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

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

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. This 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 →

Texas Early Childhood Professional Development System — Start Guide

Welcome to TECDPS! Use this guide to learn where to find all the tools and resources on the platform. To create an account on 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."

Welcome: First Steps

We want TECPDS users to be fully knowledgeable about all the great features the **TEPCDS 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.

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

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.

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

Steps for Creating Accounts

Who has an account on TECPDS

- Specialist: Early childhood **specialists** are those professionals (regardless of early childhood setting) who support practitioners and administrators in quality improvement and professional development efforts
- Center Director/Administrator: Early childhood **program administrators** are those professionals who are responsible for planning, managing, implementing, and evaluating early childhood programs
- Practitioner: Early childhood **practitioners** are those professionals (regardless of early childhood setting) who provide direct instruction and/or care to young children

Account Set-up Options

- Sign-up through CLI Engage and **opt-in to TECPDS**
  - Access to free professional development and classroom resources
  - Certificates automatically deliver to your TECPDS account
- Sign-up through TECPDS

Getting Certificates from CLI Engage

CLI engage ↔ Texas Workforce Registry Account

Training certificates get updated automatically with linked accounts.

CLI engage

HOME ABOUT TOOLS & RESOURCES TRAINING & SUPPORT HELP SEARCH LOGIN SIGN UP

Sign Up for Access to CLI Engage!

CLI Engage resources are divided into two packages:

1. **TSR Online** includes the full CIRCLE preK collection and can be accessed through affiliation with eligible programs.
2. **Public Access** resources are freely accessible and designed for individual users.

Check out the matrix below to see which resources are included in each package.

Note: All CLI Engage users are required to have a Google ID. See the bottom of this page to learn more.

Let's figure out which package is best for you.

Do you work in/for a:

- Public school districts in Texas
- Public charter schools in Texas
- Head Start programs in Texas
- Public higher education institutions in Texas
- Current Texas Rising Star Certified Providers

Steps to Opt-In for a Workforce Registry Account

Step 1

1 Log in to CLI Engage to receive invitation to opt-in to the Texas Workforce Registry.

The Children's Learning Institute is offering free accounts on the Texas Workforce Registry for eligible CLI Engage users! Answer the questions below to get started. The process takes about 5 minutes!

Do you live/work in Texas? ◉ Yes ○ No

2 Complete the fields.

◉ Yes ○ No

If yes, what is your role? Please select...

What age group do you work with? Please select...

What type of facility do you work in? Please select...

3 Save Changes.

Save changes | Close

Steps to Opt-In for a Workforce Registry Account

Step 2

1. If you are eligible to create a free Texas Workforce Registry account, you will see a second message.

2. Select "Yes."

Would you like to create a free Texas Workforce Registry Account?

- (•) Yes, take me to TECPDS to complete my Texas Workforce Registry account
- ( ) No (you can opt-in later from your CLI Engage profile page)

CLI Engage users can opt-in to create a free account on the Texas Workforce Registry, part of the Texas Early Childhood Professional Development System. The Texas Workforce Registry is a web-based database where early childhood professionals can store and access their education and employment history, as well as the professional development hours they have completed. Professionals with an account on the Texas Workforce Registry can also access the new Find My Career Lattice tool on TECPDS. After creating your account, you can use the same Google ID to login to CLI Engage and the Texas Workforce Registry. Let's set-up your free account!

3. Click "Save changes" to continue.

[Save changes] [Close]

Steps to Opt-In for a Texas Workforce Registry Account

Step 3

Texas Workforce Registry

* Type of Account:

Practitioner/Teacher Center Director

1 Determined by responses in Step 1.

Contact/Personal Information

2

Title:	Please select...		
* First Name:		Middle Initial:	
* Last Name:		Previous Last Name:	
* Birth Date:	mm/dd/yyyy	* Gender:	Female Male
* Home/Mailing Address:			
* City:		* State:	Please select...
* Zip Code:		* County:	N/A
* Primary Phone Number:	###-###-####	* Primary Number Type:	Please select...
Secondary Phone Number:	###-###-####	Secondary Number Type:	Please select...
Fax Number:	###-###-####	Web Address:	
* Primary Email Address:			
Secondary Email Address:		Primary Language:	Please select...
Racial/Ethnic Background:	Please select...	Secondary Language:	Please select...

SUBMIT FOR FREE ACCOUNT

3 Submit your answers when done.

Texas Workforce Registry Account Setup

Ready to join the Texas Workforce Registry?

Create Your TECPDS Account

Create your **TECPDS account** to start accessing features for early childhood professionals! The first step is to log in using your **Google account**. You must have a Google account in order to log-in and start setting-up your account.

If you do not have a Google account, you will have the option to create one during the account set-up process. Or, view this how-to guide with step-by-step instructions for creating your free Google account.

After creating your account, start uploading your education, professional development, and work history to plan the next steps in your career! If you are a center director or program administrator, be sure to "**Apply to become a Center Director**" from your dashboard to access additional features!

Learn More

- Texas Workforce Registry
- Administrator Resources
- Practitioner Resources
- Specialist Resources
- Already have an account? Login

tecpds

About ▾ Trainer Registry ▾ Workforce Registry ▾ Find Trainings ▾ Resources ▾ Help ▾ Login Sign Up

How-To Guides

Submit a Help Ticket

How-To Guides

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

Search by Keywords

Reset Filter

CATEGORY:

- [x] 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

/wp/help/how-to-guides/

How to Create a TECPDS Account

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

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

How to Create a Google Account

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

Best for: Trainers, Center Directors, Practitioners, Early Childhood Specialists

How to Log in with an Email that is not a Gmail or Google Account

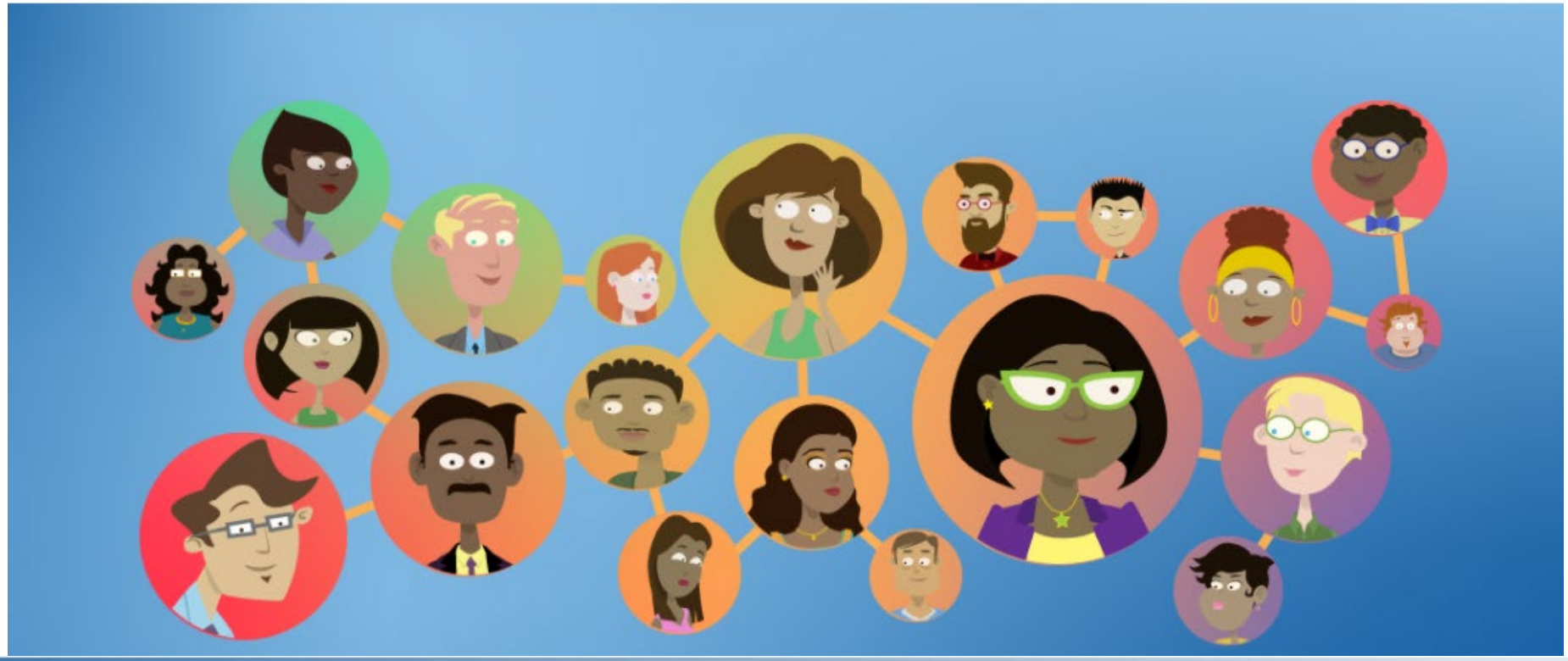
Category: Getting Started, Login/Sign-Up | **Type:** How-to-Guide

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

tecpds

About ▾ Trainer Registry ▾ Workforce Registry ▾ Find Trainings ▾ Resources ▾ Help ▾ Login Sign Up

Advance your early childhood career pathway



All about Your Workforce Registry Dashboard

tecpds

About · Trainer Registry · Workforce Registry · Find Trainings · Resources · Help · Dashboard · LOGOUT

Your User Account

Dashboard

Account Summary:

User ID: 57357

My Account

Find My Career Lattice

Individual Professional Development Report

Manage Center Affiliations

Center Director Account Summary:

Center Director ID: 57357
Active Since: 03/31/2020

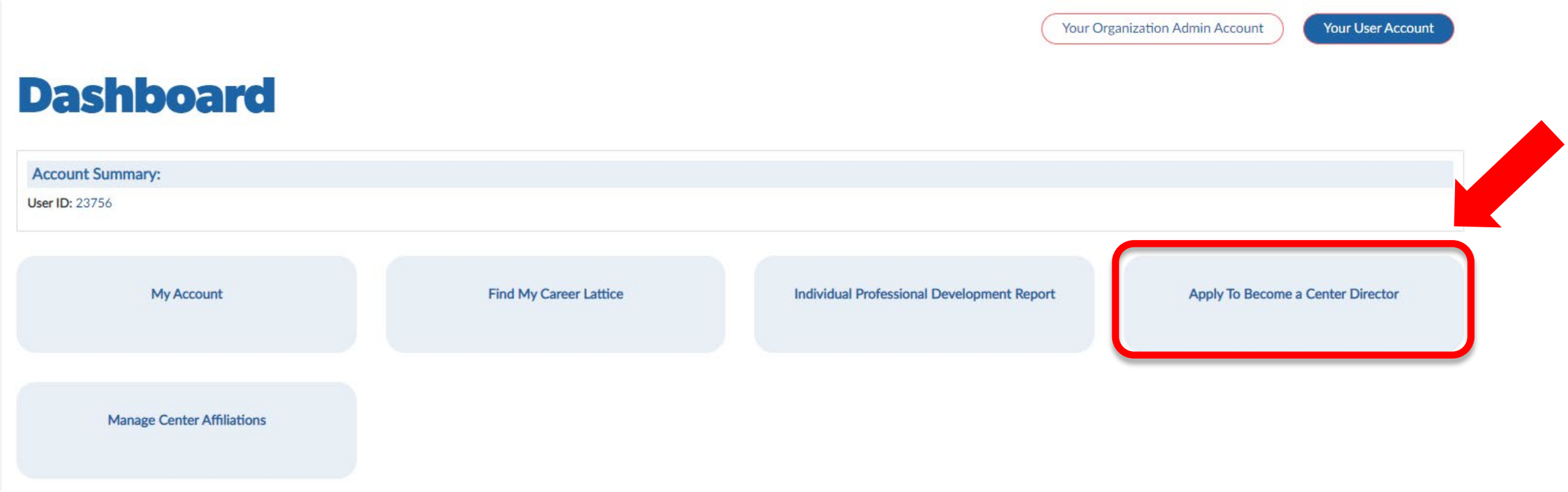
Center Summary:

My Center Profile

Manage Practitioners

Staff Professional Development Report

Are You a Center Director?



Your User Account

My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	

Contact/Personal Information

Title:

First Name:

Middle Initial:

Last Name:

Previous Last Name:

Birth Date:

Gender:

Home/Mailing Address:

City:

State:

Zip Code:

County:

Primary Phone Number:

Primary Number Type:

Secondary Phone Number:

Secondary Number Type:

Fax Number:

Web Address:

Primary Email Address :

Secondary Email Address:

Primary Language:

Racial/Ethnic Background:

Secondary Language:

« BACK

UPDATE

tecpds

About ▾ Trainer Registry ▾ Workforce Registry ▾ Find Trainings ▾ Resources ▾ Help ▾ Login Sign Up

- About the Texas Workforce Registry
- Getting Started
- Practitioners
- Administrators
- Specialists
- TECPDS for TRS
- TECPDS Account Setup for TWR
- Find My Career Pathway Tool

Welcome: First St

We want TECPDS users to be fully knowledgeable about all the g is page has been created to facilitate navigation throughout TECPDS.

In this guide, you will find a compiled list of useful How-To Guide croll through each section and learn about TECPDS and its features.

Thank you for your initiative and for being part

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

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

Complete your TECPDS Profile

Once you have created a free TECPDS account, the following How-To Guides will provide all the steps needed to complete your professional account in TECPDS.

- **How to Add Work Experience**: Learn how to enter your early childhood work experience in TECPDS.
- **How to Add Education and Credentials on TECPDS**: Learn how to add your education documents and any other credentials that you may have earned throughout your career.
- **How to Add Training and Conference Sessions**: Learn how to upload training and conference certificates and documents into your account.
- **How Can Trainers Add Certificates to My Account**: Learn how you can grant permission for trainers or your director to upload certificates into your TECPDS account on your behalf.
- **How to Add Miscellaneous Documents**: Learn how to add miscellaneous documents to your TECPDS account.
- **How to Find Help**

Connect to Your Center

This step is **required** for Texas Rising Star staff, but highly recommended for all center directors and classroom staff.

- **How Center Directors Connect to Their Center**
- **How Practitioners Connect to Their Center**

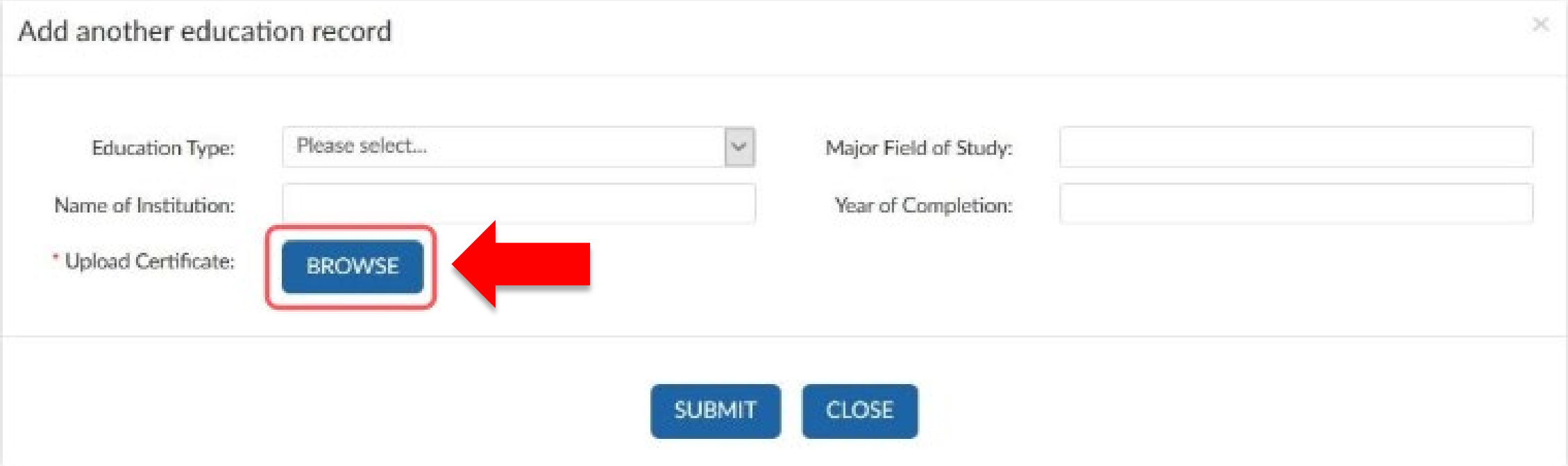
After Setting Up Your Account

After setting up your account, we recommend pulling together the documents that you would like to upload, such as your education, credentials, work history, and professional development. You can scan these or take a picture of them with your phone.

All professional development earned on CLI Engage will **automatically** transfer into your Texas Workforce Registry account.

Texas Workforce Registry

How Can I Upload Documents on a Computer or Phone?



How Can I Upload Documents on a Computer or Phone?

- Use your phone to take and save a picture.
- Take your documents to a place that has a scanner, such as a library, office max, or your schools office. These records can then be saved on a flash drive for later addition.
- Documents can also be added for you by TECPDS registered trainers, non-registered trainers, and center directors.
- CLI Engage and Child Care Education Institute also have the ability to upload online training records into your account when they are connected.

How Do I Add Work Experience?

Your User Account

My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	

Entering Employment History

Your User Account

Professional Development Profile - Employment

In order to complete your Employment profile, be sure to visit your Manage Center Affiliations page, which can be found under the My Practitioner Account button on your dashboard.

* Number of Years Working in the Field of Early Childhood: No Experience

Employment Information

+ ADD A NEW EMPLOYMENT RECORD + ADD OUT OF STATE OR CLOSED CENTER RECORD

Center/Facility Name	Start Date	End Date	Job Title	Action
No current entries				

BACK TO LIST

Adding a New Employment Record

Add a New Employment Record

Employment Information

* Self Employed? ○ Yes ○ No

* Search by Center/Facility Name: SEARCH

1 Search for facility.

Select the appropriate center from the following list.

Center ID	Center Name	Address	City	State	Zip Code	Operation Number	Select

2 Submit a help ticket to have missing facilities added.

Center ID:

Center Name:

Address:

City:

State:

Zip Code:

County:

Phone Number: (###)###-####

Fax Number: (###)###-####

Website:

Email Address:

* Type of setting: Please select...

* Job Title: Please select...

* Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

* Position Type: Please select...

Adding Previous Employment Record

Add an Out of State Employment Record

Only use this for out of state early childhood records and schools that are now closed.

Center/Facility Name:

* Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

* Job Title:

SUBMIT CLOSE

How Do You Add Your Education and Credentials?

Your User Account

My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	

Professional Development Profile

Professional Development Profile - Education

* Highest Level of Education Achieved: Please select...

1 Enter highest education achieved.

Education

Complete the following fields with the details from the education completed:

Education Type	Major Field of Study	Name of Institution	Year of Completion	Transcript/Certificate	Action
		No current entries			

Add another education record

Coursework in Early Childhood/Child Development

If degree is in a field other than Early Childhood/Child Development, complete the following fields with the details from the courses completed:

Course Prefix	CourseTitle	# Credit Hours	Core Competency Area	Name of Institution	Early Childhood Related?	Date Issued	Transcript/Certificate	Action
Example: CHD 021	Example: Children at Play							
				No current entries				

Add another course

Credentials/Certifications

Complete the following fields with the details from the credentials/certifications obtained:

Credential/Certification	Credentialing Agency	Date Issued	Date Expires	View Transcript	Action
		No current entries			

Add another credential/certification

Professional Development Profile - Education

* Highest Level of Education Achieved: Please select...

1 Enter highest education achieved.

Education

Complete the following fields with the details from the education completed:

Education Type	Major Field of Study	Name of Institution	Year of Completion	Transcript/Certificate	Action
No current entries					

2 Add education, including pending degrees.

Add another education record

Coursework in Early Childhood/Child Development

If degree is in a field other than Early Childhood/Child Development, complete the following fields with the details from the courses completed:

Course Prefix	CourseTitle	# Credit Hours	Core Competency Area	Name of Institution	Early Childhood Related?	Date Issued	Transcript/Certificate	Action
Example: CHD 021	Example: Children at Play							
No current entries								

Add another course

Credentials/Certifications

Complete the following fields with the details from the credentials/certifications obtained:

Credential/Certification	Credentialing Agency	Date Issued	Date Expires	View Transcript	Action
No current entries					

Add another credential/certification

Professional Development Profile - Education

* Highest Level of Education Achieved: Please select...

Education

Complete the following fields with the details from the education completed:

Education Type	Major Field of Study	Name of Institution	Year of Completion	Transcript/Certificate	Action
No current entries					

Add another education record

Coursework in Early Childhood/Child Development

If degree is in a field other than Early Childhood/Child Development, complete the following fields with the details from the courses completed:

Course Prefix	CourseTitle	# Credit Hours	Core Competency Area	Name of Institution	Early Childhood Related?	Date Issued	Transcript/Certificat	Action
Example: CHD 021	Example: Children at Play							
No current entries								

1 Add completed coursework.

Add another course

Credentials/Certifications

Complete the following fields with the details from the credentials/certifications obtained:

Credential/Certification	Credentialing Agency	Date Issued	Date Expires	View Transcript	Action
No current entries					

Add another credential/certification

Professional Development Profile - Education

* Highest Level of Education Achieved: Please select...

Education

Complete the following fields with the details from the education completed:

Education Type	Major Field of Study	Name of Institution	Year of Completion	Transcript/Certificate	Action
		No current entries			

Add another education record

Coursework in Early Childhood/Child Development

If degree is in a field other than Early Childhood/Child Development, complete the following fields with the details from the courses completed:

Course Prefix	CourseTitle	# Credit Hours	Core Competency Area	Name of Institution	Early Childhood Related?	Date Issued	Transcript/Certificate	Action
Example: CHD 021	Example: Children at Play							
			No current entries					

Add another course

Credentials/Certifications

Complete the following fields with the details from the credentials/certifications obtained:

Credential/Certification	Credentialing Agency	Date Issued	Date Expires	View Transcript	Action

1 Add certifications completed.

Add another credential/certification

How Do You Add Training and Conference Sessions?

Your User Account

My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	

Professional Development Profile - Training

Professional Development Profile - Training

Trainings/Workshops

Complete the following fields with the details from trainings/workshops attended:

Learning Format	Delivery Type	Completion Date	Training Title	Core Competency Area	# Clock Hours	Training Method	Evaluate	Transcript/Certificate	Action

1 Add trainings that earned you **clock hours** here.

Add another Training/Workshop

CPE Trainings/Workshops

Complete the following fields with the details from CPE trainings/workshops attended:

CPE Strategies	Learning Format	Delivery Type	Completion Date	Training Title	Core Competency Area	# Clock Hours	Training Method	Evaluate	Transcript/Certificate	Action

2 Add trainings that earned you **CPE units** here.

Add another CPE Training/Workshop

Conferences

Complete the following fields with the details from conferences attended:

Add conference

3 Add conferences and conference sessions here.

Professional Development Profile - Training

Trainings/Workshops

* Learning Format: Please select...
* Delivery: Please select...
* Completion Date: mm/dd/yyyy
* Training Title:
* Core Select Core Competency Areas

1 Select registered Trainer's name.

2 Type Trainer's name if not on list.

* Registered Trainer: Please select...
* Trainer Name:
* # Clock Hours:
* Training Method: Please select...
* Upload Certificate: BROWSE

3 You have the option to complete an evaluation for trainings provided by registered trainers.

SUBMIT BACK TO TRAINING LIST

What Do You Enter for Learning Format, Delivery Type, and Training Method?

Learning Type

- Training/Workshop
- Webinar
- Professional Learning Community
- Individualized Coaching and Mentoring
- Conference
- Learner Managed Online
- Learner Managed Self-Study

Delivery Type

- In Person
- Online/Distance
- Hybrid

Learning Type

- Instructor Led
- Self-Instructional
- Self-Instructional (Instructor Led)
- Self-Study

Visit TECPDS HTG:
How to Add Training and Conference Sessions

Where Can You Add Miscellaneous Documents?

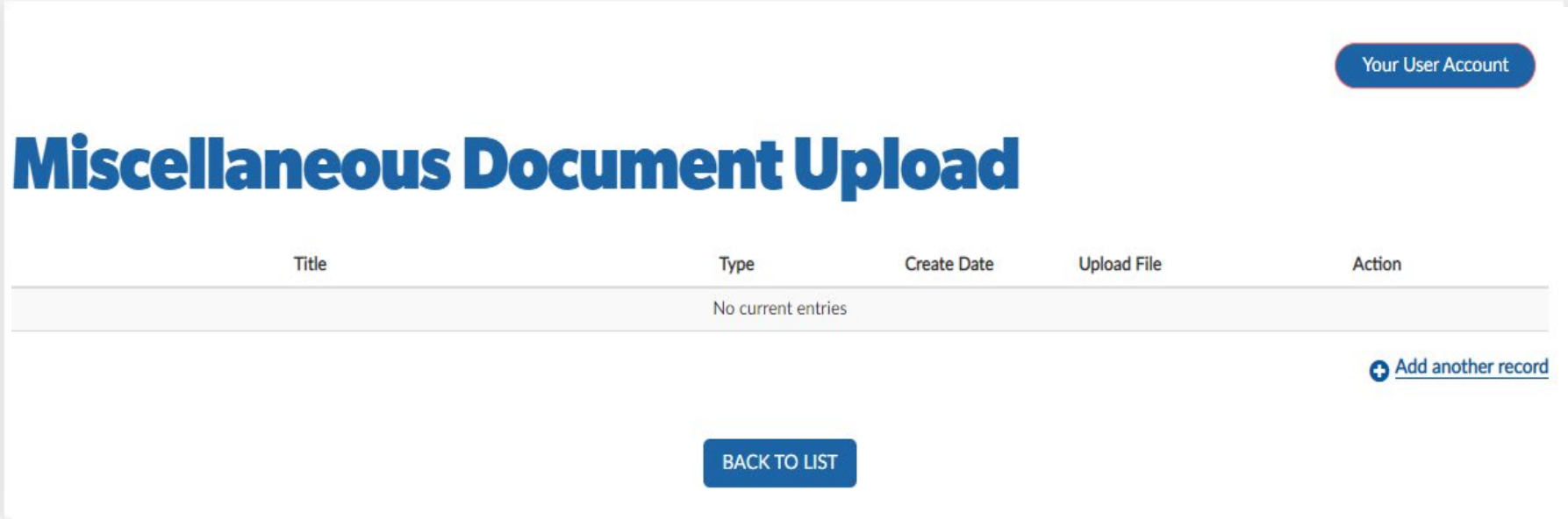
Your User Account

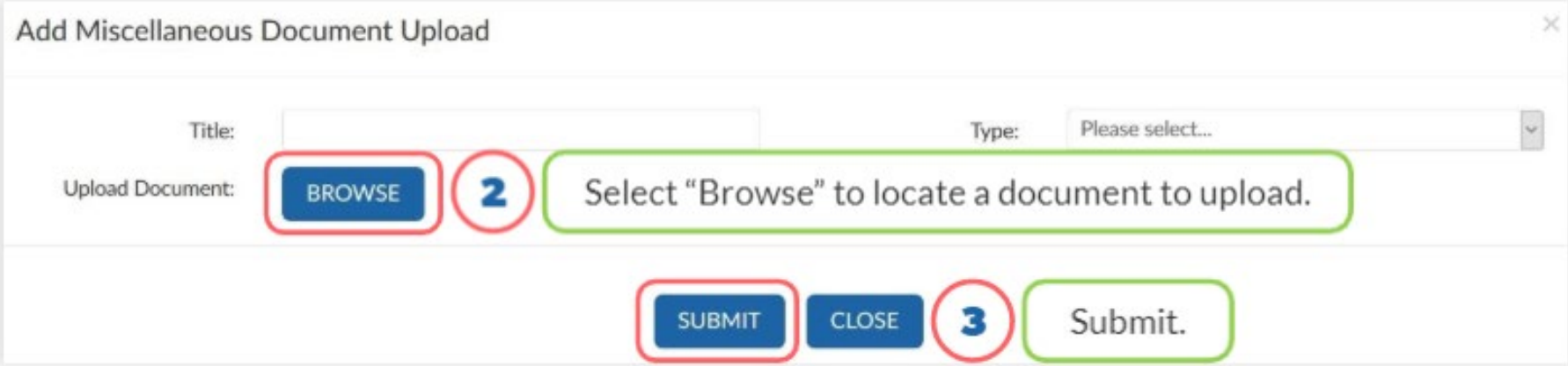
My Base User Account

To review or update a section of your profile, select the corresponding "review" icon in the Action column.

Profile Section	Action
Contact/Personal Information	
Professional Development Profile - Employment	
Professional Development Profile - Education	
Professional Development Profile - Training	
Professional Development Profile - Report	
Miscellaneous Document Upload	
Search Preferences	
Add/Manage Organizations	

Miscellaneous Document Upload





Connecting to Your Center

Connect to Your Center

This step is **required** for Texas Rising Star staff, but highly recommended for all center directors and classroom staff.

- How Center Directors Connect to Their Center
- How Practitioners Connect to Their Center

Manage Center Affiliations

In order to complete your Employment profile, be sure to visit your Professional Development Profile-Employment page, which can be found under the My Practitioner Account button on your dashboard.

ADD A CENTER

Basic School ID	Basic School Name	Center Address	Authorize To View	Authorize To Edit	Action
No current entries					

tecpds

About | Trainer Registry | Workforce Registry | Find Trainings | Resources | Help | Dashboard | LOGOUT

Your User Account

Dashboard

Account Summary:

User ID: 57357

My Account

Find My Career Lattice

Individual Professional Development Report

Manage Center Affiliations

Center Director Account Summary:

Center Director ID: 57357
Active Since: 03/31/2020

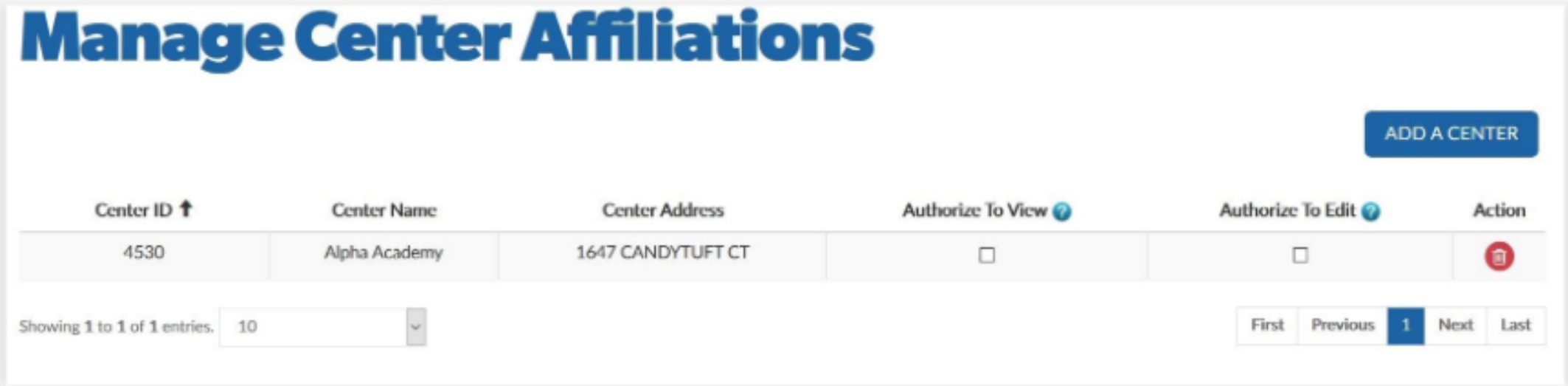
Center Summary:

My Center Profile

Manage Practitioners

Staff Professional Development Report

Manage Center Affiliations



1. Select "Add a Center" to add centers.
2. Added centers appear in a table.
3. Select "Authorize to View" to allow your center director to view your affiliations.
4. Select "Authorize to Edit" to allow your center director to **add** records on your behalf.

tecpds

About | Trainer Registry | Workforce Registry | Find Trainings | Resources | Help | Dashboard | LOGOUT

Your User Account

Dashboard

Account Summary:

User ID: 57357

My Account

Find My Career Lattice

Individual Professional Development Report

Manage Center Affiliations

Center Director Account Summary:

Center Director ID: 57357
Active Since: 03/31/2020

Center Summary:

My Center Profile

Manage Practitioners

Staff Professional Development Report

Manage Practitioners

NEW USER

First Name: Enter key text to search

Last Name: Enter key text to search

Status: ALL

SEARCH

	Pract. ID	First Name	Last Name	Date of Registration	Status	Action
	2028	Tracy	Jones	12/19/2013	Active	
	10452	CLI	Integration11	12/20/2016	Active	

Texas Early Childhood
Professional Development System

What Reports Can You See?

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Active Since: 03/31/2020

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Staff Professional Development Report

Enhanced Profile Report

Texas Early Childhood
Professional Development System

Report created on: 12/10/2019

Workforce ID: 53309 | First Name: Classroom | Last Name: Teacher | Completion Date: 12/10/2019

Verified

Entry	1	2	3	4	5	6	7	8	9

Self-reported

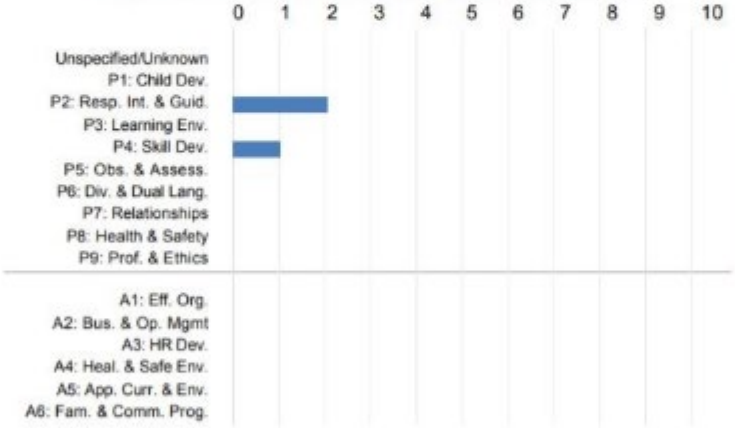
My Annual Training Overview

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 Prefessional 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 | UTHealth The University of Texas Health Science Center at Houston

Education

Education Type	Major Field of Stu							ipt	Status	Validator	Date Validated
High School Diploma	General								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.

Education - Coursework

Course Prefix	Course Title	# Cred Hour					Upload Certificate	Status	Validator	Date Validated
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

Education - Credentials / Certifications

Credential / Certification Type	Credentialing 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

Texas Head Start State Collaboration Office

CHILDREN'S LEARNING INSTITUTE

UTHealth The University of Texas Health Science Center at Houston

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Manage Center Affiliations

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Center Director ID: 57357
Active Since: 03/31/2020

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My Center Profile

Manage Practitioners

Staff Professional Development Report

How to Determine Your Career Lattice Level

Step 1
In the EDUCATION column, locate the highest certification or degree you have obtained.

Step 2
In the ANNUAL PROFESSIONAL DEVELOPMENT column, make certain you have completed the required number of annual professional development hours within the past 12 months.

Step 3
In the EXPERIENCE In EARLY CHILDHOOD column, locate your highest level of full-time experience.

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), *Current and Valid*	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	

Levels of Practice
The Levels of Practice Column indicates the expected level of competency you should be able to demonstrate at your Career Lattice level.

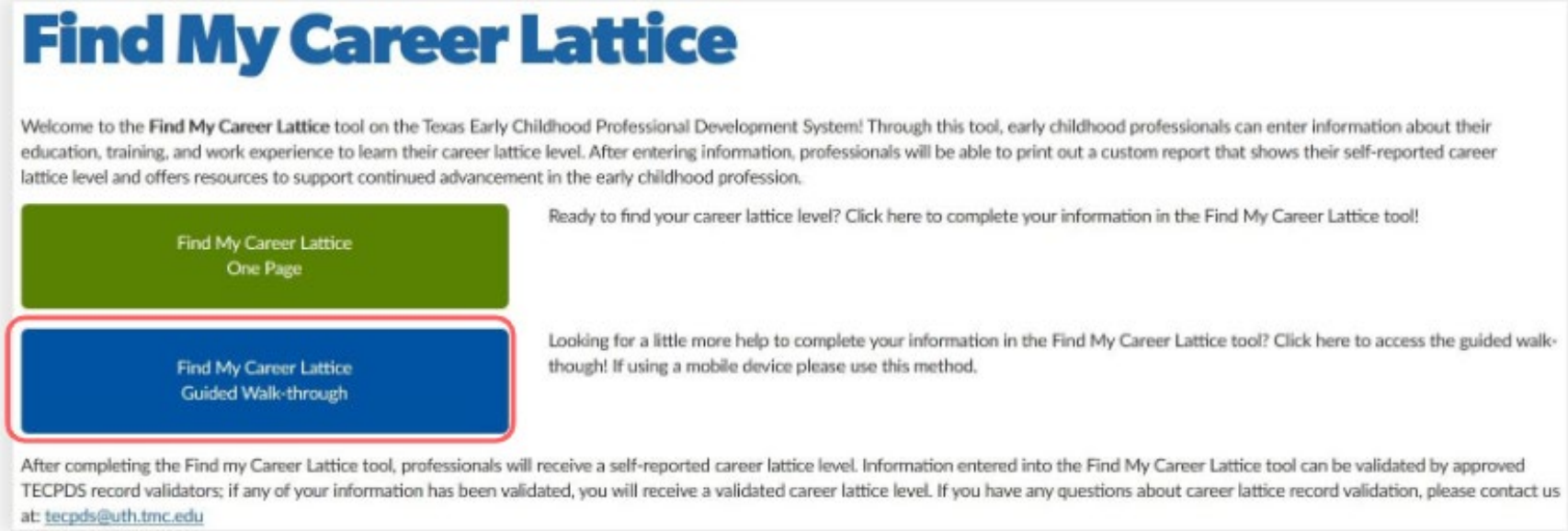
Step 4
Find the intersection of your education, annual professional development, and experience, and YOU HAVE FOUND YOUR LEVEL ON THE CAREER LATTICE!

Find My Career Lattice - Overview

You have two options for using the career pathway tool.

First is the One-Page Form. This option allows you to enter your information quickly on one page. You should choose this option if you are familiar with uploading information into websites.

The second option is the Guided Walk-Through. You may enter your information and receive a little extra guidance on a series of web pages. You should choose this option if you need a little more help entering information into your account



Find My Career Lattice

Welcome to the **Find My Career Lattice** tool on the Texas Early Childhood Professional Development System! Through this tool, early childhood professionals can enter information about their education, training, and work experience to learn their career lattice level. After entering information, professionals will be able to print out a custom report that shows their self-reported career lattice level and offers resources to support continued advancement in the early childhood profession.

Find My Career Lattice
One Page

Ready to find your career lattice level? Click here to complete your information in the Find My Career Lattice tool!

Find My Career Lattice
Guided Walk-through

Looking for a little more help to complete your information in the Find My Career Lattice tool? Click here to access the guided walk-though! If using a mobile device please use this method.

After completing the Find my Career Lattice tool, professionals will receive a self-reported career lattice level. Information entered into the Find My Career Lattice tool can be validated by approved TECPDS record validators; if any of your information has been validated, you will receive a validated career lattice level. If you have any questions about career lattice record validation, please contact us at: tecpds@uth.tmc.edu

Career Lattice Report

Texas Early Childhood
Professional Development System

Report created on: 12/04/2018

Workforce ID: 32929 First Name: XXX Last Name: Teacher Completion Date: 12/04/2018

Entry (Verified)	1	2	3	4	5	6	7 (Self-reported)	8	9

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

You achieved this level by having a Bachelor's Degree in Early Childhood with at least 12 hours of coursework in Early Childhood, at least 3 years of experience, and at least 30 hours of professional development in the last year.

Please note that you may receive a self-reported level OR a validated level in the table above. A self-reported career lattice level is based on information you entered into the Find My Career Lattice on TECPDS. A validated level is provided if your information entered into TECPDS has been validated by an official records validator. You must maintain or exceed the training hours used to generate this report in order to maintain or increase your career lattice level. Any decrease in training hours over a 12-month period may reduce you career lattice level. Learn more about record validation on the TECPDS website: www.tecpds.org

To move to the next level on the career pathway you can do **ONE** of the following:

1. Earn Education/Credentials:	Obtain at least a Master's Degree in Early Childhood with at least 12 hours of coursework in Early Childhood
2. Gain Experience:	You cannot move to the next level with **ONLY** additional experience. See other opportunities to advance through education/credentials or professional development.
3. Complete Professional Development Hours:	You cannot move to the next level with **ONLY** additional professional development. See other opportunities to advance through education/credentials or experience.

This is the **Intermediate Level of Practice**. You can move to an **Advanced Level of Practice** with a Master's Degree in Early Childhood

Texas Early Childhood
Professional Development System

What If You Need Help?

tecpds

About ▾ Trainer Registry ▾ Workforce Registry ▾ Find Trainings ▾ Resources ▾ Help ▾ Login Sign Up

How-To Guides

Submit a Help Ticket

How-To Guides

Use the search and filter options to the right to find support resources and 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

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

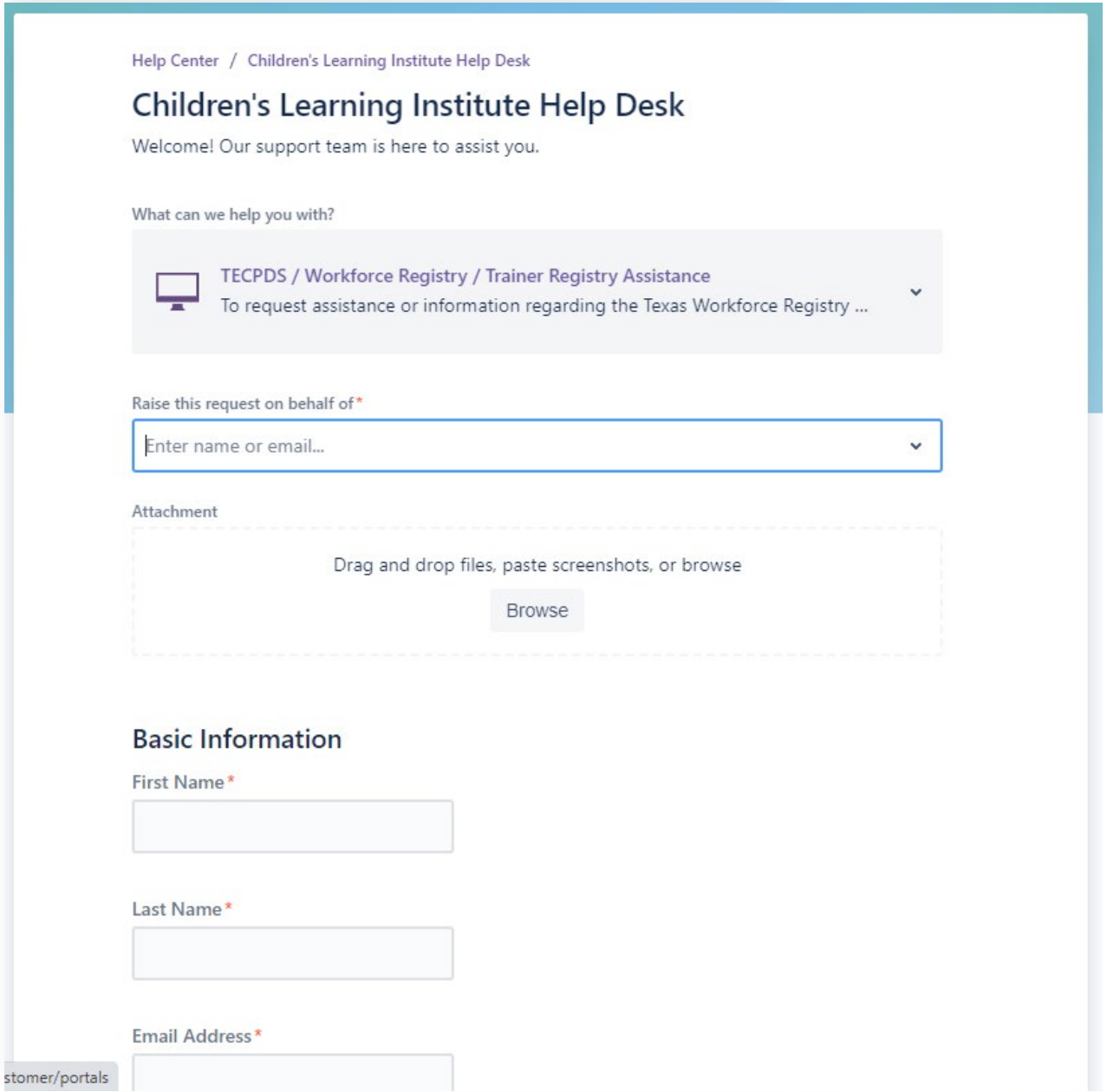
Best for: Practitioners

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.



Thank you!