INDIANA TRAINER & TRAINING APPROVAL SYSTEM

TRAINER APPROVAL AT-A-GLANCE

Review T&TAS Requirements

The Indiana T&TAS Manual and Orientation to the T&TAS Training can be found here: https://inaeyc.org/trainerapproval/

Prepare to Complete Application

- Complete any training needed.
- Gather needed documentation for application. (See checklist below.)
- When ready, access application in Submittable.

Complete Application

- Monitor Submittable messages for any needed edits and approval results.
- Upon receipt of an application and all required documents, the review process can take up to 30 business days.
- Approval is valid for three years.
 If deferred, applicant can resubmit when requirements are met.

To receive additional support from a T&TAS Representative, please complete the Interest Form on the website: https://inaeyc.org/trainerapproval

Submittable Application:

https://bit.ly/3QKF9OI

Documentation Checklist for Application

Trainer I, II, III

Official transcript from an accredited college or university to verify your credits and/or degree

Resume documenting early care and education experience

Proof of FOUNDATIONS and Adult Education training

Sample Training Documentation (within 3 years)

Specialty Trainer

Official transcript from an accredited college or university to verify your credits and/or degree

Resume documenting early care and education experience or experience in specialty area requesting approval for training

Proof of Adult Education Training

Sample Training Documentation (within 3 years)

Guest Trainer

Resume documenting early care and education experience or experience in specialty area requesting approval for training

Professional Recommendation Letter Sample Training Documentation (within 3 years)



