NECDRS

Nebraska Early Childhood Professional Record System

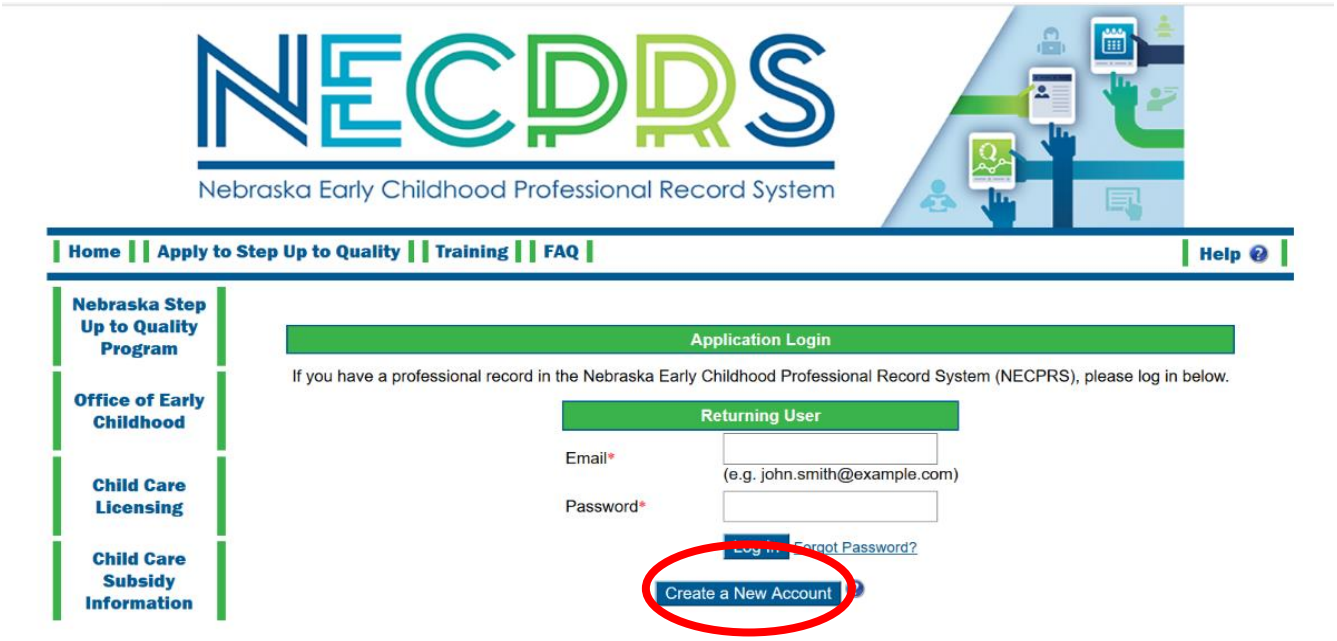
NEW USERS -Training Approval

1. Click on **Training** at the top of the page.

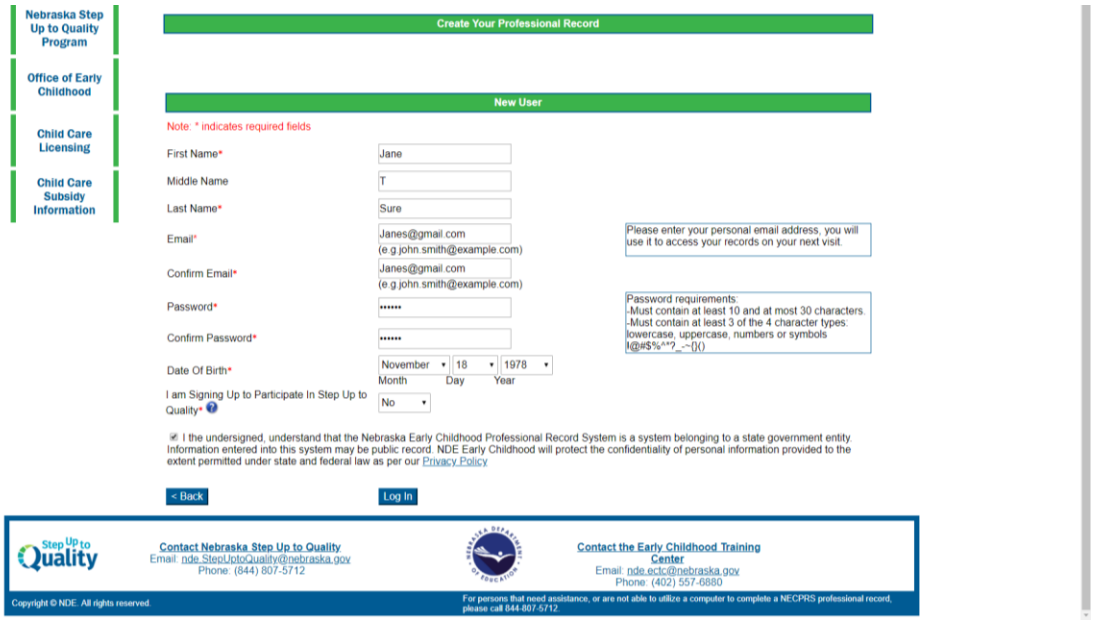
A drop down box will appear:

2. Click on **Training Approval**.

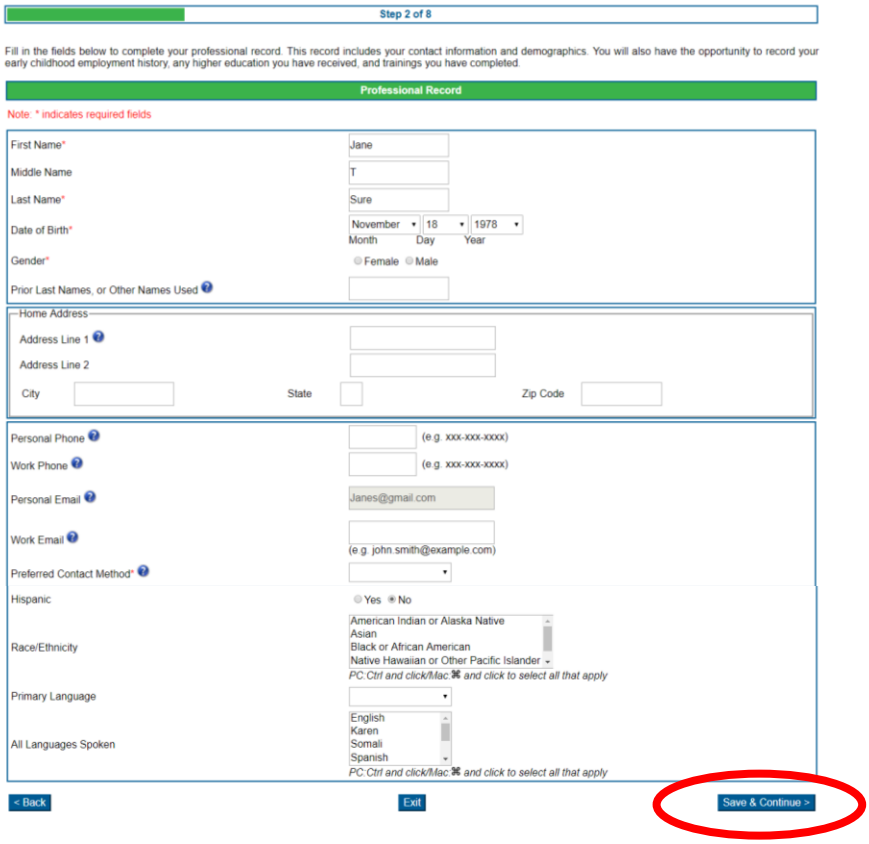
3. Click create a **New Account**.



4. Complete all of the information then click **Log In** once you have finished.



5. Complete your professional record information. Then click Save & Continue.



6. Read the **Training Approval Process (See below for exact information from NECPRS)**

Requirements:

- The training approval request is for trainings that are NOT a state required training or on the Automatically Accepted List.

- The training must be a workshop that participates can physically attend in a group or in a live online forum where a trainer is present and delivering content.

- The contact person must have a NECPRS account before beginning the training approval process.

- Training must be submitted at least 30 days prior to the training date.

- The contact person must be the person who enters the training details and submits all documents before and after the training (slides, agenda, training materials, sign-in sheets and participant count).

- The contact person must review the terms of agreement before submitting.

- Trainers will not receive in-service credit. In-service hours are given to those that are receiving instruction.

Process:

- The contact person completes the NECPRS Training Approval Request. Please allow up to 30 days for approval.
- If there are any changes that need to be made, the contact person will be notified (before the 30 days are up) in order to revise the training request.

- The ECTC will begin the Approval Process. The ELC is notified if it is a public event before approval, to confirm that there is not a conflict in date or time.

- The contact person will be notified of approval by email. You must log into your account to print off sign-in sheets and certificates.

- **PUBLIC EVENTS** will be uploaded to the state training calendar after approval.

- During the training event sign-in sheets are filled out by participants. Each participants will receive their state-approved certificate from the trainer.

- The contact person will upload the sign-in sheets and enter the total number of participants after the training has occurred.

Renewal Training Approval Process:

- The original contact person must log into NECPRS, go to the list of previous approvals, and start a training renewal 30 days prior to the new training date.
- The original contact person will complete the renewal request by supplying the following:

  - Training Event Date
  - Location and Address of training (if different)
  - Sponsor of training (if different)
  - Time of training (if different)
  - Trainer's Name
  - Public or Private
  - Region
  - Clock hours, description, and objectives of training (if this has changed please see Change Instructions below)

- The ELC is notified if the training is public.
- The Training Renewal Request is processed by the ECTC.
- The contact person will be notified of approval by email. You must log into your account to print off sign-in sheets and certificates.
- PUBLIC EVENTS will be uploaded to the state training calendar after

approval.

- During the training event sign-in sheets are filled out by participants. Each participants will receive their state-approved certificate from the trainer.

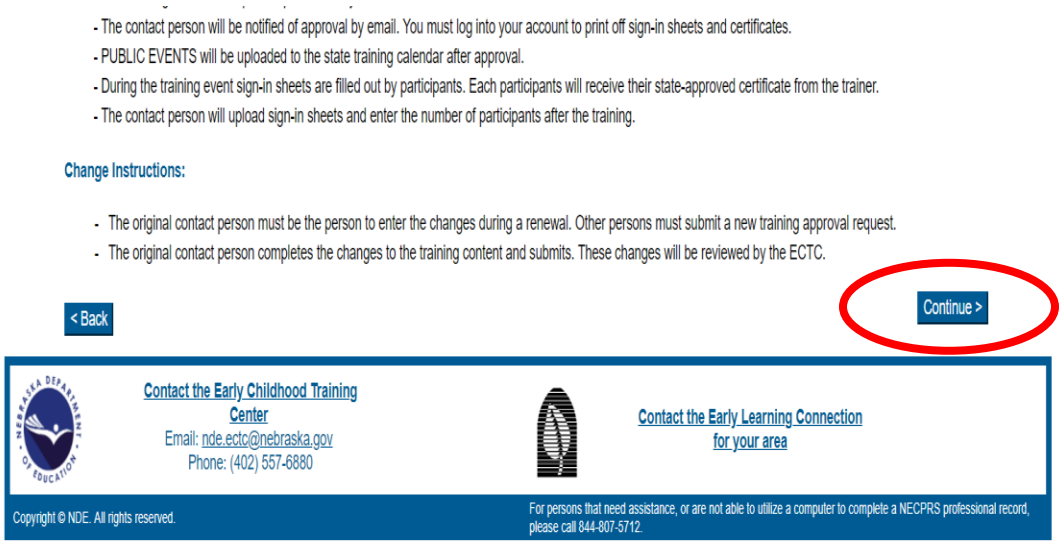
- The contact person will upload sign-in sheets and enter the number of participants after the training.

Change Instructions:

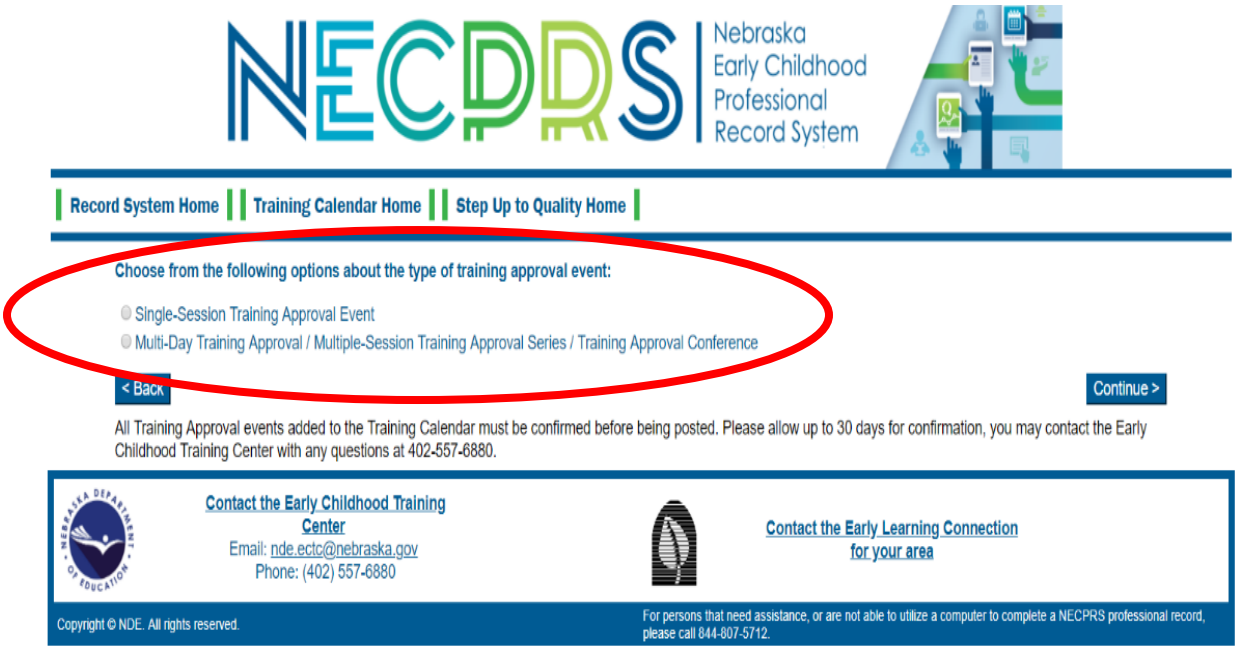
- The original contact person must be the person to enter the changes during a renewal. Other persons must submit a new training approval request.

- The original contact person completes the changes to the training content and submits. These changes will be reviewed by the ECTC.

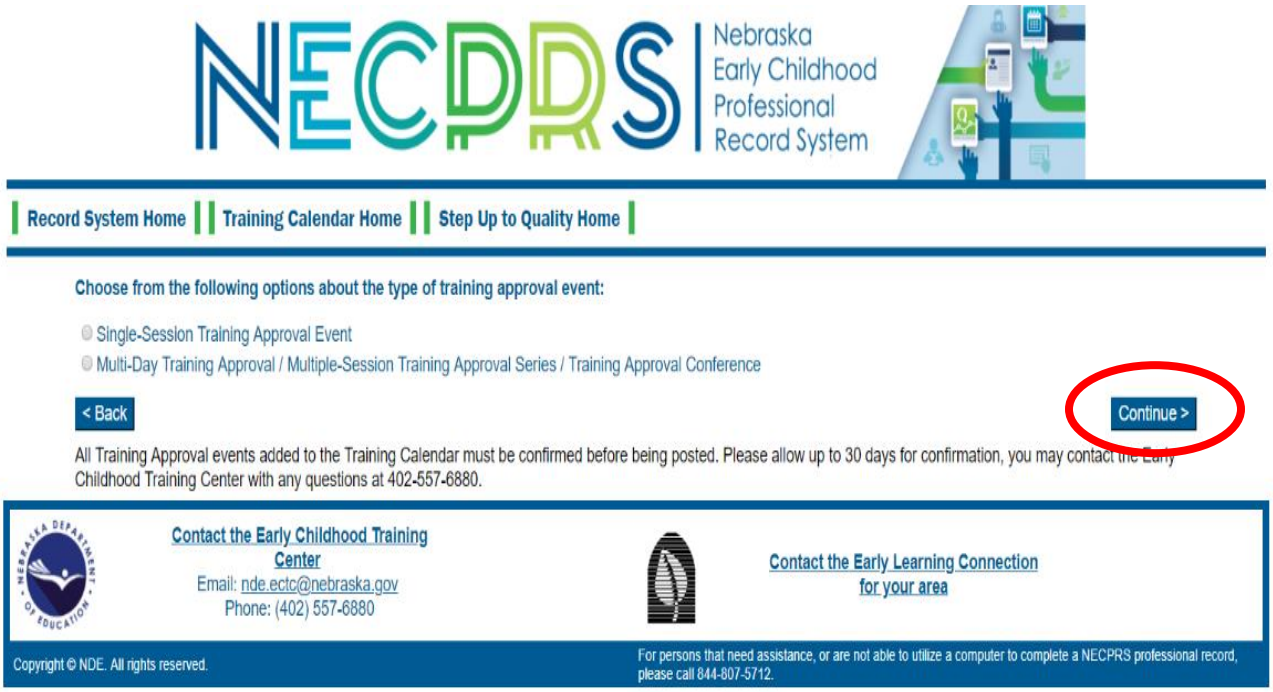
7. Click **Continue.**



8. Choose wither the training is a **single session or multi-day/multiple session/ Conference.**



9. Click **Continue.**



10. **Complete electronic form.**

11. Please read over the form **before** clicking **Submit**.

12. Click **Submit**. *(Only submit if the application is completed.)*

    *Click Save & Come Back Later if the entry is not complete.