Texas Early Childhood
Professional Development System

TEXAS TRAINER REGISTRY APPLICATION CHECKLIST

Below is a list of items you will need to have available before beginning the application process, as well as some helpful hints:

Before You Begin	Take some time to review the Orientation Presentation. It will guide you through the whole process, so that you can become more informed before you begin. The presentation takes about 25-30 minutes to complete.	
	Make sure to review the "Sample Training Proposal", "Sample Instructional Plan", and "Training Proposal Score Sheet" to help guide the development of your training proposal.	
	Make sure you have a Gmail account before you begin. You will need one to be able to log in and start the application process.	
Documents You'll Need for the Qualifications Portion of the Application	Electronic copies of any certificates or letters verifying any certifications you have attained	
	Electronic copies of any transcripts for any degrees or college coursework you have completed	
	Electronic copies of any training certificates for trainings you have attended in the last 5 years	
	Electronic copies of any conference certificates for conferences you have attended in the last 5 years	
	Electronic copy of your resume (make sure that it includes employment start and end dates)	
	Electronic copies of letters of recommendation (make sure you have 2 written by professional contacts and 1 written by an organization for whom you have provided training, if applicable)	
Documents You'll Need for the Training Proposal Portion of the Application	Electronic copy of the Instructional Plan for your training	
	Electronic copy of a sample handout you provide to your participants during your training	
Payment	Access to a credit or debit card with which to pay the $60.00 processing fee at the end of the application process	

For questions: Call 713-500-3832 or email tecpds@uth.tmc.edu