

ECE College Faculty Waiver Renewal Requirements

<u>Current</u> 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

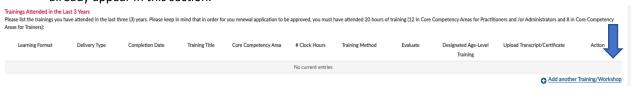
- o Qualifications and Degrees of faculty member
- o Verification that the faculty member teaches ECE or related coursework
- Continuing Education training received as part of the job
- Department chair or supervisor signature on letterhead.

Registered Trainers should use the following steps to complete your renewal

- Login to your TECPDS account <u>TECPDS Login</u>
- Click the *Trainer Account Renewal Button listed under the Registered Trainer Tools section* and upload required documentation.
 - Upload your faculty waiver letter into the <u>Trainings Presented section</u> of renewal application



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



• 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.