

NEW Training Authorization Process

The *Training Authorization Application* is a request for a training that is not state required. This training has been created by another entity other than the NDE Office of Early Childhood or is not on the [Automatically Accepted List](#). This training must be a workshop that a participant will physically attend in a group or in a live online forum where a trainer is present and delivering content.

Requirements:

- The application for training authorization is **only** for trainings that are **NOT** a state required training or on the [Automatically Accepted List](#).
- The training must be a workshop that participants can physically attend in a group or in a live online forum where a trainer is present and delivering content.
- The contact person must have a NECPRS account before completing an application for training authorization.
- Training must be submitted at least 30 days prior to the training date.
- The contact person must be the person who enters the training details and submits all documents before and after the training (slides, agenda, training materials, sign-in sheets and participant count).
- The contact person must review the terms of agreement before submitting.
- Trainers will not receive in-service credit. In-service hours are given to those that are receiving instruction.

Process:

- The contact person completes the NECPRS training authorization application. Please allow up to 30 days for approval.
- If there are any changes that need to be made, the contact person will be notified (before the 30 days are up) in order to revise the training request.
- The ECTC will begin the approval process. We advise you to check with your local ELC if it is a public event, to make sure there is not a conflict in date or time.
- The automated NECPRS system will send the contact person notification of the approval by the email address provided. You must log into your account to print off sign-in sheets and certificates (**These items are required to be used**).
- **PUBLIC EVENTS** will be uploaded to the state training calendar after approval.

- During the training event sign-in sheets are filled out by participants. Each participant will receive their state-approved certificate from the trainer.
- The contact person will upload the sign-in sheets and enter the total number of participants after the training has occurred.

Renewal Training Authorization Process:

- The original contact person must log into NECPRS, go to the list of previous approvals, and start a training renewal 30 days prior to the new training date.
- The original contact person will complete the renewal request by supplying the following:
 - Training Event Date
 - Location and Address of training (if different)
 - Sponsor of training (if different)
 - Time of training
 - Trainer's Name
 - Public or Private
 - Region
 - Clock hours, description, and objectives of training (Be sure to click on the change button)
- The Training Authorization Renewal Request is processed by the ECTC.
- The NECPRS automated system will notify the contact person about the approval through the contact's email that was provided. You must log into your account to print off sign-in sheets and certificates.
- PUBLIC EVENTS will be uploaded to the state training calendar after approval.
- During the training event sign-in sheets are filled out by participants. Each participants will receive their state-approved certificate from the trainer.
- The contact person will upload sign-in sheets and enter the number of participants after the training.

Change Instructions:

- The original contact person must be the person to enter the changes during a renewal. Other persons must submit a new training authorization application.
- The original contact person completes the changes to the training content and submits. These changes will be reviewed by the ECTC.