



2012 Educational Incentive Program Training Organization Agreement

-Please be sure to read and understand all information including updates-

Training Organization: _____

Address: _____

Contact person: _____ Phone number: _____

Email: _____

Organizations and individuals accepting payments from the Educational Incentive Program (EIP) are responsible for complying with the terms and conditions of the scholarship program. Training organizations must attest to their agreement to comply with the terms and conditions by submitting a signed Training Organization Agreement for the current year. Terms and conditions for the 2012 program year are listed below and on EIP scholarship awards.

Training Registration & Services

EIP is a voluntary program. Application for an EIP scholarship must not be required by the TO to participate in training activities. It is not recommended that the TO manages EIP applications or applies on behalf of its students. However, if circumstances are such that assistance has been requested, the TO must maintain copies of signed consent forms in the applicant's primary language and provide copies to EIP upon request. The TO understands that some applicants may not qualify for EIP scholarship. EIP scholarships are granted based on documented applicant eligibility and continued availability of funds.

The TO agrees to render training services in a professional manner and in conformity with all applicable rules, ordinances, and regulations. The TO is responsible for all aspects of training for which it accepts EIP payments. The TO must only accept EIP payments for training activities which it delivers. EIP scholarship funds can be used for the cost of training, instruction, pre-approved credential advisement and assessment fees, or consultation and technical assistance related to accreditation. Activities such as registration, homework, instructor preparation, and commute time are not eligible for scholarship funding. Training activities funded by 2012 EIP scholarships must begin and end in 2012.

The TO agrees to refer to EIP in published materials, including all online information, using only the following language: "Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit www.ecetp.pdp.albany.edu. You may also contact EIP at eip@pdp.albany.edu or 800-295-9616." The TO must obtain permission from EIP to use other promotional language in its published materials, including all online information.

The TO agrees to provide schedule and location information for all courses upon request. If the TO offers a course of 18 hours or more, it must submit the course schedule and location to EIP in writing before the start of training. The TO agrees to allow EIP staff to conduct announced and unannounced monitoring visits of all courses. For trainings lasting more than 18 hours, the TO agrees to notify EIP of changes in training schedule or location as well as trainees' enrollment status. The TO must maintain attendance rosters including trainees' signatures for any training for which it accepts EIP payment.

Training information printed on EIP scholarship awards, including start and end dates, must be consistent with the actual training activities. The TO must only bill EIP for the training activity awarded on the scholarship award. The TO may not bill EIP if the actual training dates are different from the scholarship award. The TO must not bill EIP or accept EIP payments for training which it does not deliver. The TO must reimburse EIP the cost of any training which it does not deliver or which is postponed and not rescheduled after 30 days. Training Organizations that are also regulated day care programs must not charge EIP or accept EIP payments for required in-service training. The TO must not accept EIP payments for training which it delivers to its employees, contractors, or associates.

(This is a two page document.)

The TO attests that it has not been debarred or suspended from participating in work or receiving funds from a state or federal agency. The TO certifies that it is an independent contractor and ineligible to file or collect unemployment benefits or workers' compensation.

Financial Records & Reporting

The fee which the TO collects from EIP must be the same or less than the fee charged to and collected from any other participant in the same training. Before submitting scholarship awards to EIP for payment, the TO must bill students or third party funding sources for tuition not covered by EIP scholarships. The TO must demonstrate that it has an adequate process for billing, processing, and recording payments for students who receive full or partial EIP scholarships as well as for those who do not receive EIP funding. The TO must maintain written policies for training registration, payment, attendance, and withdrawal. These policies must be provided to all students and must comply with EIP terms and conditions and all applicable rules, ordinances, and regulations. Documents generated by EIP, including copies of payments and award notifications, do not constitute an adequate recordkeeping system. The TO must be able to demonstrate that it has collected outstanding tuition from EIP recipients and non-EIP trainees by the end of the current program year. Upon receipt of EIP payment, the TO agrees to reimburse any training fees paid previous to EIP scholarship approval.

When submitting EIP scholarship awards for payment, the TO must submit forms with an original signature. Scholarship awards must not be modified in any way. Signed scholarship awards must be received by EIP no later than 60 days from the course start date or the award issue date, whichever is later. The TO must allow at least ten weeks from the date awards are received by EIP for payment to be sent. Expired awards will not be reissued.

The TO must agree to a complete program review of relevant financial and programmatic records for any year in which EIP funds were received. These reviews will be conducted by EIP and at EIP's expense upon reasonable notice and during regular business hours. The TO must maintain all training attendance and payment records for five years. Payment records must include date, type (cash, check, charge, etc.), and amount of all payments received for all individuals (including EIP and non-EIP) enrolled in trainings that include EIP recipients. The TO agrees to provide EIP with copies of its records upon request.

The TO gives permission for its contact information – name of training organization, address, phone number, internet address – to be published on EIP's searchable online listing of training organizations.

The TO is solely responsible for complying with all federal, state, and local tax requirements. The TO agrees to inform EIP of any changes to its business name and type, employer identification number, and contact information.

By signing this agreement, the above mentioned training organization agrees to comply with the EIP terms and conditions contained herein and those printed on EIP scholarship awards. Any violation of the terms and conditions by the organization named above – including any of its employees, associates, or contractors – is grounds for immediate termination from participation in the EIP.

Name of Authorized Training Organization Representative (*Please print*)

Job Title (*Please print*)

Signature of Authorized Training Organization Representative

____ / ____ / ____
Date

The Educational Incentive Program is sponsored by the New York State Office of Children and Family Services, funded by the federal Child Care and Development Fund and administered by the Professional Development Program, Rockefeller College, University at Albany.