

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](http://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

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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](http://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](http://www.TECPDS.org/Help).