

# TECPDS QUICK START GUIDE

Welcome to TECDPS! Use this guide to how to navigate and find all the tools and resources on the platform. To create an account with [TECPDS](#), navigate to the [Sign-Up](#) tab in the top right corner. Just a few simple steps and you can navigate to everything on TECPDS. If you need assistance, visit our help center on our website and submit a **Help Ticket** to our support team.

## 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. Trainer level is achieved by TECPDS reviewing a trainer's education, training, experience and demonstration. For more information, go to [Registered Trainers](#) on TECPDS.

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: 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. Connect to your center of employment and authorize your Director to view and/or add your professional development profile.

### 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 with your organization logo, 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