

TECPDS WORKFORCE REGISTRY CHECKLIST

This checklist was developed to assist in setting up your account on the Texas Workforce Registry on TECPDS. If you haven't done so already, visit [TECPDS.org](https://tecpds.org) to set up your FREE TECPDS account.

NAME: _____

TECPDS ID: _____

EDUCATION

- 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

- Current early childhood employment
- Last year's employment (if different)
- Connect/affiliate to your current center on TECPDS

PROFESSIONAL DEVELOPMENT

- Professional development certificates for validation, including clock hours, CPE hours, conferences for the current year, and conferences from last year

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 <https://public.tecpds.org/texas-workforce-registry/welcome-first-steps/>
For questions, visit our [How-To Guides](#) or Submit a [Help Ticket](#).