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 New York State Child Care Educational Incentive Program

Scholarship Application and Information Booklet

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.
Funding has been dedicated specifically for Cardiopulmonary Resuscitation (CPR) and First Aid (FA) training to address the need for all child care programs to have at least one staff person who holds a valid certificate in CPR and First Aid on the premises of the program during program hours. The training must be provided by an approved trainer participating with the Educational Incentive Program and utilizing curriculum from one of the approved organizations listed on the New York Works for Children website: www.nyworksforchildren.org/aspire/go

EIP scholarship eligibility will be determined using the same guidelines used for all other non-credit bearing training. Scholarship awards will be issued for up to $125 for classroom training and up to $95 for online training that includes a skills testing component. For additional information go to: www.ecetp.pdp.albany.edu/eip-cpr-fa.shtm

CPR and First Aid scholarships do not count towards your maximum annual award amount.

If you are interested in applying for CPR and/or First Aid training, please go to: http://www.ecetp.pdp.albany.edu
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, 2017 to be considered for a scholarship.

- The maximum award amount for college courses is $2,000 per year for both Upstate and Downstate providers.
- The maximum award amount for CDA and credential training is $1,250 per year.
- The maximum award amount for non-credit bearing training is $700 per year.

New for 2017: Coaching
For more information, go to: www.ecetp.pdp.albany.edu

- The maximum award amount for Coaching is $1,100 per year.

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: ocf.s.ny.gov, www.nyworksforchildren.org or www.earlychildhood.org
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 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 daycare
  *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

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:

- Credentialed Professional Development Specialist
- 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:**

- Non-credit bearing training
- 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. Please include proof of your major with your application.

**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

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

**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>

Use the Downstate chart below only if you live in Suffolk, Nassau, Westchester, Putnam, Rockland counties or NYC.

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.
Non-Credit Bearing Training

The NYS OCFS regulations require child care providers to complete 30 hours of training every two years. Non-credit bearing training, 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 2017 calendar year. Scholarship applications must be received by December 1, 2017 to be considered.

Scholarships for the cost of a training taken with a Verified Trainer or a Content Specialist, and non-credit distance learning training, will be issued at a rate of up to $30 per training hour for eligible non-credit bearing training. The maximum scholarship is $600.

Scholarships for the cost of a training taken with a Credentialed Professional Development Specialist will be issued at a rate of up to $35 per training hour for eligible non-credit bearing training. The maximum scholarship is $700.

Scholarships for the cost of coaching taken with an approved coach will be granted at a rate of up to $55 per hour. The maximum scholarship is $1,100.
Non-Credit Bearing 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 non-credit-bearing credential activities which lead to a credential or accreditation with one of the following pre-approved credential organizations:

Pre-Approved Credential Organizations

**New York State School-Age Care Credential**
New York State Network for Youth Success *(formerly AfterSchool Works! New York)*
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
- Provide proof of six months or more of continuous employment with a NYS licensed or registered child care program. See the chart on page 19 for acceptable documents.

If you are applying for the 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 2017 calendar year. Scholarship applications must be received by December 1, 2017 to be considered.

Scholarships for the cost of a training taken with a Verified Trainer or a Content Specialist, and non-credit for credential distance learning training, will be issued at a rate of up to $30 per training hour for eligible non-credit bearing for credential training.

Scholarships for the cost of a training taken with a Credentialed Professional Development Specialist will be issued at a rate of up to $35 per training hour for eligible non-credit bearing for credential training.

The maximum scholarship for non-credit bearing 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. Other 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 2017. 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.

Proof of continuous employment for 6 months or more in a NYS licensed or registered child care program and proof of college major is required when applying for college courses. (See chart on page 19.)

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 scholarship for college credit is $2,000 per year for both Upstate and Downstate providers.
- If you are taking CDA training through a college, 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

After the above steps are completed, the candidate should apply online at 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 Licenser 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/

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

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
- Must provide proof of six months or more of continuous employment with a NYS licensed or registered child care program. See chart on page 19 for acceptable documents
- 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 2017 calendar year. Scholarship applications must be received by December 1, 2017 to be considered.
Scholarships for the cost of a training taken with a Verified Trainer or a Content Specialist, and non-credit for credential distance learning training, will be issued at a rate of up to $30 per training hour for eligible non-credit bearing for credential training.

Scholarships for the cost of a training taken with a Credentialed Professional Development Specialist will be issued at a rate of up to $35 per training hour for eligible non-credit bearing for credential training.

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 scholarship for non-credit credential training is $1,250 per year
- The maximum scholarship for the CDA assessment fee is $425
- The maximum scholarship for the CDA renewal fee is $150
- The maximum scholarship for the second setting is $425
Breakdown of CDA Activities and Related Costs

To qualify for any CDA activities or fees you must meet the continuous employment requirement. 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>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</td>
<td>Yes</td>
</tr>
<tr>
<td>CDA Renewal Application Packet</td>
<td>$15</td>
<td>No</td>
</tr>
<tr>
<td>CDA Renewal Fee</td>
<td>$150 *Online renewal fee is $125</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The Council for Professional Recognition (CDA Council)
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

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.

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.

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, 2017 you may submit a 2015 or 2016 IRS Form 1040. After April 15, the 2016 IRS Form 1040 is required. Only one 1040 is needed on file each year.

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><em>(Submit one of the following with each application:)</em></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

* Additional documentation to verify 6 months of continuous employment in a NYS licensed or registered child care program is required if you are applying for college credit courses, credential/accreditation training, distance learning training leading to a credential, CDA assessment or pre-approved credential assessment fees.
### Acceptable Documentation for Proof of Continuous Employment

<table>
<thead>
<tr>
<th>Program Owner</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your date of first licensure must be at least 6 months prior to the date of your application for scholarship.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EIP Proof of 6 Months Form.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>A signed and dated statement from your program director that verifies you are a paid employee who has been providing care for children in a New York State licensed or registered child care program continuously for 6 months or more.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>A paystub from a New York State licensed or registered child care program verifying your employment 6 months ago. If this is not your current employer please indicate the child care license number on the paystub.</td>
<td></td>
</tr>
</tbody>
</table>

### 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 Non-Credit Bearing, Non-Credit Bearing 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.

**Please Note:** The name of your trainer is required at the time of application. If you do not have this information please contact the training organization to obtain it prior to 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 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 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.

Please note:
- 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.

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.

Online Applications

- Go to [www.ecetp.albany.edu](http://www.ecetp.albany.edu)
  Click on APPLY, Select Educational Incentive Program (EIP), Select Apply Online Now!
- 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
2017 Educational Incentive Program
Application Checklist

If you are applying for **Non-Credit Bearing Training**, including conferences and distance learning training, you must submit ALL of the following:

- 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 Federal Tax Form 1040

If you are applying for **CDA Training**, including distance learning or the **CDA Assessment**, you must submit ALL of the following:

- A signed CDA Agreement
- A copy of a paycheck or paystub from within the last 8 weeks
- A copy of the first page of your Federal Tax Form 1040
- A signed copy of the EIP Proof of Six Months form OR a copy of a paycheck or paystub dated more than 6 months ago

If you are applying for **Training Leading to a Credential other than CDA**, you must submit ALL of the following:

- 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 Federal Tax Form 1040
- A signed copy of the EIP Proof of Six Months form OR a copy of a paycheck or paystub dated more than 6 months ago

If you are applying for **College Credit Coursework**, including distance learning, you must submit ALL of the following:

- 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 Federal Tax Form 1040
- A signed copy of the EIP Proof of Six Months form OR a copy of a paycheck or paystub dated more than 6 months ago
- A document from your college indicating your major

If you are applying for **Coaching**, you must submit ALL of the following:

- 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 Federal Tax Form 1040
- A copy of the Coaching Plan prepared by you and your Coach
This form must be completed and signed by an authorized representative of your employer and sent in with your supporting documents if you are applying for:

- College Credit courses
- Distance Learning training leading to a credential
- Credential Training courses
- Pre-approved credential assessment fees

Applicant Name

Name of Child Care Program

Child Care Registration/License #

By signing below you are confirming that the above named EIP applicant has been caring for children within the required adult/child ratio continuously for at least 6 months or more at time of application for scholarship and that the information submitted on this form is true and accurate. EIP reserves the right to seek additional verification that the information is true and accurate.

Authorized Individual’s Signature

Date

Print Name of Authorized Individual

Job Title of Authorized Individual

E-mail of Authorized Individual

Phone Number

Submit with current EIP application

Professional Development Program * Educational Incentive Program
4 Tower Place, 4th Floor * Albany, NY 12203
Phone: 518-442-6575 * www.ecetp.pdp.albany.edu
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?
   - Grades 1-11 (Go to #5.)
   - High School Diploma/High School Equivalency (Go to #5.)
   - Some College (Go to #4a.)
   - Associate’s Degree (Go to #4b.)
   - Bachelor’s Degree (Go to #4b.)
   - Master’s Degree or higher (Go to #4b.)

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
   - School Age Child Care
   - Day Care Center
   - Head Start Program
   - Legally Exempt
   - Other (Please fill in below.)

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

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

8) What is your age?
   - Less than 18 years
   - 18-24 years
   - 25-34 years
   - 35-44 years
   - 45-54 years
   - 55-64 years
   - 65 years or more
   - 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.)

9a) If Yes, which early childhood credential(s) do you have?
   (Go to #10.)
   - 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

STOP HERE - END OF SURVEY - THANK YOU!

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

First Name: ___________________________ Last Name: ___________________________

Mailing Address: ________________________ Apt. #: ___________________________

City: ___________________________ State: _______ Zip: __________

County of Residence: __________________________________________

Home Phone: _______ - _______

Email address: __________________________________________

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 enrolled in an Early Childhood or related degree program in an institute of higher education?    Yes  No

I submitted my most recent Federal Income Tax Return (1040). ☐

Either 2015 Form 1040 (before 4/15/17) or 2016 Form 1040 (on or after 4/15/17)

Section 2  Child Care Employment Information  Complete all fields.

Name of Child Care Employer: _____________________________________________

Child Care Facility / Work Address: ______________________________________

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  ☐

Job Title: __________________________________________

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

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

DR  EV  AGI  D  TY
Section 3  Training Information

Complete all fields.

<table>
<thead>
<tr>
<th>Delivery Type:</th>
<th>Training Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Training/Conference/Workshop</td>
</tr>
<tr>
<td>Distance Learning/Online Training</td>
<td>Training leading to a Credential</td>
</tr>
<tr>
<td>Coaching</td>
<td>Credential/Assessment Fee</td>
</tr>
</tbody>
</table>

Do not complete this application for CDA activities, use the separate CDA application.

Name of College/Training Organization:

Title of Training:

Training Start Date: / / 

Training End Date: / / 

Total Cost of Training:  

Number of College Credits or Training Hours: 

Training Organization/College Zip Code:

Trainer First Name:  

Trainer Last Name:  

Trainer Aspire ID#: (if known)

Section 4  EIP Agreement

Please read this carefully.

- 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.

EIP preserves 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:  

Section 3  Training Information

Complete all fields.

<table>
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</table>

Do not complete this application for CDA activities, use the separate CDA application.

Name of College/Training Organization:

Title of Training:

Training Start Date: / / 

Training End Date: / / 

Total Cost of Training:  

Number of College Credits or Training Hours: 

Training Organization/College Zip Code:

Trainer First Name:  

Trainer Last Name:  

Trainer Aspire ID#: (if known)

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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...  Incomplete applications will not be considered received and will not be processed.

- 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.

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.

Mail your completed application and supporting documentation together to:

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

Questions?  Visit: www.ecetp.pdp.albany.edu  
e-mail: 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: ___________________________

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 enrolled in an Early Childhood or related degree program in an institute of higher education? [ ] Yes [ ] No

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

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
Job Title: ________________________________________________________________

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
Did you attach Proof of Employment and Proof of 6 Months? [ ] 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

Complete all fields.

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:

- [ ] Classroom  
- [ ] Distance Learning

Training Start Date:  

Number of Training Hours:

Training End Date:  

Total Cost of Training:

- [ ] Classroom  
- [ ] Distance Learning

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

Mail your completed application and supporting documentation together to:

Educational Incentive Program

4 Tower Place, 4th Floor

Albany, NY 12203

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 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.

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