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.
EIP Scholarships for coaching are now available for child care providers. Coaching is designed to help child care providers improve the overall quality of their child care program. Child care providers work with a coach to develop a strength-based effective coaching plan that addresses areas for learning and program improvement.

Coaching scholarship eligibility will be determined using the same guidelines used for all EIP scholarships. Scholarships for coaching taken with an approved coach will be issued at a rate of up to $55 per coaching hour. The maximum amount is $1,100 per year. EIP may also pay up to $700 for training, conferences or workshops, or up to $1,250 for credential training. An individual can receive a maximum of $1,800 in combined coaching and training activities, or a maximum of $2,000 in combined coaching and credentialed training.

Coaching hours are eligible to be used towards the 30 hour regulatory training requirement. Questions about this should be directed to your Licensor or Registrar at the New York State Office of Children and Family Services.

Individuals who hold the NYS Training and Technical Assistance Professional Coach designation (T-TAP Coach) and/or the Pyramid Model Practice Based Coaching endorsement are currently eligible to participate with EIP to provide coaching. Information on how to participate as a coach with EIP can be found at https://www.ecetp.pdp.albany.edu/become-eip-coach.shtm

Information for child care providers who are interested in applying for coaching can be found at https://www.ecetp.pdp.albany.edu/eip-coaching.shtm
What is the Educational Incentive Program?

The Educational Incentive Program (EIP) is a scholarship program that helps child care providers pay for training and educational activities with the intent to build provider knowledge, skills, and competencies in order to improve the quality of child care. To be eligible for EIP, child care providers must be required to take training and must be caring for children in a program regulated by the New York State Office of Children and Family Services (NYS OCFS) or the New York City Department of Health and Mental Hygiene (NYC DOHMH).

Applicants must provide a completed application by December 1, 2018 to be considered for a scholarship.

The maximum annual award amounts are:

- College courses $2,000
- CDA and all other pre-approved credential training $1,250
- Coaching $1,100
- CPR/FA $125 classroom, $95 online with face-to-face skills testing component
- Trainings, conferences and workshops $700

To apply for an EIP scholarship or find more information about the program, please visit www.ecetp.pdp.albany.edu

For more information on child care in New York State, visit: odfs.ny.gov, www.nyworksforchildren.org or www.earlychildhood.org

New for 2018

Proof of six months of continuous employment with a NYS licensed or registered child care program is no longer an eligibility requirement for credential training/assessment or college scholarships.
EIP Scholarship
Eligibility Requirements

Scholarship eligibility is based on current employment, the training and the training organization that are chosen, and the applicant's household income. Child care providers may apply for multiple scholarships within the current year until they reach their maximum annual scholarship amount. See the chart on page 1 for maximum amounts. Applicants are responsible for any tuition and costs not covered by EIP.

Employment Requirement

Applicants must meet all three of the employment requirements listed below. Employment verification is required with each application. See the chart on page 18 for acceptable forms of employment verification.

1. You must be a U.S. Citizen, Permanent Resident, or Resident Alien authorized to work in the U.S.

2. You must be a paid employee, or the direct supervisor of a paid employee, in one of the following NYS OCFS or NYC DOHMH registered or licensed child care programs:
   - A registered family child care program
   - A licensed group family child care program
   - A registered school-age program
   - A licensed child care center or Head Start

3. You must be caring for children, or the direct supervisor of employees who care for children, as part of the adult/child ratio requirement.

The following are NOT eligible for EIP scholarships:

- Volunteers
- Substitutes for a family day care or group family day care
  
  *Exception - These substitutes are eligible for CPR/FA scholarships*
- Adjunct child care staff
- Consultants
- Staff not counted in the adult/child ratio
- Legally Exempt and No Permit Required (NPR) programs
- Providers, staff, and supervisors of programs licensed by the NYS Department of Education
Training and Training Organization Requirements

All training organizations must participate with EIP and be in good standing. All trainings must be pre-approved through the EIP event approval process.

The trainer name is required for each classroom training that is listed on the application. Training must be conducted by one of the following trainer types:

- Professional Development Specialist: Early Childhood and/or School-Age
- Verified Trainer
- Content Specialist
- Credentialed or Verified Coach
- Higher Education Faculty
- EIP approved Subject Matter Expert or Nationally Recognized Expert

Training or coursework must clearly reflect one or more of the 9 topic areas that are required by the NYS Social Services Law and the NYS OCFS Regulations. (See page 5)

EIP may pay for:

- Trainings, conferences, and workshops
- College tuition and mandatory college fees
- Coaching
- Training and assessment fees associated with CDA and other credential programs (see page 7)

All college courses taken as part of an early childhood or related degree program are eligible for scholarship.

EIP does not pay for:

- The same training more than once in a single year
- Books or training materials
- Elective student fees, room or board
- Test fees or examination preparation
- Registration or membership fees

Confidentiality

Application and award information is held by EIP in confidence. You must give written permission to EIP if you would like us to share your information with a third party. Parents, directors and trainers are third parties. EIP can share your award information with a training/education organization once an award has been issued for their training.
**Income Requirements**

The applicant’s household adjusted gross income as reported on the most recent IRS Form 1040 must fall within the ranges on the income chart below. EIP reserves the right to seek additional verification that the income documentation submitted is accurate and authentic.

### UPSTATE AWARD ELIGIBILITY

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>100%</th>
<th>75% of amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0 - $27,597</td>
<td>$27,598 - $41,395</td>
</tr>
<tr>
<td>2</td>
<td>$0 - $36,088</td>
<td>$36,089 - $54,132</td>
</tr>
<tr>
<td>3</td>
<td>$0 - $44,579</td>
<td>$44,580 - $66,869</td>
</tr>
<tr>
<td>4</td>
<td>$0 - $53,071</td>
<td>$53,072 - $79,606</td>
</tr>
<tr>
<td>5</td>
<td>$0 - $61,562</td>
<td>$61,563 - $92,343</td>
</tr>
<tr>
<td>6</td>
<td>$0 - $70,053</td>
<td>$70,054 - $105,080</td>
</tr>
<tr>
<td>Each Add’l</td>
<td>$8,491</td>
<td>$12,737</td>
</tr>
</tbody>
</table>

### DOWNSTATE AWARD ELIGIBILITY

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>100%</th>
<th>75% of amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0 - $34,496</td>
<td>$34,497 - $51,744</td>
</tr>
<tr>
<td>2</td>
<td>$0 - $45,110</td>
<td>$45,111 - $67,665</td>
</tr>
<tr>
<td>3</td>
<td>$0 - $55,724</td>
<td>$55,725 - $83,586</td>
</tr>
<tr>
<td>4</td>
<td>$0 - $66,338</td>
<td>$66,339 - $99,507</td>
</tr>
<tr>
<td>5</td>
<td>$0 - $76,952</td>
<td>$76,953 - $115,429</td>
</tr>
<tr>
<td>6</td>
<td>$0 - $87,566</td>
<td>$87,567 - $131,350</td>
</tr>
<tr>
<td>Each Add’l</td>
<td>$10,614</td>
<td>$15,921</td>
</tr>
</tbody>
</table>

If you are applying for CDA assessment or renewal fee, or a pre-approved credential or accreditation fee (see page 7), your income will not be used as a factor to determine scholarship eligibility.
Trainings, Conferences and Workshops

The NYS OCFS regulations require child care providers to complete 30 hours of training every two years. Trainings, conferences and workshops taken to fulfill this training requirement must clearly reflect one or more of the nine topic areas that are required by the New York State Social Services Law and the NYS OCFS regulations. Such training must address:

1. Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline;
2. Nutrition and health needs of children;
3. Child day care program development;
4. Safety and security procedures, including communication between parents and staff;
5. Business record maintenance and management;
6. Child abuse and maltreatment identification and prevention;
7. Statutes and regulations pertaining to child day care;
8. Statutes and regulations pertaining to child abuse and maltreatment; and

EIP scholarships will only be issued for training activities that begin and end in the 2018 calendar year. Scholarship applications must be received by December 1, 2018 to be considered.

Scholarships for training taken with a Verified Trainer or Content Specialist, or distance learning training, will be issued at a rate of up to $30 per training hour. The maximum annual scholarship is $600.

Scholarships for training taken with a Professional Development Specialist in Early Childhood and/or School-Age will be issued at a rate of up to $35 per training hour. The maximum annual scholarship is $700.

Scholarships for coaching taken with an approved coach will be issued at a rate of up to $55 per hour. The maximum annual scholarship is $1,100.
Funding has been dedicated specifically for Cardiopulmonary Resuscitation (CPR) and First Aid (FA) training. The training must be provided by an approved trainer participating with the Educational Incentive Program.

CPR/FA scholarship eligibility will be determined using the same eligibility guidelines as used for all other EIP scholarships.

Scholarship awards will be issued for up to $125 for classroom training and up to $95 for online training that includes a face-to-face skills testing component. CPR and First Aid scholarships are in addition to your maximum annual scholarship amount.

For additional information go to: [www.ecetp.pdp.albany.edu/eip-cpr-fa.shtm](http://www.ecetp.pdp.albany.edu/eip-cpr-fa.shtm)

To find CPR and/or First Aid training and to apply for an EIP scholarship, go to: [http://www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu)
Credential Training other than CDA

Credentialing and accreditation are used to identify exemplary practices in a particular field. They are awarded to providers who meet specific eligibility requirements and quality standards. EIP provides scholarships for activities which lead to a credential or accreditation with one of the following pre-approved organizations:

Pre-Approved Credential Organizations

**New York State School-Age Care Credential**
New York State Network for Youth Success
415 River Street, Floor 2
Troy, New York 12180
Phone: 518-694-0660
Email: erin@networkforyouthsuccess.org
www.NetworkForYouthSuccess.org

**Family Child Care Accreditation**
National Association for Family Child Care
1743 West Alexander Street
Salt Lake City, Utah 84119
Phone: 801-886-2322
Email: nafcc@nafcc.org
www.nafcc.org

**National Administrator Credential & Certified Childcare Professional**
National Early Childhood Program Accreditation Commission, Inc.
P.O. Box 2948
Merrifield, Virginia 22116
Phone: 855-706-3272
www.necpa.net

**Family Child Care Credential**
Children’s Program Administrator Credential
& Infant/Toddler Care and Education Credential
New York State Association for the Education of Young Children
230 Washington Avenue Extension
Albany, New York 12203
Phone: 518-867-3517 or
Email: contactus@nysaeyc.org
www.nysaeyc.org
In order to receive a scholarship for training and fees leading to these pre-approved credentials or accreditations, the applicant must meet all of the scholarship eligibility requirements that are outlined on pages 2-4.

If you are applying for a pre-approved credential fee, accreditation fee, or renewal fee your income will not be used as a factor to determine your scholarship eligibility.

EIP scholarships will only be issued for training activities that begin and end in the 2018 calendar year. Scholarship applications must be received by December 1, 2018 to be considered.

Scholarships for training taken with a Verified Trainer or Content Specialist, or distance learning training, will be issued at a rate of up to $30 per training hour.

Scholarships for training taken with a Professional Development Specialist in Early Childhood and/or School-Age will be issued at a rate of up to $35 per training hour.

The maximum annual scholarship for credential training is $1,250.

Scholarships for CDA training, CDA assessment and CDA renewal fees are available. See page 11 for CDA information.
College Credit

EIP scholarships may be used to pay for college courses and mandatory college fees from regionally accredited colleges. All courses taken as part of an early childhood or related degree program are eligible for scholarship. Please include proof of major with your application.

If you are not enrolled in an early childhood or related degree program, then the college coursework must clearly reflect one or more of the nine topic areas that are required by the New York State Social Services Law and the NYS OCFS regulations. They are:

1. Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline;
2. Nutrition and health needs of children;
3. Child day care program development;
4. Safety and security procedures, including communication between parents and staff;
5. Business record maintenance and management;
6. Child abuse and maltreatment identification and prevention;
7. Statutes and regulations pertaining to child day care;
8. Statutes and regulations pertaining to child abuse and maltreatment; and

Courses must have a start date in 2018. EIP scholarships must be applied to a student’s higher education account after all other state and federal scholarships, grants, and financial aid. Pell Grants may be returned to students who have received EIP scholarships.

Books, elective student fees, room, board, training materials, test fees and examination preparation courses are not eligible for scholarships. Applicants are responsible for tuition and costs not covered by EIP.

- Maximum annual scholarship for college credit is $2,000 per year.
- If you are taking CDA training through a college and NOT receiving college credit, you will need to complete the CDA application.
A Child Development Associate (CDA) is an individual who has successfully completed the CDA assessment process and has been awarded the CDA Credential. CDAs are trained to meet the specific needs of children and work with parents and other adults to nurture children’s physical, social, emotional, and intellectual growth in a child development framework. Earning a CDA Credential can improve your skills and confidence in working with children. It can also increase your opportunities for advancement in the early childhood field by helping you become eligible for positions such as Director, Group Leader, and Assistant Teacher. The CDA Credential is administered by The Council for Professional Recognition (the Council) in Washington DC. It is recognized in all 50 states, the District of Columbia, American Samoa, Guam and the Virgin Islands.

Overview of the Requirements and Steps for Obtaining the CDA Credential

As a CDA candidate, you must meet the following requirements before applying for the final CDA assessment for credential:

- Be 18 years of age or older
- Hold a high school diploma or GED, or be enrolled as a junior or senior in a high school career and technical program in early childhood education
- Obtain 480 hours of professional work experience in either a center-based or group setting, depending on the CDA setting you are applying for
- Have 120 hours of formal child care education training in 8 subject areas

Within six months before submitting the application for credential to the Council, the CDA candidate must:

- Complete the Professional Portfolio
- Have Family Questionnaires completed
- Contact a Professional Development (PD) Specialist to arrange the CDA Verification Visit. A list of PD Specialists can be found at [www.cdacouncil.org](http://www.cdacouncil.org)

After the above steps are completed, the candidate should apply online at [www.cdacouncil.org](http://www.cdacouncil.org) for the CDA Credential and submit the required fee. The candidate will receive notice of application approval or denial.

Within six months after receiving application approval from the Council, the candidate must:

- Have the CDA Verification Visit conducted by the PD Specialist. The PD Specialist sends the results the Council
- Take the CDA Exam at a local Pearson VUE testing center. The test center will send the exam scores to the Council
The Council will then review the results of the Verification Visit and the exam score and either award or deny the Credential.

Please consult the CDA website at www.cdacouncil.org for the most current and up-to-date information regarding the CDA.

**CDA Credential Settings**

There are four settings in which candidates can obtain a CDA Credential:

- **Preschool**: For candidates working in a center-based setting with children 3-5 years old.
- **Infant/Toddler**: For candidates working with children from birth to 36 months of age.
- **Family Child Care**: For candidates working with one or all age groups in a family child care home.
- **Home Visitor**: For candidates working with the parents of young children. *CDA training and assessment fees for the Home Visitor setting are not eligible for EIP scholarships.*

**CDA Training**

The candidate must complete 120 hours of formal childhood education training, with no fewer than 10 training hours in each of the eight subject areas, before applying for the CDA Credential. Some training organizations and colleges offer CDA training programs specifically designed to meet this requirement. Before enrolling in a CDA training program, we encourage you to research your options and determine which will best help you obtain your CDA Credential.

The 120 hours of training must be documented, with no fewer than 10 hours in each of the following content areas:

1. Planning a safe and healthy learning environment
2. Advancing children’s physical and intellectual development
3. Supporting children’s social and emotional development
4. Building productive relationships with families
5. Managing an effective program operation
6. Maintaining a commitment to professionalism
7. Observing and recording children’s behavior
8. Understanding principles of child development and learning

Training obtained as part of a CDA Credential program may be applied towards your 30 hours of required training. Questions about using CDA related training to fulfill your regulatory training requirements should be directed to your Licensor or Registrar at the NYS OCFS (ocfs.ny.gov). Any training taken as part of the 30 hours regulatory training requirement may help you meet the 120 hour CDA training requirement.
The Professional Development Specialist

As part of the credentialing process, you will need to have a Professional Development (PD) Specialist conduct a CDA Verification Visit. The PD Specialist brings the mentoring and coaching skills and early childhood education expertise needed to assess your competencies and facilitate your self-reflection. Before submitting your CDA application, you must identify a PD Specialist who is willing to conduct your CDA Verification Visit. The visit happens AFTER the Council approves your application. After the Council receives and processes your correctly completed CDA application and assessment fee, you will receive a Ready to Schedule Notice. You can then proceed with the scheduling of your CDA Verification Visit with your PD Specialist.

During the CDA Verification Visit the PD Specialist will review your professional portfolio, the family questionnaires, transcripts and certificates. You will be observed in the classroom and have a reflective discussion with the PD Specialist. The PD Specialist will send your results to the Council.

To find a PD Specialist in your area, please visit www.cdacouncil.org

Application for Assessment

When you have completed 120 hours of CDA training, 480 hours of work experience, your professional portfolio, gathered your family questionnaires, and found a PD specialist, you should apply to the Council for your assessment. Visit www.cdacouncil.org to apply online. Submit your request for EIP scholarship funding at least 4 weeks before you plan to apply for your assessment to allow time to receive your EIP application decision.
After reviewing your application, the Council will send notice that the application is complete and the fee has been processed. Within 6 months of application approval the CDA Verification Visit must be conducted.

**The CDA Exam**

As part of the final assessment, you also need to take the CDA Exam at a local Pearson VUE testing center. The exam has 65 multiple choice questions. Five of the questions have a photo and short narrative, followed by a multiple-choice question about each scenario. You will have up to one hour and 45 minutes to complete the exam. Pearson VUE will send your exam scores to the Council.

Pearson VUE is the Council's partner for delivering the CDA Exam. To find a test center near you go to [http://www.pearsonvue.com/cdaexam/](http://www.pearsonvue.com/cdaexam/)

**The Final Step**

After the Council has reviewed the CDA Verification Visit results and the CDA Exam score, you are either awarded the CDA Credential or denied the Credential. If you are awarded the Credential the official certificate will be mailed to you. If you are denied, the Council will let you know the next steps to take to earn the Credential.

**The CDA Renewal**

A CDA Credential is valid for three years from the date it is first awarded to you. You can apply for your renewal as early as six months prior to the expiration date. EIP scholarships can be used to cover the cost of CDA renewal training programs as well as the CDA renewal fee. For more information on the renewal requirements go to [www.cdacouncil.org](http://www.cdacouncil.org)

**Scholarship Eligibility**

EIP scholarships can be used to cover the cost of CDA training, the CDA assessment fee and the CDA renewal fee. In order to receive a scholarship for training and fees leading to the CDA Credential, the applicant must:

- Meet all of the eligibility requirements that are outlined on [pages 2-4](http://www.cdacouncil.org)
- Have 240 hours of experience working with children

If you are applying for a scholarship for the CDA assessment fee or the CDA renewal, your income will not be used as a factor to determine your scholarship eligibility.

EIP scholarships will only be issued for training activities that begin and end in the 2018 calendar year. Scholarship applications must be received by December 1, 2018 to be considered.
Scholarships for training taken with a Verified Trainer or Content Specialist, or distance learning training, will be issued at a rate of up to $30 per training hour.

Scholarships for training taken with a Professional Development Specialist in Early Childhood and/or School-Age will be issued at a rate of up to $35 per training hour.

EIP scholarships cannot be used to cover the cost of the application packet.

If you do not pass, you must refund EIP the full amount of your CDA assessment scholarship.

The maximum annual scholarship amounts are up to:

- $1,250 for credential training
- $500 for CDA assessment fee
- $150 for CDA renewal fee
- $500 for second setting fee
# Breakdown of CDA Activities and Related Costs

See page 19 for more information.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
<th>Eligible for EIP funding?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Preparatory Training</td>
<td>Varies depending on organization</td>
<td>Yes</td>
</tr>
<tr>
<td>CDA textbook and training materials</td>
<td>Varies depending on item</td>
<td>No</td>
</tr>
<tr>
<td>CDA Initial Application Packet</td>
<td>$25 per setting plus shipping and handling</td>
<td>No</td>
</tr>
<tr>
<td>CDA Formal Observation</td>
<td>Paid by the CDA Council to the PD Specialist</td>
<td>No</td>
</tr>
<tr>
<td>CDA Final Assessment Fee</td>
<td>$425 online application $500 paper application</td>
<td>Yes</td>
</tr>
<tr>
<td>CDA Renewal Application Packet</td>
<td>$15</td>
<td>No</td>
</tr>
<tr>
<td>CDA Second Setting Fee</td>
<td>$425 online application $500 paper application</td>
<td>Yes</td>
</tr>
<tr>
<td>CDA Renewal Fee</td>
<td>$125 online renewal $150 paper renewal</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## CDA Related Resources

The Council for Professional Recognition (CDA Council)
[www.cdacouncil.org](http://www.cdacouncil.org)
800-424-4310

- Learn about the CDA Credential
- Request application forms
- Contact the Council about your candidacy
EIP Scholarship Process / 6 Simple Steps

STEP 1

Log in or create an Early Childhood Education and Training Program (ECETP) account; complete an EIP application online at www.ecetp.pdp.albany.edu and fax, e-mail, or mail your required documents to EIP.

OR

Complete a paper application and mail it with all of your required documents to EIP.

STEP 2

EIP processes the application (allow 4-6 weeks).

STEP 3

EIP mails the scholarship decision to the address you provide on your application. You will receive one letter for each approved or declined activity. EIP awards are also available to be printed from your ECETP account.

STEP 4

If you have been approved, review the award for accuracy, sign your scholarship award letter and submit it to the education/training organization. Each award must be signed by both you and your training organization. The name and mailing address of the education/training organization is on the award.

STEP 5

The education/training organization completes and mails the signed scholarship award to EIP for payment.

Awards are valid for 60 days from the issue date or training start date, whichever is later. EIP will automatically cancel expired awards. Please contact EIP to request your award be reissued if it has expired.

STEP 6

EIP processes a check payable to the education/training organization on your behalf. Training organizations should allow at least 10 weeks from the date EIP receives a completed scholarship for payment to be sent.

Apply for EIP scholarships online! Visit www.ecetp.pdp.albany.edu
Application Information

Section 1- Applicant Information

EIP must verify your name, social security number (SSN), family size, and your household adjusted gross income. Your submitted IRS Form 1040 is used for verification purposes. You need only to submit the first page of the IRS Form 1040; the entire form is not needed.

If your first application is prior to April 15, 2018 you may submit a 2016 or 2017 IRS Form 1040. After April 15, the 2017 IRS Form 1040 is required.

EIP reserves the right to seek additional verification that the income documentation submitted is accurate and authentic.

Section 2 - Child Care Employment Information

Each application submitted to EIP must contain the required documentation necessary to verify current employment. EIP reserves the right to seek additional proof that the employment information provided is accurate and authentic.

<table>
<thead>
<tr>
<th>Acceptable Documentation for Proof of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submit one of the following with each application:</strong></td>
</tr>
<tr>
<td><strong>Program Owner</strong></td>
</tr>
<tr>
<td><strong>Employee</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

For further clarification on eligibility, contact EIP at: eip@albany.edu
Section 3 - Training Information

Check the appropriate box to indicate the Delivery Type of your training. You must also check a box to indicate your Training Type. More information on the various training types may be found under the headings of Trainings, Conferences and Workshops, Credential Training other than CDA, College Credit and CDA Credential in this brochure.

CDA Credential requires the completion of a separate EIP application designated specifically for CDA.

EIP may award one scholarship per training per applicant within a program year. The training start and end dates written on your application must match your actual training attendance dates. If the end date of the training you are applying for has passed, you must submit a certificate of completion for this training as part of your supporting documentation.

⚠️ The name of your trainer is required at the time of application. If you do not have this information please contact the training organization before completing the EIP application.

Section 4 - Agreement

Each applicant must sign and date the agreement. Your signature indicates that you have read, understood, and agreed to all listed statements. Your paper application will be returned if it is not complete. Applications will also be considered incomplete if missing a signature, tax documentation, proof of employment, or any other required documents.

You are required to submit completion documentation for training and other activities paid for by EIP. If you fail to submit proof of successful completion of each training for which you received an EIP scholarship, your future applications to EIP will not be processed until that proof has been received.

EIP scholarships will be awarded until funding is depleted or the scholarship year ends, whichever comes first.

EIP reserves the right to prioritize scholarship awards based on training type.

EIP awards may be considered taxable income. You are solely responsible for complying with all federal, state, and local requirements regarding reporting and payment of taxes.
Application Instructions

All required supporting documentation must be submitted at the time of application. A current IRS Form 1040 only needs to be submitted once each year, as long as the most recent form is what EIP has on file.

Online Applications

- Go to www.ecetp.albany.edu
  Click on APPLY, Select Apply Online Now!, then Log-in or Create a new ECETP account
- Complete all information
- Print and sign the agreement
- Fax, e-mail or mail all required documentation to EIP within 2 weeks

Mailing address:
Professional Development Program
Educational Incentive Program
4 Tower Place, 4th Floor
Albany, NY 12203

Fax number: 518-442-6643
e-mail: eip@albany.edu

Documents must be sent as a separate attachment.

Paper Applications

- Complete Sections 1, 2 and 3
- Sign the agreement in Section 4
- Mail the application and all required documentation to EIP

Mailing address:
Professional Development Program
Educational Incentive Program
4 Tower Place, 4th Floor
Albany, NY 12203
2018 Educational Incentive Program Application Checklist

For all EIP scholarship applications, the following are required:

- A signed EIP Agreement
- A copy of a paycheck or paystub from within the last 8 weeks
- A copy of the first page of your most recent Federal Tax Form 1040

Additional Documentation is Required for:

**College Credit Coursework** - you must submit:
- A document from your college indicating your major if applicable

**Coaching** - you must submit:
- A copy of the Coaching Plan prepared by you and your coach
Directions: Please check off ONE answer for each question unless directed otherwise. When asked to provide numbers, please write individual numbers in the boxes provided.

1) Work Zip Code

2) County of Employment

3) For how many years have you been a child care provider?
   Round to the nearest year, e.g., 2.5 years would be 3 years.

4) What is your highest level of completed education?
   (Go to #5.)

4a) How many credits have you completed?
   (Go to #5.)

4b) Did you receive your degree in the past 12 months?
   Yes  No

5) In what type of child care setting do you work?
   Family Day Care  Group Family Day Care  Head Start Program
   School Age Child Care  Legally Exempt  Other (Please fill in below.)
   Day Care Center  Other (Please fill in below.)

6) What is your current job title?
   Director  Assistant Director  Head or Lead Teacher
   Day Care Provider  Assistant Teacher  Aide
   Day Care Assistant  UPK (Universal Pre-K) Teacher  Other (Please fill in below.)
   Day Care Substitute  Other (Please fill in below.)

7) What is your PRIMARY language? (the one you speak most of the time)
   □ English  □ Haitian Creole
   □ Spanish  □ Korean
   □ Chinese  □ Italian
   □ Russian  □ Other (Please fill in below.)

8) What is your age?
   □ Less than 18 years  □ 45-54 years
   □ 18-24 years  □ 55-64 years
   □ 25-34 years  □ 65 years or more
   □ 35-44 years  □ Prefer not to answer

9) Do you have a CDA (Child Development Associate) credential or other early childhood certificate or credential?
   Yes  No (Go to #10.)
   (Go to #10a.)

9a) If Yes, which early childhood credential(s) do you have?
   (Go to #10a.)
   (Go to #10b.)
   (Go to #10c.)
   Child Development Associate (CDA)
   Family Child Care Accreditation (FCCA)
   New York State School Age Child Care Credential (SACC)
   New York State Infant/Toddler Credential (NYS ITC)
   Children’s Program Administrator Credential (CPAC)
   Other

10) Are you familiar with the CDA credential?
   Yes  No (Go to #10b.)

10a) Are you currently working on obtaining a CDA credential?
   Yes  No (Go to #10b.)

10b) Are you interested in pursuing a CDA credential?
   Yes  No END OF SURVEY

10c) If you would like more information about the CDA, please provide your email address below.

THANK YOU FOR COMPLETING THIS SURVEY!
### Section 1  Applicant Information
Complete all fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Apt.#</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>County of Residence</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
</tbody>
</table>

**Questions:**
- Do you currently hold a permanent/professional teacher certification?
  - Yes
  - No
- Are you a U.S. Citizen, Permanent Alien or Resident Alien authorized to work in the U.S.?
  - Yes
  - No
- Are you currently providing care for children as part of the regulated adult/child ratio for this program or directly supervising someone who is?
  - Yes
  - No

**Note:** I submitted my most recent Federal Income Tax Return (1040).

### Section 2  Child Care Employment Information
Complete all fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Child Care Employer</td>
<td></td>
</tr>
<tr>
<td>Child Care Facility / Work Address</td>
<td></td>
</tr>
<tr>
<td>Suite/Room #</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Program County/Borough</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Child Care Program</td>
<td></td>
</tr>
<tr>
<td>Operating Permit/License #</td>
<td></td>
</tr>
<tr>
<td>Permit/License Expiration Date</td>
<td></td>
</tr>
</tbody>
</table>

**Options:**
- Family Day Care
- Group Family Day Care
- Day Care Center/Head Start
- School Age Child Care

**Questions:**
- Did you attach Proof of Employment?
  - Yes
  - No

---

The Educational Incentive Program is sponsored by the New York State Office of Children and Family Services, funded by the federal Child Care Development Fund and administered by the Professional Development Program, Rockefeller College, University at Albany
### Section 3  Training Information

**Delivery Type:**
- [ ] Classroom
- [ ] Distance Learning/Online Training
- [ ] Coaching

**Training Type:**
- [ ] Training/Conference/Workshop
- [ ] Training leading to a Credential
- [ ] Credential/Assessment Fee
- [ ] College Credit
- [ ] Coaching
- [ ] CPR/First Aid

**Name of College/Training Organization:**

**Title of Training:**

**Training Start Date:**

**Training End Date:**

**Training Organization/College Zip Code:**

**Total Cost of Training:**

**Number of College Credits or Training Hours:**

**Trainer First Name:**

**Trainer Last Name:**

**Trainer Aspire ID#:**

*(if known)*

---

### Section 4  EIP Agreement

- The information on this application is true.
- I will provide the additional documentation requested to support the information on the application.
- EIP reserves the right to seek additional verification that the tax forms submitted are accurate and authentic.
- I will return all unused EIP awards within 60 days of the training start date or award issue date.
- I am responsible for tuition and costs not covered by EIP.
- I will pay EIP back for all training I do not attend or successfully complete or if it is verified that my eligibility was fraudulently documented.
- I will inform EIP if other scholarships, grants or financial aid pays for my course(s)/training(s).
- I understand EIP scholarships may be considered taxable income. I will follow all federal, state and local requirements regarding reporting and payment of taxes.
- I must provide proof of successful completion for the training above.
- I understand if I do not submit proof of completion, I will not be eligible for future EIP awards until required documentation is received by EIP.
- The information on this application is true.
- I will provide the additional documentation requested to support the information on the application.
- EIP reserves the right to seek additional verification that the tax forms submitted are accurate and authentic.
- I will return all unused EIP awards within 60 days of the training start date or award issue date.
- I am responsible for tuition and costs not covered by EIP.
- I will pay EIP back for all training I do not attend or successfully complete or if it is verified that my eligibility was fraudulently documented.

**Your original signature indicates you have read, understood and agree to the statements above.**

Applicant’s Signature: _______________________________ Date: ____________

Please print name: _____________________________________________

---

### Did You...

- complete sections 1, 2 and 3?
- attach all required documents?
- read, sign and date the agreement?
- mail the application by the appropriate deadline?

**EIP does not accept faxed applications.**

**EIP is not responsible for lost or stolen mail.**

[Online applications are also available at:](http://www.ecetp.pdp.albany.edu)

Questions?  Visit:  [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu)  e-mail:  [eip@albany.edu](mailto:eip@albany.edu)  or call:  800-295-9616
Section 1  Applicant Information

Complete all fields.

First Name: __________________________ Last Name: __________________________

Mailing Address: __________________________ Apt. #: __________________________

City: __________________________ State: __________________________ Zip: __________________________

County of Residence: __________________________ Home Phone: __________________________

Email address: __________________________

Job Title: __________________________

Do you currently hold a permanent/professional teacher certification? [ ] Yes [ ] No

Are you a U.S. Citizen, Permanent Alien or Resident Alien authorized to work in the U.S.? [ ] Yes [ ] No

Are you currently providing care for children as part of the regulated adult/child ratio for this program or directly supervising someone who is? [ ] Yes [ ] No

I submitted my most recent Federal Income Tax Return (1040). [ ] Yes

Either 2016 Form 1040 (before 4/15/18) or 2017 Form 1040 (on or after 4/15/18)

Section 2  Child Care Employment Information

Complete all fields.

Name of Child Care Employer: __________________________

Child Care Facility / Work Address: __________________________ Suite/Room #: __________________________

City: __________________________ State: __________________________ Zip: __________________________

Program County/Borough: __________________________ Work Phone: __________________________

( ) __________________________ - __________________________

Child Care Program Operating Permit/License #: __________________________

Permit/License Expiration Date: __________________________

[ ] Family Day Care [ ] Group Family Day Care [ ] Day Care Center/Head Start [ ] School Age Child Care

Did you attach Proof of Employment? [ ] Yes [ ] No

The Educational Incentive Program is sponsored by the New York State Office of Children and Family Services, funded by the federal Child Care Development Fund and administered by the Professional Development Program, Rockefeller College, University at Albany
Section 3  Child Development Associate Information

Which type of CDA fee are you applying for?  
☐ CDA Training  ☐ Assessment  ☐ Renewal Fee

Name of Training Organization:

Training Organization/College Zip Code:

Trainer Information

Trainer Aspire ID#:  
(if known)

Trainer First Name:

Trainer Last Name:

Training Information

Title of Training/Activity:

Training Start Date:  /  /  

Training End Date:  /  /  

Number of Training Hours:

If the training end date has already passed, proof of completion must be submitted with this application.

Total Cost of Training: $ .

Total Cost of CDA Assessment or Renewal: $ .

Section 4  CDA Agreement

Please read this carefully.

I attest the information on this application is true. I attest I have 240 hours of experience working with children. I will provide additional documentation as requested. I will refund EIP for all training or activities I do not attend or complete, or if it is verified that my eligibility was fraudulently documented. I understand that EIP scholarships may be considered taxable income. EIP reserves the right to seek additional verification that the tax forms are accurate and authentic. I agree to provide successful proof of completion for the activity listed on this application upon request. I understand that if I do not submit proof of completion I will not be eligible for future EIP scholarships until the required documentation is received by EIP.

I understand that I must meet the following CDA eligibility criteria prior to applying for the CDA Assessment: I will hold a high school diploma or GED or be enrolled in a high school career and technical education program; Have 480 hours of professional experience working with children within the past three years; Have completed 120 hours of child care training; and completed all of the requirements of the CDA Professional Portfolio. For a complete list of current requirements go to www.cdacouncil.org.

Your original signature indicates you have read, understood and agree to the statements above.

Applicant’s Signature: ___________________________ Date: __________

Please print name: ____________________________________________________________

Did You...

☐ complete sections 1, 2 and 3?  ☐ attach all required documents?  ☐ read, sign and date the agreement?  ☐ mail the application by the appropriate deadline?

EIP does not accept faxed applications.  EIP is not responsible for lost or stolen mail.

Online applications are also available at: www.ecetp.pdp.albany.edu

Questions?  Visit: www.ecetp.pdp.albany.edu  e-mail: eip@albany.edu  or call: 800-295-9616
Contact Us

- EIP Information Line: 1-800-295-9616
  *Spanish speaking staff available. Other languages will be assisted through a translation service.*

- Email: eip@albany.edu

- Visit our website at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu) to:
  - Apply for EIP scholarships online
  - Search for training opportunities
  - Download application materials

Mailing address:
Professional Development Program
Educational Incentive Program
4 Tower Place, 4th Floor
Albany, NY  12203
Acknowledgement

This material was developed by the Professional Development Program, Rockefeller College, University at Albany, under a training and administrative services agreement with the New York State Office of Children and Family Services.

Disclaimer

While every effort has been made to provide accurate and complete information, the Office of Children and Family Services and the State of New York assumes no responsibility for any errors or omissions in the information provided here and makes no representations or warranties about the suitability of the information contained here for any purpose. All information and documents are provided “as is”, without a warranty of any kind.

Copyright © 2017 by the New York State Office of Children and Family Services