

COMMONWEALTH OF KENTUCKY  
Cabinet for Health and Family Services  
Department for Community Based Services  
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATIONS MANUAL

Kentucky Early Care and Education Trainers Credential: Falsification of Training Records

Policy Clarification

4/03

Revised 7/2012

**Situation:** Kentucky Early Care and Education Credentialed Trainers may not have a clear understanding of what constitutes falsification of a training record and what action may be taken when it has been determined a false training record has been issued.

**Clarification:** 922 KAR 2:240 Kentucky's Early Care and Education Trainer's Credential and training approval regulation:

Section 12, Maintenance of Records: 1) Credentialed trainers shall: (a) Enter records of training attendance and trainees into the cabinet-designated data system within ten (10) days of the training; (b) Maintain records of training and trainees for three (3) years; and (c) Submit records of training provided and trainees to the cabinet upon request. (2) All certificates issued by a credentialed trainer or an approved sponsor shall include the: (a) Name of the training; (b) Name of the sponsoring organization; (c) Name of the trainee; (d) Number of training clock hours completed; (e) Training start and end date; (f) Trainer: 1. Signature; 2. Credential number; and 3. Credential number expiration date; and (g) Core content subject areas. (3) Cabinet staff shall maintain a database of credentialed trainers

Section 15, Revocation of Credential: (1) The cabinet shall revoke a Kentucky Early Care and Education Trainer's Credential from a trainer who: (a) Falsifies a record; (b) Fails to comply with the requirements as specified in Section 11 or 12 of this administrative regulation; or (c) Does not preserve the confidentiality of training and trainee records. (2) An individual whose credential has been revoked may: (a) Request a hearing as specified in 922 KAR 1:320; or (b) Reapply after a two (2) year period for a Kentucky Early Care and Education Trainer's Credential.

Falsification of a training record is any documentation regarding a trainer, training participant, or training event which is altered to misrepresent the truth and/or conformance with the policies and procedures of the Kentucky Early Care and Education Trainer's Credential. The falsification of a training record may result in the revocation of the Trainer's credential. The following guidelines, based on policies and regulations, identify examples of what may be considered falsification of a training record:

1. Signing an Early Care and Education training certificate for a training conducted by another individual(s) .
2. Signing an Early Care and Education training certificate when a guest speaker is presenting and the credentialed trainer is not present during the entire training session and/or delivers less than 60% of the training content.
3. Misrepresentation of training content/level and/or the number of training hours awarded.
4. Awarding clock hour training through a certificate or ECE-TRIS data entry to individuals not present or partially present during the training session.
5. Altering or changing information and/or signatures on training certificates.
6. Altering or changing information on the application and supporting documentation required to obtain a Kentucky Early Care and Education Trainer's Credential or renewal of a trainer's credential.
7. Altering or changing information on training sign-in sheets.
8. Submitting or entering false training information to the Early Care and Education Training Records Information System (ECE-TRIS) including items (1-7) above.

**Reference:** See policy clarifications for:

- A. Guidelines for Using Non-Credentialed Guest Speaker
- B. Kentucky Early Care and Education Credentialed Trainers training their own staff