

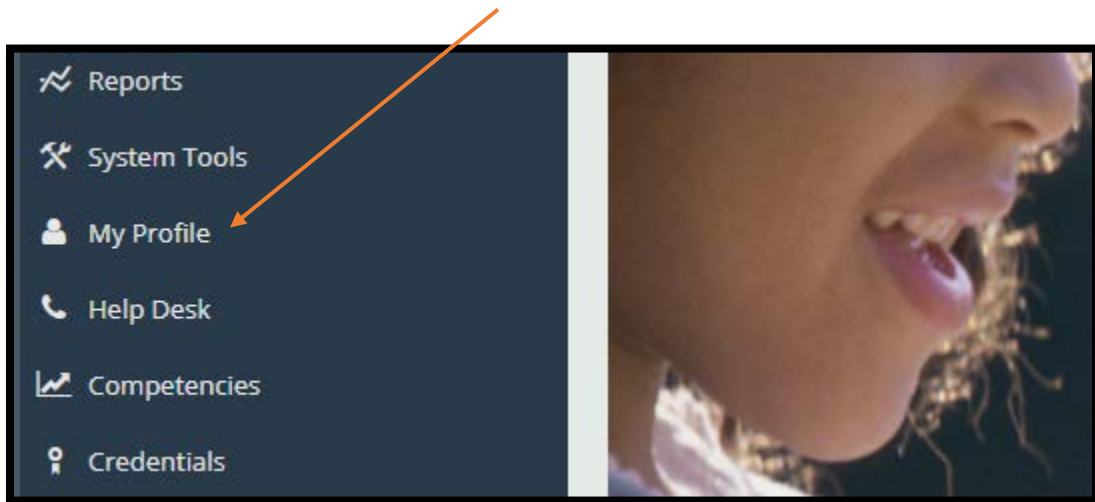


## How to Renew Your Trainer Credential

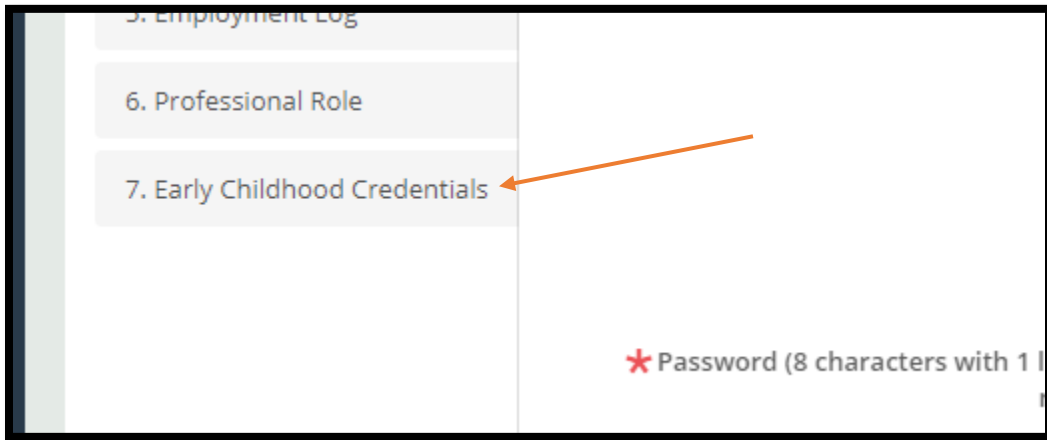
**IMPORTANT NOTE:** Please print out your initial Trainer Credential certificate and/or save it to your computer before you apply for a renewal. The system **does not** keep a record of your initial Trainer Credential when you are awarded a renewal!

If you have trouble with any of the following steps, please email the PDIS Help Desk at [pdishelp@cde.state.co.us](mailto:pdishelp@cde.state.co.us) or call us at 1.844.447.4441, option 2.

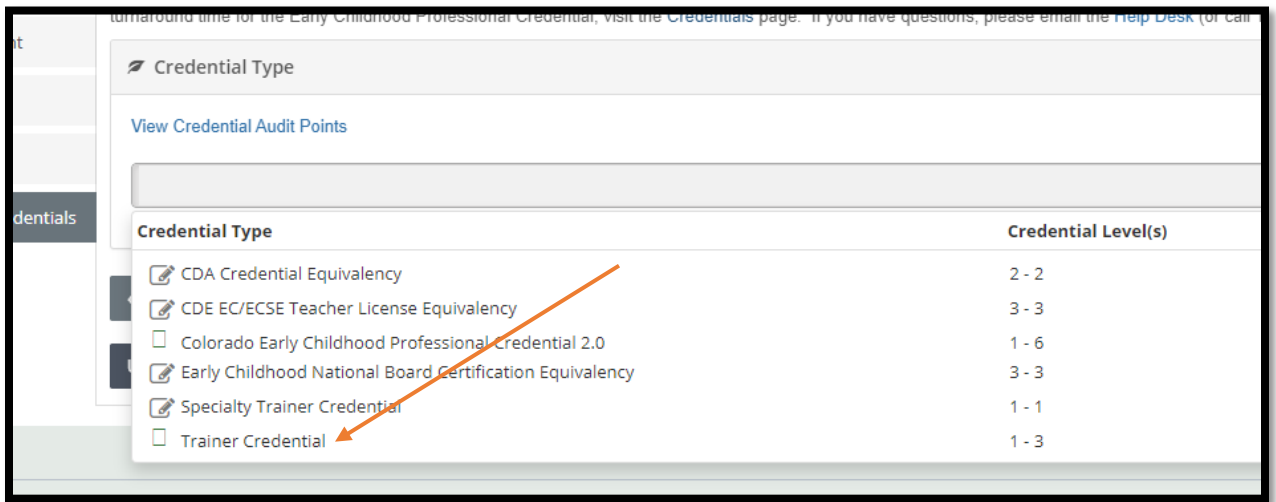
- Go to [ecpd.costartstrong.org](http://ecpd.costartstrong.org) and log in
- Click **'My Profile'** in left navigation



- Click on 'Early Childhood Credentials'



- Select 'Trainer Credential'



- Select 'Renew'



- The requirements that are complete are colored green. The requirements that are not complete are colored grey.

- Click on a requirement that is colored grey and you will see information about how to fulfill that requirement.

- Click **'Upload'**. Note that you are only able to upload one document to this section. If you have multiple documents, please turn them into one document and then upload.

Individual Professional Development Plan Goal Focused on Role of Trainer

Evidence of Teaching 3 Courses/Workshops in Past 3 Years

**Instructions:**

To renew your Trainer Credential, please upload evidence of having taught 3 courses/workshops in the past 3 years. This evidence could be:

- Being the instructor on courses that were completed in the Professional Development Information System as a result of going through the Colorado Shines Training Alignment Process
- Syllabus or training outline used to facilitate the event(s)
- Self-reflection based on course evaluations (The [Trainer Competencies](#) may also be helpful during self-reflection exercises)
- Self-reflection based on a video of yourself teaching a course/workshop such as is required to maintain EQIT Instructor Active Status annually (The [Trainer Competencies](#) may also be helpful during self-reflection exercises)

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You have not uploaded a document yet.

[Upload](#)

[Save](#) [Cancel](#) [Submit](#)

- Select the document you would like to upload. You will know that it has been uploaded because the status button will be green.

Evidence of Teaching 3 Courses/Workshops in Past 3 Years

**Instructions:**

To renew your Trainer Credential, please upload evidence of having taught 3 courses/workshops in the past 3 years.

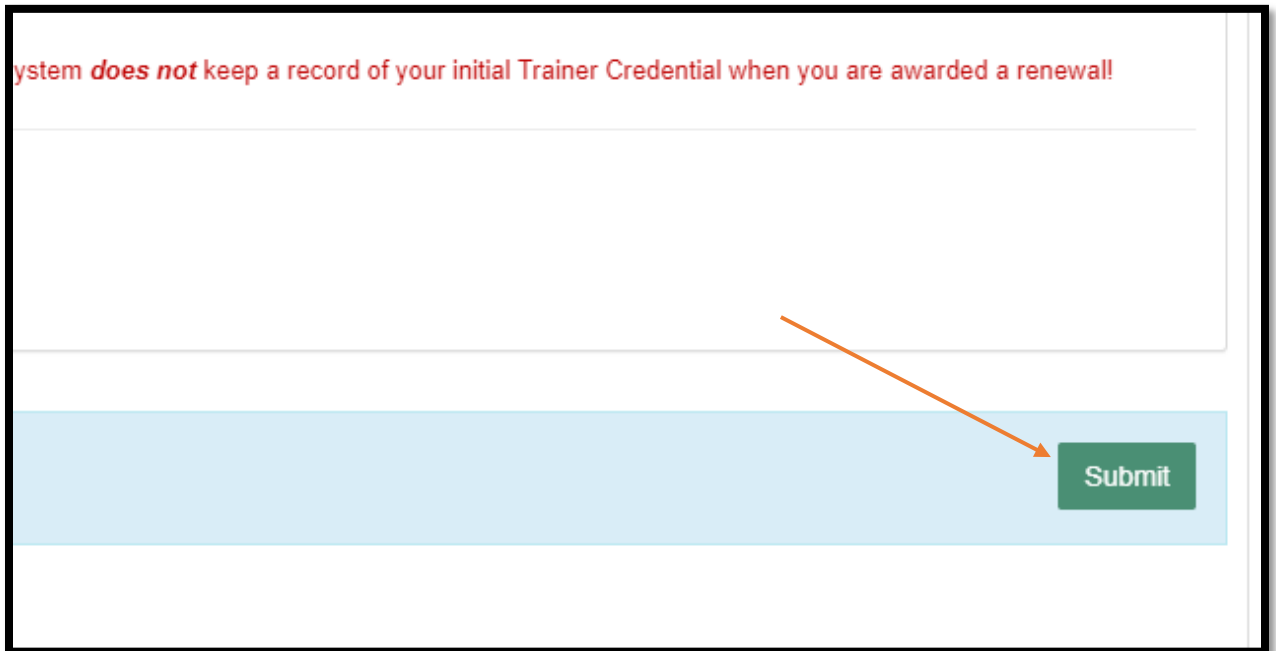
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You have not uploaded a document yet.

● Evidence of Teaching 3 Courses in Past 3 Years.docx [Remove](#)

- Double-check to see if all requirements are green and then click the **'Submit'** button



- When you click **'Submit'**, you will receive an email confirming your submission. When your submission has been reviewed (usually within 10 business days), you will receive an email that your submission has been reviewed.