



## **ECE College Faculty Waiver Renewal Requirements**

Current college/university faculty members, may submit a faculty waiver letter to waive the *36 hours of trainings presented and 8 clock hours of TOT* required for renewal. However, documentation for *12 clock hours of training attended for practitioner/ administrator* in the last 3 years (professional development) will still be required.

### **The faculty waiver letter should contain the following information**

- Qualifications and Degrees of faculty member
- Verification that the faculty member teaches ECE or related coursework
- Continuing Education training received as part of the job
- Department chair or supervisor signature on letterhead.


### **Registered Trainers should use the following steps to complete your renewal**

- Login to your TECPDS account [TECPDS Login](#)
- Click the *Trainer Account Renewal Button* listed under the *Registered Trainer Tools* section and upload required documentation.

- Upload your faculty waiver letter into the Trainings Presented section of renewal application

**Trainings Presented in the Last 3 Years**  
Please list the trainings you have presented in the last three (3) years. Please keep in mind that in order for your renewal application to be approved, you must have conducted at least 36 hours of training:

Completion Date ↓	Training Title	Core Competency Area	# of Attendees	Length of Training (in hours)	Action
No current entries					

Training Log:   

[Add another training](#)

- Upload 12 clock hours for practitioner/administrator certificates into the Trainings Attended section. \* Please note any certificates uploaded into your TECPDS account may already appear in this section.

**Trainings Attended in the Last 3 Years**  
Please list the trainings you have attended in the last three (3) years. Please keep in mind that in order for your renewal application to be approved, you must have attended 20 hours of training (12 in Core Competency Areas for Practitioners and /or Administrators and 8 in Core Competency Areas for Trainers):

Learning Format	Delivery Type	Completion Date	Training Title	Core Competency Area	# Clock Hours	Training Method	Evaluate	Designated Age-Level Training	Upload Transcript/Certificate	Action
No current entries										

[Add another Training/Workshop](#)

- Pay the \$45.00 fee and Submit renewal application.

**\*\*Renewal applications must be submitted every 3 years and you will be required to update your account with a revised letter from your department chair or supervisor.**