Texas Early Childhood Professional Development System Specialist Guide

About TECPDS

The Texas Early Childhood Professional Development System (TECPDS) is a statewide program designed to provide early childhood professionals with resources and tools to help them meet their professional development needs. TECPDS defines professional development as any opportunity that enhances the knowledge and skills of those working with young children, including training, education, and employment.

Texas Workforce Registry

The Texas Workforce Registry (WFR) is a web-based application housed within TECPDS where early childhood professionals can store and access their education and employment history as well as their completed professional development hours. With their free accounts, practitioners can create and update their professional development profiles, view their professional development records, and link their accounts to their centers or facilities of employment.

Additionally, the reports created in TECPDS will be used during Texas Rising Star assessments and monitoring visits to assist in scoring Category 1. See the Technical Scoring Manual (TSM) Category 1 section regarding this topic for more information.

TECPDS Specialist

Per WD Letter 10-23, Change 2, issued March 5, 2026, and titled, "Texas Early Childhood Professional Development System Board Training and Participation—Update," each Local Workforce Development Board (Board) must designate at least one TECPDS specialist. The TECPDS specialist is a staff member employed by the Board or the Board's contractor. The specialist helps child care and early learning programs by providing orientations and trainings about the WFR, setting up WFR accounts, and offering simple technical assistance, such as uploading documents. The specialist is also responsible for validating child care program staff training records that cannot be validated by TECPDS staff, as well as managing their Board's Organizational Dashboard.

Additionally, the TECPDS specialist must participate in required trainings, monthly meetings, and office hours, as needed. Consistent engagement with TECPDS staff will ensure that the specialist is able to confidently provide training and support to the child care programs in their local workforce development area (workforce area).

Support for Child Care Programs

Texas Rising Star–certified programs, and child care programs seeking Texas Rising Star certification, are required to, at a minimum, create an Administrator's (Center Director) account in the WFR. The TECPDS specialist can assist with this process and provide the following services to child care programs regarding the WFR:

- Facilitate the TECPDS WFR orientation:
    - This orientation informs child care programs on the benefits of the WFR system and how to create and maintain an account.

- The orientation may be provided virtually or in-person to a single individual, small group, or large group of staff and includes a live walk-through of the website and its resources.
- The specialist will use the Certificate Generation Tool to credit training hours to attendees.
- Ideally, the orientation training should be 1.5 hours in length and should be modeled after the approved TECPDS onboarding training in the TECPDS Specialist Google Drive.
- Boards must document and report these orientations as professional development activities in the Child Care Quality Quarterly Report, indicating the number of unduplicated child care program staff trained.

- Create WFR accounts:
  - Child care program staff may need assistance with:
    - creating their account and uploading documents;
    - linking their account to their school or CLI Engage account; and
    - updating their WFR account.
  - TECPDS staff recommends that child care program administrators create Center Director accounts, upload their most recent and the previous year's educational and training documents, and apply to be their current school's (child care program) identified director on TECPDS.
  - Each individual child care program staff member should create their own practitioner account, upload their most recent and the previous year's educational and training documents, and link to the account to their current school (child care program).
  - To ensure accurate facility reporting and Texas Rising Star certification scoring, the specialist will support the center director in developing a system to update WFR accounts as staff members meet their professional development needs.

- Provide targeted technical assistance:
  - Child care program staff may need ongoing targeted technical assistance (training) to ensure that their accounts are up to date and reflect their current educational attainments.
  - The specialist may provide guidance to staff about their career pathway and what Board or statewide initiative resources may be available to support higher educational attainment.
  - The specialist can inform child care program staff on how to create a help ticket to resolve account issues such as duplicate accounts or resetting their log in. The specialist is also able to submit a help ticket on behalf of the staff.
  - Boards must document and report any targeted technical assistance as professional development activities in the Child Care Quality Quarterly Report, indicating the number of unduplicated child care program staff supported.

See the TECPDS Specialist Google Drive or the TECPDS Workforce Registry website for additional resources that may inform the Specialist on how to assist child care programs in understanding the importance of the WFR, learning to create and maintain accounts, and using enhanced tools. TECPDS

has also provided information on their website specific to Texas Rising Star programs, including a checklist. See the TECPDS Workforce Registry website for additional resources that may inform the specialist on how to assist child care programs in understanding the importance of the WFR, learning to create and maintain accounts, and using enhanced tools.

Records Validation

Records validation is the process by which the specialist confirms the validity of a WFR user's training records. This validation involves reviewing non-verified training certificates to ensure that the certificate is real, accurate, and complete. The specialist must be certified to validate records prior to verifying any records for their workforce area. The records validation course is available on the Online Learning and Development section of CLI Engage. Go to the Full Course Catalog and select the training titled "Workforce Registry Accounts for Texas Rising Star Validators."

For all programs with a CCS Provider Agreement in their workforce area, the specialist must validate staff records within the current or previous year that have not already been validated by TECPDS. This includes reviewing records that have been marked as deferred. When validating a record, the specialist must reference the "Workforce Registry Accounts for Texas Rising Star Validators" training and use the resources and training documents in the TECPDS Specialist Google Drive.

Priority of validation will be given to center directors (and their applicable staff) whose child care programs have an upcoming Texas Rising Star initial or recertification assessment. This requires the specialist to communicate regularly with their Board's Texas Rising Star mentor staff to determine which accounts to support. After the prioritized records have been validated, the specialist must review the other child care program records in their workforce area.

See the TECPDS Specialist Google Drive for more information on validating records.

Organizational Dashboards

Each Board has an Organizational Dashboard that displays training events hosted by the Board and any Board-approved trainers. TECPDS specialists must post Board-provided events to the Organizational Dashboard and approve trainers to be connected. Both should be done in accordance with the Board's policies and procedures. All training events provided by the Board must be posted to the Organizational Dashboard and use the Certificate Generation tool.

See the TECPDS Specialist Google Drive for more information on creating and managing events and conferences.

Data Review

The TECPDS specialist can pull local data related to the WFR accounts within their workforce area through the Organizational Dashboard. TECPDS staff recommends that the specialist regularly (monthly or quarterly) review the data to support the Board or their Board's contractor in understanding the workforce landscape, potential training needs, and gaps or barriers to using the WFR. Additionally, the TECPDS specialist can use this data to help practitioners with the following:

- Duplicate Accounts—If the specialist notices that a practitioner may have a duplicate account, they can submit a help ticket on behalf of the user.

- Stagnant Use—If the specialist notices that an account has not been accessed in the last 24 months, they can reach out via email to inquire if the practitioner is still working in the field, offer technical assistance, and remind them to update their account.
- Expired Records—If the specialist notices that a practitioner's educational documents have expired (such as CDA or other credentials), they can reach out via email to inquire if the practitioner has current credentials to upload and offer technical assistance.
- Missing Data—If the specialist notices that a practitioner has an incomplete account (lacking educational attainment, demographic information, connection to a school, or training records), they can reach out via email, offer technical assistance, and remind the practitioner to update their account.

Quick Reference Checklists

Supporting Programs

- ☐ Facilitate the TECPDS WFR Orientation
- ☐ Assist with creating accounts, uploading documents, linking WFR accounts to the school/CLI Engage accounts
- ☐ Provide targeted technical assistance as needed

Records Validation and Data Review

- ☐ Prioritize validating records for center directors (and their applicable staff) who have an upcoming Texas Rising Star assessment
- ☐ Review and validate records for all programs within the workforce area
- ☐ Review local WFR data to support the Board
- ☐ Review local WFR data to ensure account utilization, find expired email addresses or duplicative records, and verify data accuracy

Resources

- Texas Early Childhood Professional Development System
- Certificate Generation Tool
- TECPDS Specialist Google drive
- TECPDS for Texas Rising Star Checklist