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

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

Cardiopulmonary Resuscitation and First Aid (CPR/FA) Training
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 the appropriate deadline to be reviewed for scholarship.

* New for 2016: The maximum award amount for college courses has decreased to $2,000 per year for both Upstate and Downstate providers.

* The maximum award amount for CDA and credential training is $1250 per year.

* The maximum award amount for non-credit bearing training is $700 per year.

To apply for an EIP scholarship or find more information about the program, please visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).

All applications for 2016 must be received by December 1, 2016 for consideration.
EIP Scholarship Eligibility

Eligibility is based on your current employment, household income, and the course or training you choose.

Employment Requirement

You must be a U.S. Citizen, Permanent Resident, or Resident Alien authorized to work in the U.S. and currently caring for children as part of the adult/child ratio requirement in a child day care program licensed or registered by the NYS OCFS or the NYC DOHMH, or a direct supervisor of any of the child care staff mentioned above. Employment verification is required with each application. See the chart on page 18 for acceptable forms of employment verification.

You can apply for an EIP scholarship if you are currently caring for children as a paid employee of:

- a registered family child care provider
- a licensed group family child care provider or assistant
- a child care classroom staff member in a registered school-age program
- a child care classroom staff member in a licensed child care center or Head Start
  OR
- a direct supervisor of any of the child care staff listed above

The following are NOT eligible for an EIP scholarship:

- Volunteers
- Substitutes for a family child care or a group family child care
- 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 Dept. of Education

Income Requirement

Your household adjusted gross income as reported on your most recent IRS Form 1040 must fall within the income chart located on page 4.

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

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

EIP may pay for:

- non-credit bearing training
- college tuition and mandatory college fees
- training and assessment fees associated with certain credential or certificate programs (see page 7).

All college courses taken as part of an early childhood or related degree program are eligible for scholarship. Training or coursework must clearly reflect one or more of the 9 topic areas that are required by the New York State Social Services Law and the NYS OCFS regulations.

EIP does not pay for:

- the same training more than once in a single year
- books and/or training materials
- elective student fees, room, or board
- test fees and examination preparation

Child care providers may apply for multiple trainings per year until they reach their maximum award. Applicants are responsible for any tuition and costs not covered by EIP.

Training Organization Requirement

All training organizations must have a current Training Organization Agreement and W-9 on file and remain in good standing to participate with EIP.

For each training on your EIP application for which you are requesting a scholarship, the trainer’s name must be included, and that trainer must meet EIP requirements. Please check with your training organization to confirm this.

Confidentiality

Application and award information is held by EIP in confidence. You must give written permission to EIP if you wish to share your information with a third party. Parents and directors are third parties.

EIP can share award information with a training/education organization once an award has been issued for their training.
2016 EIP Income Chart

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 - 26,327</td>
<td>$26,328 - 39,490</td>
</tr>
<tr>
<td>2</td>
<td>$0 - 34,427</td>
<td>$34,428 - 51,641</td>
</tr>
<tr>
<td>3</td>
<td>$0 - 42,528</td>
<td>$42,529 - 63,792</td>
</tr>
<tr>
<td>4</td>
<td>$0 - 50,629</td>
<td>$50,630 - 75,943</td>
</tr>
<tr>
<td>5</td>
<td>$0 - 58,729</td>
<td>$58,730 - 88,094</td>
</tr>
<tr>
<td>6</td>
<td>$0 - 66,820</td>
<td>$66,821 - 100,245</td>
</tr>
<tr>
<td>Each Add’l</td>
<td>+ $8,101</td>
<td>+ $12,151</td>
</tr>
</tbody>
</table>

### DOWNSTATE AWARD ELIGIBILITY

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

<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 - 32,909</td>
<td>$32,910 - 49,363</td>
</tr>
<tr>
<td>2</td>
<td>$0 - 43,034</td>
<td>$43,035 - 64,551</td>
</tr>
<tr>
<td>3</td>
<td>$0 - 53,160</td>
<td>$53,161 - 79,740</td>
</tr>
<tr>
<td>4</td>
<td>$0 - 63,286</td>
<td>$63,287 - 94,929</td>
</tr>
<tr>
<td>5</td>
<td>$0 - 73,411</td>
<td>$73,412 - 110,117</td>
</tr>
<tr>
<td>6</td>
<td>$0 - 83,537</td>
<td>$83,538 - 125,306</td>
</tr>
<tr>
<td>Each Add’l</td>
<td>+ $10,126</td>
<td>+ $15,189</td>
</tr>
</tbody>
</table>
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 occurring within the 2016 year. All non-credit training must end by December 31, 2016.

Scholarships will be granted for eligible non-credit bearing training, including non-credit distance learning for credential at a rate of $30 per training hour for Aspire Verified Trainers or Aspire Content Specialists, or up to $35 per training hour for New York State Early Learning Trainer Credentialed (NYSELTc) trainers.

If you are interested in learning more about endorsed trainers, visit www.nyworksforchildren.org/aspire/go or contact your training organization.

*Maximum scholarship for non-credit bearing courses is $700.

*Maximum scholarship for non-credit bearing courses provided by a Verified Trainer or Content Specialist is $600.
Non-Credit Bearing Credential Training

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**
AfterSchool Works! New York
91 Broadway
Menands, New York 12204
Phone: 518-694-0660
Email: aswny@afterschoolworksny.org
www.afterschoolworksny.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, Pennsylvania 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
Scholarships for CDA Training and CDA Assessment/Renewal are available. A separate application has been developed to help you pay for the Child Development Associate credential process. Use the 2016 Child Development Associate application located in the back of this booklet.

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

Proof of continuous employment for 6 months or more in a NYS licensed or registered child care program is required when applying for CDA, credential and accreditation training. (See chart entitled Additional Documentation on page 19).

**Trainer Information**

EIP scholarships will only be issued for training activities occurring within the 2016 year.

Awards are only issued if your trainer is:

1. Credentialed
2. Verified, or a
3. Content Specialist

Scholarship applications for training taken with trainers not listed as Credentialed, Verified, or Content Specialist will be denied.

Scholarships will be granted for eligible non-credit bearing courses, including non-credit distance learning for credential at a rate of $30 per training hour for Aspire Verified Trainers or Aspire Content Specialists, or up to $35 per training hour for training by a New York State Early Learning Trainer Credentialed (NYSELTC) trainer.

If interested in learning more about endorsed trainers visit: [www.nyworksforchildren.org/aspire/go](http://www.nyworksforchildren.org/aspire/go) or contact your training organization.

*Maximum scholarship for non-credit bearing credential training is $1250.*
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 2016. 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 is required when applying for college courses. (See chart entitled Additional Documentation 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 $2000 for both Upstate and Downstate providers.
A Child Development Associate (CDA) is an individual who has successfully completed the CDA process. CDAs are able to support 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. The CDA Credential is administered by the Council for Professional Recognition (The Council) in Washington, DC.

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 recognized in all 50 states, the District of Columbia, America Samoa, Guam, and the Virgin Islands.

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

Requirements for Obtaining a CDA Credential

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Anytime before application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum of high school diploma/GED or enrolled in a high school career and technical education program *</td>
</tr>
<tr>
<td></td>
<td>120 hours of education in 8 Subject Areas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Within three years before application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>480 hours of experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3</th>
<th>Within six months before application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professional Portfolio (PP) completed by Candidate</td>
</tr>
<tr>
<td></td>
<td>Family Questionnaires (FQ) gathered by Candidate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Candidate sends to the Council:</td>
</tr>
<tr>
<td></td>
<td>-Application</td>
</tr>
<tr>
<td></td>
<td>-Fee</td>
</tr>
<tr>
<td></td>
<td>Candidate receives approval that application is complete and fee has been processed</td>
</tr>
</tbody>
</table>

(Continued on next page)
### Step 5
Within six months of Council approval of completed application

- Verification Visit conducted by CDA Professional Development Specialist (chosen by Candidate):
  - Review of PP, FQs, transcripts/certificates
  - Observation
  - Reflective Dialogue
- Candidate takes CDA Exam at a local PearsonVUE testing center

### Step 6
After Verification Visit and CDA Exam

- Professional Development Specialist sends Verification Visit scores to the Council online
- PearsonVUE sends exam scores to the Council online

Council awards or denies credential

*Enrolled in a family and consumer sciences education program in the area of Early Childhood Education/Child Development*

### 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 in a family child care setting with children birth - 5 years old
- **Home Visitor**: for Candidates working with the parents of birth - 5 year old children. *Note: CDA training and assessment fees for the Home Visitor setting are not eligible for EIP scholarships*

### CDA Training

Some training organizations and colleges offer CDA training programs specifically designed to prepare you for CDA candidacy and assessment. 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.

Training hours obtained as part of a CDA credential program may be applied toward 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 ([http://www.ocfs.state.ny.us](http://www.ocfs.state.ny.us)). Any training taken as part of the 30 hours regulatory training requirement may help you meet the 120 hour CDA training requirement.

EIP Scholarships can be used to cover the cost of CDA training as well as the CDA Assessment fee. To apply for an EIP scholarship or find more information about the program, visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).
The Professional Development Specialist

In order to complete the CDA credentialing process, you will need to find a Professional Development (PD) Specialist to conduct your Verification Visit. The PD Specialist brings the mentoring/coaching skills and Early Childhood Education expertise needed to assess your competencies and facilitate your self-reflection during the Verification Visit. Before submitting your CDA application, you must identify a PD Specialist who is willing to conduct your Verification Visit **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 proceed with the scheduling of your Verification Visit with your PD Specialist. To find a PD Specialist in your area, please visit [www.yourcda.org/find-a-pds/pds_search.cfm](http://www.yourcda.org/find-a-pds/pds_search.cfm).

Final Assessment

When you have completed the CDA (120 hour) training, 480 hours of work experience, your professional portfolio (PP), and gathered your family questionnaires (FQ), you should apply for your assessment. You can get more information from your trainer or visit the Council’s website at [www.cdacouncil.org](http://www.cdacouncil.org).
When the above steps are complete, you send the Council the Application Form with the assessment fee of $425. You should include your valid, signed EIP scholarship award in your packet as proof of payment. Plan accordingly when preparing for your Final Assessment. Submit your request for EIP scholarship funding at least 4 weeks before your anticipated assessment application to allow time to receive your EIP application decision.

After reviewing your application, the Council will send approval that the application is complete and the fee has been processed. Within 6 months of Council approval of completed application, a verification visit will be conducted by the CDA Specialist chosen by the candidate. The PD Specialist will review the professional portfolio, family questionnaires, transcripts and certificates, observe you in the classroom, and have reflective dialogue as part of the review.

You then take a CDA exam at a local Pearson VUE testing center. After the verification visit and CDA exam are completed, the PD specialist sends the verification visit scores to The Council online. Pearson VUE sends the exam scores to The Council online. The Council then awards or denies the Credential. EIP scholarship cannot be used to cover the cost of the application packet. Only the training hours and the assessment fee are eligible. (See page 16.)

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

**CDA Exam**

The CDA 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.

You can schedule your CDA Exam with a Pearson VUE center. Pearson VUE is The Council’s partner for delivering the CDA Exam at testing centers throughout the country. Please visit the Pearson VUE website to find the testing center nearest you [http://www.pearsonvue.com/cdaexam/](http://www.pearsonvue.com/cdaexam/).

**Renewal**

A CDA credential is valid for three years from the date it is awarded to you. You will need to renew your CDA credential every three years. EIP scholarships can be used to cover the cost of CDA renewal training programs as well as the CDA renewal fee of $150.00 or online renewal fee of $125.00. To apply for an EIP scholarship or find more information about the program, visit [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).

**CDA Scholarships**

Eligibility for EIP scholarships is based on your current employment, household income, and the educational activities for which you request funding. Scholarship amounts are determined using your household size and adjusted gross income as reported on your most recent IRS Form 1040. See the 2016 income chart on page 4.
Applications for CDA assessments are not income based. Everyone who is otherwise eligible will be able to access the assessment fee up to their maximum award amount. Applicants must work directly with children or supervise child care staff in a program regulated by the NYS OCFS or the NYC DOHMH.

Applicants must provide a completed application by December 1st, 2016 to be reviewed for scholarship.

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

CDA Related Resources

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
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</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>*Online renewal fee is $125</td>
<td></td>
</tr>
</tbody>
</table>
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 or mail EIP your required documents.

OR

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

STEP 2
EIP processes the application (allow 4-6 weeks).

STEP 3
EIP mails the scholarship results 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, 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 course 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 Online!
Check Your Status 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, 2016 you may submit a 2014 or 2015 IRS Form 1040. After April 15, the 2015 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.

Submit one of the following with each application:

<table>
<thead>
<tr>
<th>Program Owner</th>
<th>A copy of a valid child care license or registration with your name as the On-Site Provider.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>A copy of your paystub or paycheck dated within the past 8 weeks and clearly showing the program’s name.</td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td><strong>For FDC/GFDC Only</strong> - Proof that a background clearance was conducted and has cleared you to provide care for children in a licensed or registered program.</td>
</tr>
</tbody>
</table>

For further clarification on eligibility, contact EIP at: eip@albany.edu.

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

<table>
<thead>
<tr>
<th>Program Owner</th>
<th>Your date of first licensure must be at least 6 months prior to the date of your application for scholarship.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<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. OR 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>
</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 Course Type. More information on the various course types may be found under the headings of Non-Credit Bearing, Non-Credit Bearing for Credential, 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 course start and end dates written on your application must match your actual training attendance dates. If the end date of the course/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 don’t 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 courses and other activities paid for by EIP. If you fail to submit proof of successful completion of each course 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 course 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. Click on APPLY, Select Educational Incentive Program (EIP), Select Apply Online Now!
- Complete all information
- Print and sign the agreement
- Fax 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

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
2016 Educational Incentive Program
Paper Application Instructions

1. Fill out all areas of the paper application.

2. Submit the 1st page of current year IRS form 1040.

   If someone else claimed you on their taxes such as a parent or relative, please submit the
   1st page of their 1040.

   If you have a legal circumstance for not filing a required IRS form 1040, you can request
   an income tax waiver form from the Professional Development Program be sent to you by
   email or mail.

3. Submit one paystub that falls within 8 weeks prior to your
   application.

   FDC or GFDC providers can submit proof that their background clearance was conducted
   and have been cleared to provide care for children in a licensed or registered program.

4. If you are applying for college or credential training, complete and
   submit the form “Proof of 6 Months” located on the back of this
   page.

   The Proof of 6 Months form should be filled out by your Director, Office Administrator
   or Program Owner if you have been working in a child care program as a paid employee
   continuously for 6 months or more in a NYS licensed or registered child care program.
Proof of 6 Months

Confirmation of Continuous Child Care Employment Additional Information for EIP Scholarship Application

If you are applying for college credit courses, credential and accreditation training, Individualized Training Programs (ITP), distance learning courses leading to a credential or assessment or pre-approved credential assessment fees, please obtain an authorized signature and return this form with your supporting documents.

At the time of application for scholarship, you must be providing care for children as a paid employee continuously for 6 months or more in a New York State licensed or registered child care program. If you meet the 6 months or more continuous employment eligibility criteria and are applying for college coursework, credentials, or ITP, submit this form for completion by an authorized (see #4 on previous page) individual.

APPLICANT NAME: _____________________________________________________________

Name of Child Care Program ____________________________________________ Day Care Program Operating Permit/License Number __________________________

My signature below is confirmation that the above named EIP applicant has been caring for children within ratio continuously for 6 months or more at time of application for scholarship. The information submitted on this form is true and accurate. EIP reserves the right to seek additional verification that the information is accurate and authentic.

E-mail of Authorized Individual ____________________________________________ Phone Number __________________________

Print Name of Authorized Individual ________________________________________

Authorized Signature __________________________________ Date _______________ Job Title of Authorized Signature __________________________

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
2016 EIP Demographic Information Survey

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.)
   - Masters 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
   - Haitian Creole
   - Spanish
   - Korean
   - Chinese
   - Italian
   - Russian
   - 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 certification or credential? (Check all that apply.)
   - Yes
   - No (Go to Question #10.)

9a) If Yes, which early childhood credential(s) do you have? (Check all that apply.)
   - 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!

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

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

10b) Are you interested in pursuing a CDA?
   - Yes (Go to #10c.)
   - No

STOP HERE - END OF SURVEY - THANK YOU!

10c) if you would like more information about the CDA, please provide your email address below.
### Section 1  Applicant Information

Complete all fields.

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
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<tr>
<th>Mailing Address:</th>
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<th>Home Phone:</th>
<th>County of Residence:</th>
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<th>Email address:</th>
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- [ ] Yes  [ ] No  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  I am enrolled in an early childhood or related degree program in an institution of higher education.

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

Either 2014 Form 1040 (before 4/15/16), or 2015 Form 1040 (on or after 4/15/16)

### Section 2  Child Care Employment Information

- [ ] 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?

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

<table>
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<tr>
<th>Day Care Program Operating Permit/License/Registration Number:</th>
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- [ ] Proof of employment is attached.  See page 18 of the EIP Information Booklet.

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<thead>
<tr>
<th>Work Phone:</th>
<th>Program County/Borough:</th>
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<th>Name of Child Care Employment:</th>
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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.
Section 3  Training Information

Select Delivery Type and Course Type. Complete all fields.

Select Delivery Type and Course Type:

- [ ] Distance Learning/Online Training
- [ ] Classroom

OR

- [ ] College Credit
- [ ] Course/Conference/Workshop
- [ ] Individualized Training Program (ITP)
- [ ] CPR/First Aid
- [ ] Coursework leading to a Credential
- [ ] Credential/Assessment Fee
- [ ] Do not complete this application for CDA activities, use separate CDA application.

Name of College/Training Organization:

Title of Course:

Trainer First Name: ______________________  Trainer Last Name: ______________________

Trainer Aspire ID#: ______________________  Training Organization/College Zip: __________

(if known)

Total Cost of Course: $_________  Number of College Credits or Training Hours per Course: __________

Course Start Date: __________ / __________ / __________  Course End Date: __________ / __________ / __________

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

Section 4  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 course start date or award issue date.
- I am responsible for tuition and costs not covered by EIP.
- I understand if I do not submit proof of course completion I will not be eligible for future EIP awards until required documentation is received by EIP.
- I will pay EIP back for all courses 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 course completion for the course above.

Your original signature indicates you have read, understood and agreed 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 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.
**Section 1  Applicant Information**

<table>
<thead>
<tr>
<th>Social Security Number:</th>
<th>Home Phone: (______) <strong><strong><strong>-</strong></strong></strong></th>
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**Do you currently hold a permanent/professional teacher certification?**

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**Are you a U.S. Citizen, Permanent Alien or Resident Alien authorized to work in the U.S. ?**

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**I am enrolled in an early childhood or related degree program in an institution of higher education.**

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

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**Proof of employment is attached.**

*(See page 18 of the EIP Information Booklet)*

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**Section 2  Child Care Employment Information**

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Job Title:

Name of Child Care Employment:
### Section 3  Child Development Associate Information

<table>
<thead>
<tr>
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<th>Assessment</th>
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</table>

**Name of Training Organization:**

**Title of Course/Activity:**

**Trainer First Name:**

**Trainer Last Name:**

**Trainer Aspire ID#:** (if known)

**Mail your completed application and documentation together to:**

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

---

### Training Information

- **Classroom**
- **Distance Learning**

**Course Start Date:**  
**Course End Date:**  
**Total Cost of Course:** $  
**Training Hours:**

---

### Anticipated Assessment Information

**Total Cost of Assessment:** $  

---

### Section 4  Agreement

I attest that the information on this application is true. I will provide the additional documentation as requested. I will refund EIP for all courses 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 proof of successful completion for the activity above upon request.

I understand that I must meet the following CDA eligibility criteria prior to application for the CDA assessment. For a complete listing of current eligibilities, go to www.cdacouncil.org. At time of 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 experience working with children within the past three years, obtain 120 clock hours of child care education prior to application and, and complete all the requirements of my CDA Professional Portfolio. I certify that I have completed 240 hours of experience working with children prior to this application. I understand that if I do not submit proof of course completion I will not be eligible for future EIP awards until required documentation is received by EIP.

**Applicant's Signature:**  
**Date:**

---

**Questions?**

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

[Visit www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu)  
[e-mail eip@albany.edu](mailto:eip@albany.edu)  
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
  - Check your application status

**NEW 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

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