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."

Find Trainings ▾

Looking for professional development resources and support? TECPDS houses a database of early childhood trainers, trainings, and professional development resources for early childhood professionals. Visit the **FIND TRAINING** tab to find:

- **Search for Trainings:** Find trainers and trainings in your area! Search the TECPDS database of Registered Trainers and approved trainings aligned to your professional development goals.
- **Calendar of Events:** View our calendar, updated regularly, to find statewide, regional, and local training events and conferences. Click on each event to learn more, including registration information.
- **Trainer Announcements:** Review announcements posted by Registered Trainers, including professional development opportunities.

TECPDS Dashboard Features ▾

My Account	Update your personal contact information and add/edit your employment, education, training, and other professional development documents.
Find My Career Lattice	Enter information about your education, training, and work experience to learn your career lattice level. After entering information, you will be able to print out a custom report that shows your self-reported career lattice level and offers resources to support continued advancement in the early childhood profession.
Individual Professional Development Report	View and request your personal development report.
Manage Center Affiliations	Connect to your center of employment and authorize your Director to view and/or add your professional development profile.
Apply to Become a Center Director	Are you a Center Director or School Administrator? Connect to your school for additional features on TECPDS!
Apply to Become a Trainer	Complete your application to join the Texas Trainer Registry as a Registered Trainer. Get started now and return to your application at any time.
My Training Proposals	Add additional trainings for use in the Certificate Generation Tool.
My Events	Add/edit your training events, manage your attendees, print sign-in sheets and certificates, and email certificates using the Certificate Generation Tool.
My Training Documentation	Store your sign-in sheets or any additional training documentation that you would like to track.