI Engage](#), early childhood professionals can learn about the Texas Core Competencies for Early Childhood Administrators and Practitioners. The training was designed for use by early childhood professionals to improve the quality of care and education young children receive.

[Visit CLI Engage to Access the Core Competencies Training Modules](#)

Texas Core Competencies Administrator Training (SI)

7 Courses
Best Fit for: **ADMINISTRATORS**

In this course series you will learn about the professional competencies found in the Texas Core Competencies for Early Childhood Practitioners and Administrators, developed by the Texas Head Start State Collaboration Office (THSSCO), in ...

[VIEW COURSES](#) →

Texas Core Competencies Practitioner Training (SI)

10 Courses
Best Fit for: **BIRTH TO 5 YEAR OLD TEACHERS**

In this course series you will learn about the professional competencies found in the Texas Core Competencies for Early Childhood Practitioners and Administrators, developed by the Texas Head Start State Collaboration Office (THSSCO), in ...

[VIEW COURSES](#) →

Careers in Early Childhood

A TEXAS DIRECTORY



T.E.A.C.H. Early Childhood®
TEXAS
A Program of Texas Association
for the Education of Young Children

T.E.A.C.H. Early Childhood®
NATIONAL CENTER



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FIFTH EDITION

Employment Opportunities

PROFESSIONAL DEVELOPMENT SPECIALISTS AND TRAINERS

Professional development specialists or trainers help teachers and administrators develop, plan and achieve continuous learning goals. Some professional development specialists serve in a significant coordination role, helping ensure that there is a comprehensive array of professional development offerings to meet the needs of the early childhood workforce in their community, region or state. These specialists do research to assess the needs and desires of the workforce. They then are able to create professional development opportunities that align with those needs, whether they are offered at the program, community or state level. These specialists assure that the professional development activities are accessible, high quality and affordable and may offer community calendars with various options. Professional development specialists must possess good written and oral communication skills and be able to (1) collaborate, plan and partner with other agencies or institutions providing professional development, (2) describe the learning objectives for any offered professional development and (3) evaluate the effectiveness of any offered professional development.

Professional development specialists may also provide workshops, webinars and courses based on their personal areas of expertise and education. Topics may vary from basic health and safety to more advanced subjects, like assessing children's development or using certain types of classroom and teaching improvement tools. They may focus on a particular age group, like infants and toddlers, or on a particular area of development, such as social/emotional well-being. Training opportunities may be offered at conferences, in stand-alone workshops or in early care and education programs. Prior experience with teaching young children or administering an early childhood program in addition to formal education is extremely helpful. Most importantly, professional development specialists know state and federal standards of best practice, meet their state's approval standards for trainers and continue their own professional development to stay abreast of current developments in the early childhood education field.

Job possibilities at:

- Colleges/Universities
- High schools
- Child care resource and referral agencies
- Professional associations
- Public and non-profit agencies
- Self-employment

Recommended education:

- Bachelor's or Graduate degree in Early Childhood Education/ Child Development or Youth Development

Typical salary range:
\$30,560 – \$73,620



KIMBERLY REESE

Education Coordinator, Childcare Resource Network, Fort Payne, AL

Highest Level of Education: BS, Human Environmental Science, Early Childhood Education

Career Pathway: Toddler Teacher, Preschool Teacher, Assistant Director, OSR Pre-K Auxiliary Teacher, OSR Pre-K Teacher

"I find my career challenging yet rewarding. Improving children's early developmental and educational experiences is a passion of mine. Our children are our treasure and future. Children deserve the very best from the adults and programs that impact them and their families."



Texas Early Childhood
Professional Development System



Enhanced Profile Report



Texas Early Childhood
Professional Development System

Report created on: 12/10/2019

Workforce ID: 53309

Verified

First Name:

Classroom

Last Name:

Teacher

Completion Date:

12/10/2019

Entry

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Self-reported

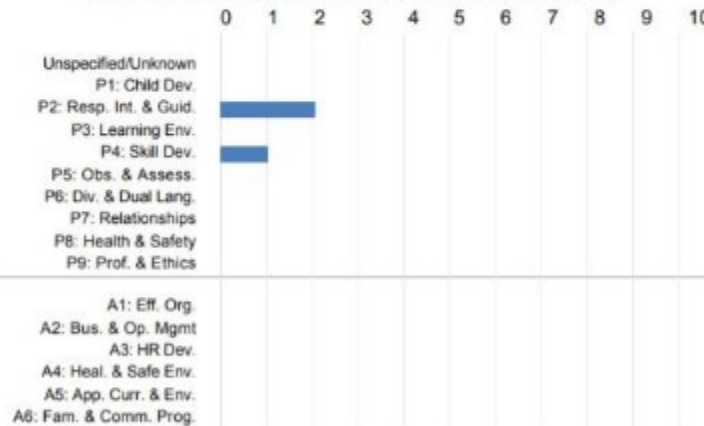
My Annual Training Overview

My Training Hours (Past 12 Months)



Validated Training Hours
Non-Validated Training Hours

My Validated Trainings by Core Competency Area (Past 12 Months)



My Validated Training Hours by Child Care Licensing Delivery Method (Past 12 Months)

	Validated Trainings	All Trainings
Instructor-Led Training	25.00	25.00
Self-Instructional Training	0.00	0.00
Self-Instructional Training (Instructor Led)	0.00	0.00
Self-Study Training	0.00	0.00
Unspecified/Unknown	0.00	0.00
TOTAL	25.00	25.00

Validated training records have been verified by the Texas Early Childhood Professional Development System or your local workforce development board. Visit www.tecpds.org for more information.

This professional development report was created by the Texas Early Childhood Professional Development System: www.tecpds.org



Texas Head Start
State Collaboration Office



CHILDREN'S
LEARNING
INSTITUTE



The University of Texas
Health Science Center at Houston



Texas Early Childhood
Professional Development System



CHILDREN'S
LEARNING
INSTITUTE
Changing the narrative of children's lives.



UTHealth
The University of Texas
Health Science Center at Houston

Education

Education Type

Major Field of Study

High School Diploma

General

Education - Coursework

Course Prefix

Course Title

Credits

Hours

CUIN101

Child Growth and Development

3.00

Child Growth and Development

Texas College

YES

12/10/2019

Download/View

In Progress

TECPDS 1

12/10/2019

X

Upload Certificate

Status

Validator

Date Validated

Verified

TECPDS 1

12/10/2019

?

A **Verified** status tells them that the document has already been found to be accurate and acceptable for training.

A **Verified** status tells them that the document has already been found to be accurate and acceptable for training.

Education - Credentials / Certifications

Credential / Certification Type	Credentiaing Agency	Date Issued	Expiration Date	Upload Certificate	Status	Validator	Date Validated
First Aid and CPR	Texas Department of State Health Services	12/10/2019	01/10/2020	View	Deferred	TECPDS 1	12/10/2019

Professional Development - Training

Learning Format	Delivery Type	Completion Date	Training Title	Core Competency Area	Registered Trainer	Trainer Name (If not registered)	# Clock Hours	Training Method	View Transcript	Status	Validator	Date Validated
Training/Workshop	In person	12/10/2019	Responsive Interactions	Responsive Interactions and Guidance		Texas Trainer	20.00	Instructor-Led Training	View	Non Verified	TECPDS	

Professional Development - CPE Training

This professional development report was created by the Texas Early Childhood Professional Development System: www.tecpds.org



This Self-Assessment is designed for **Administrators**: early childhood professionals (regardless of early childhood setting) who are responsible for planning, managing, implementing, and evaluating early childhood programs. Common job titles include: center director, site manager, school administrator, program manager, coordinator, and principal.

Levels of Practice

Not sure about your level of practice? Set-up your FREE account on the Texas Workforce Registry and **complete your career lattice report** to help determine your level of practice and identify professional development gaps by Core Competency Areas at: www.tecpds.org

- ✓ Beginner Administrators lead and support the program by adhering to laws governed by the state and program policies.
- ✓ Intermediate Administrators lead and support the program with increasing independence and effectiveness.
- ✓ Advanced Administrators lead and support the program by providing strong leadership and high quality program components that promote the well-being of children and families.

Using the Self-Assessment for Professional Development Planning

Early childhood administrators complete many hours of professional development each year to support their professional growth, lead effective programs, and meet state guidelines. When selecting your next professional development opportunity, look for conferences and sessions aligned to the professional development plan to meet your goals!

Professional Development Planning Tips	My Personal Professional Development Plan
Aligning to your current level of practice	My level of practice:
Learn a new skill to bridge gaps and support your work	My new skill area focus:
Learning leadership strategies to help you address issues or concerns in the center/school	Center/School concerns I'd like to address:
Supporting your knowledge of young children's growth and skill development	Child development domains I'd like to learn more about:
Challenge yourself and work on an area of weakness	Areas of weakness to develop:
Core Competency Areas where you have little or no training so far this year	Core Competency Areas I need to complete hours for:
Advancing into new career opportunities	My career goal:

Complete the table on the flip-side with the professional development and training you have completed so far this year. Consider where you may need to complete additional training in the Core Competency Areas, and set a goal for your personal growth!

Sign-up for your FREE account on the Texas Workforce Registry at: www.tecpds.org

The **Texas Core Competencies for Early Childhood Practitioners and Administrators** clearly articulate the knowledge and skills that all types of early childhood practitioners and administrators should possess in order to provide responsive, rich experiences.

Administrator Core Competency Area	Professional Development Completed This Year	Identified Gap? (Y/N)	My Goal for Training Topics
Establishing and Maintaining an Effective Organization			
Business and Operations Management			
Human Resource Leadership and Development			
Maintaining a Healthy and Safe Environment			
Implementing a Developmentally Appropriate Curriculum and Environment			
Instituting Family and Community-Centered Programming			

Promueva su carrera especializada en primera infancia

¡TECPDS ya está en español!



What if I Need Help?

Some common things we help with:

- Cannot login
- Duplicated accounts
- Accounts not connected to centers or CLI Engage
- Cannot find or upload certificates



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

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

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

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 *

[Customer/Portals](#)

Thank you!

