ROCKEFELLER COLLEGE
PROFESSIONAL
DEVELOPMENT PROGRAM
UNIVERSITY AT ALBANY | STATE UNIVERSITY OF NEW YORK

EIP | New York State Child Care Educational Incentive Program

Scholarship Application and Information Booklet

2025

rev. 11/2024

Coaching

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

Coaching scholarship eligibility will be determined using the same guidelines used for all EIP scholarships. Scholarships for coaching taken with an approved coach will be issued at a rate of up to $55 per coaching hour. The maximum amount is $1,100 per year. EIP may also pay up to $700 for training, conferences, or workshops for a combined maximum of $1,800. An individual can receive a maximum of $2,500 in combined coaching and credentialed training.

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

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

Information for child care providers who are interested in applying for coaching can be found at
https://www.ecetp.pdp.albany.edu/eip-coaching.aspx

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 are 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, 2025** to be considered for a scholarship.

> **The maximum annual award amounts are:**
>
> - **College courses $2,500**
> - **CDA and all other pre-approved credential training $2,500**
> - **Coaching $1,100**
> - **CPR/FA $125 classroom, $95 online with face-to-face skills testing component**
> - **Trainings, conferences, and workshops $700**

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

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

General Information

EIP Scholarship
Eligibility Requirements

Scholarship eligibility is based on current employment, the training and the training organization that are chosen, and the applicant's household income. Child care providers may apply for multiple scholarships within the current year until they reach their maximum annual scholarship amount. See the chart on **page 18** 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 day care program
   - A licensed group family day care program
   - A registered school-age program
   - A licensed day care center or child care Head Start

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

The following are NOT eligible for EIP scholarships:

- Volunteers
- Substitutes for a family day care or group family day care
  Exception -The substitutes above 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
- Home-based Teacher/Family Advocate
- Summer Day Camp Staff

Training and Training Organization Requirements

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

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

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

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

EIP may pay for:

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

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

EIP does not pay for:

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

Confidentiality

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

Income Requirements

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

UPSTATE AWARD ELIGIBILITY		
FAMILY SIZE	100%	75% of amount requested
1	$0 - $49,843	$49,844 - $66,457
2	$0 - $65,179	$65,180 - $86,905
3	$0 - $80,515	$80,516 - $107,354
4	$0 - $95,852	$95,853 - $127,802
5	$0 - $111,188	$111,189 - $148,250
6	$0 - $126,524	$126,525 - $168,699
Each Add'l	$15,336	$20,448

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

DOWNSTATE AWARD ELIGIBILITY		
FAMILY SIZE	100%	75% of amount requested
1	$0 - $62,303	$62,304 - $83,071
2	$0 - $81,474	$81,475 - $108,632
3	$0 - $100,644	$100,645 - $134,192
4	$0 - $119,814	$119,815 - $159,753
5	$0 - $138,985	$138,986 - $185,313
6	$0 - $158,155	$158,156 - $210,873
Each Add'l	$19,170	$25,560

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

Trainings, Conferences and Workshops

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

- 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;
- Nutrition and health needs of children;
- Child day care program development;
- Safety and security procedures, including communication between parents and staff;
- Business record maintenance and management;
- Child abuse and maltreatment identification and prevention;
- Statutes and regulations pertaining to child day care;
- Statutes and regulations pertaining to child abuse and maltreatment;
- Prevention of Shaken Baby Syndrome; and
- Adverse childhood experiences, focused on understanding trauma and on nurturing resiliency.

EIP scholarships will only be issued for training activities that begin and end in the 2025 calendar year. Scholarship applications must be received by December 1, 2025 to be considered.

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

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

Scholarships for coaching taken with approved coaches will be issued at a rate of up to $55 per hour. The maximum annual scholarship is $1,100.

Cardiopulmonary Resuscitation and First Aid (CPR/FA) Training

> **i** **Income is no longer used as a factor to determine your eligibility for Cardiopulmonary Resuscitation and First Aid (CPR/FA) training scholarships.**

Funding has been dedicated specifically for Cardiopulmonary Resuscitation (CPR) and First Aid (FA) training. The training must be provided by an approved trainer participating with the Educational Incentive Program.

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

> **i** *Exception:* **substitutes in family/group family day care are eligible to receive CPR/FA scholarships.**

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

For additional information go to: *www.ecetp.pdp.albany.edu/eip-cpr-fa.aspx*

To find CPR and/or First Aid training and to apply for an EIP scholarship, go to: *http://www.ecetp.pdp.albany.edu*

Credential Training other than CDA

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

Pre-Approved Credential Organizations

New York State School-Age Care Credential
New York State Network for Youth Success

415 River Street, Floor 2
Troy, New York 12180
Phone: 518-694-0660
Email: *erin@networkforyouthsuccess.org*
www.NetworkForYouthSuccess.org

Family Child Care Accreditation
National Association for Family Child Care

700 12th Street, Suite 700
Washington, DC 20005
Phone: 202-796-5742
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
Email: *NECPA@necpa.net*
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@nyaeyc.org*
www.nyaeyc.org

In order to receive a scholarship for training and fees leading to these pre-approved credentials or accreditations, the applicant must meet all of the scholarship eligibility requirements that are outlined on **pages 2-4.**

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

EIP scholarships will only be issued for training activities that begin and end in the 2025 calendar year. Scholarship applications must be received by December 1, 2025 to be considered.

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

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

> ⓘ **The maximum annual scholarship for credential training is $2,500.**

> ⓘ **Scholarships for CDA trainings, CDA assessments, and CDA renewal fees are available. *See page 11* for CDA information.**

College Credit

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

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

- 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;
- Nutrition and health needs of children;
- Child day care program development;
- Safety and security procedures, including communication between parents and staff;
- Business record maintenance and management;
- Child abuse and maltreatment identification and prevention;
- Statutes and regulations pertaining to child day care;
- Statutes and regulations pertaining to child abuse and maltreatment;
- Prevention of Shaken Baby Syndrome; and
- Adverse childhood experiences, focused on understanding trauma and on nurturing resiliency.

Courses must have a start date in 2025. EIP scholarships must be applied to a student's higher education account after all other state and federal scholarships, grants, and financial aid. Pell Grants may be returned to students who have received EIP scholarships.

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

> - **Maximum annual scholarship for college credit is $2,500 per year.**
> - **If you are taking CDA training through a college and NOT receiving college credit, you will need to complete the CDA application.**

Child Development Associate (CDA)

The Child Development Associate (CDA) Credential is a professional development opportunity for child care providers working with children ages birth to 5 years of age to demonstrate their knowledge, skills, and abilities to nurture the emotional, physical, intellectual, and social development of children. Earning a CDA Credential can improve your skills and confidence working with children and demonstrates your professionalism and commitment to career advancement in early childhood education.

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.

> **ℹ** **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

Before applying for the CDA Credential, the CDA candidate must complete and have documented 120 hours of formal childhood education training, with no fewer than 10 training hours in each of the following CDA Competency Standards and Functional 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

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.

Training obtained as part of a CDA Credential program may be applied towards your 30 hours of required training. Questions about using CDA training to fulfill your regulatory training requirements should be directed to your Licensor or Registrar at the NYS OCFS (https://ocfs.ny.gov/programs/childcare/regional-offices.php). Any training taken as part of the 30 hours of regulatory training requirement may help you meet the 120 hour CDA training requirement.

The Requirements and Steps for Obtaining the CDA Credential

Any time before you apply to the Council for the Initial CDA Application and Assessment, you must:

- Create an account with the CDA Council at *www.cdacouncil.org*.
- Be 18 years of age or older and 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.
- Complete 120 hours of formal early childhood education training in the required subject areas.

Within 3 years of submitting your application:

- Obtain 480 hours of experience working with children in the setting and age group of the credential type you are applying for.

Within 6 months of submitting your application:

- Complete your CDA Professional Portfolio.
- Contact a CDA Professional Development (PD) Specialist to arrange for your CDA Verification Visit.

Submit the Initial CDA Application and Assessment

When you have completed all the application requirements - 120 hours of CDA training, 480 hours of work experience, your professional portfolio, and found a PD Specialist, use your CDA Council account to submit your Initial Application and Assessment online.

After reviewing your application, the Council will send you a "checkout" email which states your application is complete and payment is now due.

Application for EIP Scholarship

After your assessment application has been approved by the Council and you have received your checkout email, apply to EIP for your scholarship award. Submit a copy of the checkout email received from the Council with your EIP application supporting documents.

If your EIP application is approved, you will receive an email to review and accept your EIP award. *

You will also receive an email from the Council with your voucher number. Login to your CDA Council account and redeem the voucher as payment for your application.

*Note: If you are sending a paper application to the Council, you must send a copy of your EIP award with your application to the Council. Online applications are preferred.

Ready to Schedule Notice

Once your application has been approved and either your voucher has been redeemed or payment has been made, you will receive a *Ready to Schedule Notice* from the Council. You may then schedule your CDA Verification Visit with the PD Specialist you have previously chosen and take the CDA Exam at a local Pearson VUE testing center. The results of both will be sent directly to the Council.

The Verification Visit and the CDA Exam must be completed within 6 months of receiving the *Ready to Schedule Notice*.

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 Verification Visit

You will need to have a Professional Development (PD) Specialist conduct a CDA Verification Visit. You must identify a PD Specialist who will conduct your verification visit before you submit your application to the Council. Once your assessment application is approved and payment is made, the Council will send you a *Ready to Schedule Notice*. You can then schedule your visit with the PD Specialist.

During the CDA Verification Visit, the PD Specialist will review your professional portfolio, training transcripts/certificates and family questionnaires. The PD Specialist will observe you working with the children. You will then have a reflective discussion focused on your areas of strength or growth found during the observation and/or in the portfolio and family questionnaires.

The PD Specialist will send your results directly to the Council. To find a PD Specialist in your area, use the online directory on *www.cdacouncil.org*

The CDA Exam

You will need to take the CDA exam at a local Pearson VUE testing center. The exam has 65 multiple choice questions – 60 questions and 5 scenario questions with a short narrative and a photo. You will have up to one hour and 45 minutes to complete the exam. Pearson VUE will send your exam scores directly to the Council.

Candidates must complete their CDA assessment application and have received a *Ready to Schedule Notice* in order to schedule the exam. You can schedule the exam either online or by phone. To find a Pearson VUE testing center near you go to: *http://www.pearsonvue.com/cdaexam/*

The CDA Renewal

The 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. For information on the renewal requirements and procedures go to *www.cdacouncil.org*

EIP scholarships can be used to cover the cost of CDA renewal training and the renewal fee. Apply for your EIP award **after** you have completed your renewal application with the Council and have received your checkout email.

EIP Scholarship Eligibility

EIP scholarships can be used to cover the cost of CDA training, the Assessment application fee, and the Renewal fee. In order to receive an EIP scholarship, you must:

- Meet all the eligibility requirements outlined on pages 2-4 of this brochure.
  NOTE: Income is not used as a factor to determine scholarship eligibility for the Assessment Application Fee.
- Have 240 hours of experience working with children.

EIP scholarships will only be used for training activities that begin and end in the 2025 calendar year. Scholarship applications must be received by December 1, 2025 to be considered.

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

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

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

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

The maximum annual scholarship amounts are up to:

- **$2,500 for credential training**
- **$500 for CDA Initial Application fee**
- **$150 for CDA renewal fee**
- **$500 for second setting fee**

Breakdown of CDA Activities and Related Costs

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

CDA Related Resources ⓘ

The Council for Professional Recognition (The 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

Log in or create an Early Childhood Education and Training Program (ECETP) account; complete an EIP application online at *www.ecetp.pdp.albany.edu*. All supporting documents will be uploaded during the application process. Have all documents ready before you start.

OR

Complete a paper application and **mail it** with all of your required documents to EIP. **Online applications are preferred.**

STEP 2

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

STEP 3

You will receive an email notifying you of an award or if additional documentation is required. You will receive one email for each approved or declined activity.

STEP 4

Use the link in the email to review the terms and conditions and electronically sign your award. The award will be valid for 60 days from the issue date. **EIP will automatically cancel the award if it is not accepted within 60 days.**

STEP 5

Once the award is accepted, the education/training organization will receive an email notifying them of awards to review. Using the link provided, the Training Organization will review the terms and conditions and sign the award electronically within 90 days of receipt. **EIP will automatically cancel the award if it is not accepted within 90 days.** Please contact EIP to request your award be reissued if it has expired.

STEP 6

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

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

Application Information

Section 1 - Applicant Information

EIP must verify your **name, social security number (SSN), family size,** and your **household adjusted gross income**. Your submitted IRS Form 1040 is used for verification purposes. You need only to submit the first 2 pages of the IRS Form 1040; the entire form is not needed. If your full Social Security number is not visible on your IRS Form 1040 you must provide an official document that includes your full Social Security number, such as your Social Security card or W-2, for Social Security Number verification.

If your application is prior to April 15, 2025 you may submit a 2023 or 2024 IRS Form 1040. After April 15, the 2024 IRS Form 1040 is required.

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

Section 2 - Child Care Employment Information

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

	Acceptable Documentation for Proof of Employment *(Submit one of the following with each application:)*
Program Owner	A copy of a valid child care license or registration with your name as the On-Site Provider.
Employee	A copy of your paystub or paycheck dated within the past 8 weeks **and** clearly showing the program's name. If the employer name on your paystub does not match the child care program name of the license number you provided, please send a letter from your Director on company letterhead explaining why the names don't match. OR **For FDC/GFDC Only -** OCFS Clearance letter that has cleared you to provide care for children in a licensed or registered program.

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

Section 3 - Training Information

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

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

EIP will not pay for the same training twice in the same 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.

Section 4 - Agreement

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

You are required to submit completion documentation, such as a training certificate or college transcript, 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 EIP account will be placed on hold and you will not be able to submit future applications until the proof is 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.

> **(i)** **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.

Online Applications

- Go to *www.ecetp.pdp.albany.edu* Click on **APPLY,** Select **Apply Online Now!,** then **Log-in** or **Create a new ECETP account**

- Complete all information and upload supporting documents

Paper Applications

- Complete Sections 1, 2, and 3
- Sign the agreement in Section 4
- **Mail** the application and all required documentation to EIP
- Faxed or e-mailed paper applications and supporting documents will not be accepted

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

Save time, apply online!
www.ecetp.pdp.albany.edu

Educational Incentive Program
Application Checklist

For all EIP scholarship applications, the following are required:

- ☐ A signed EIP Agreement.
- ☐ A copy of a paycheck or paystub from within the last 8 weeks.
- ☐ A copy of the first 2 pages of your most recent Federal Tax Form 1040. The pages must show your full Social Security Number, the number of dependents and your adjusted gross income.

Additional Documentation is Required for:

College Credit Coursework - you must submit:

- ☐ A document from your college indicating your major if the course you are applying for is not related to early childhood education or a related field. The document must be dated within a year of the application date.

Coaching - you must submit:

- ☐ A copy of the Coaching Plan prepared by you and your coach which must include:

  - Coach name and training organization name
  - Participant's name
  - Start and end date of the coaching cycle
  - Total number of hours
  - Total cost
  - Coachee directed goals to be accomplished
  - OCFS topic areas to be covered
  - Core Body of Knowledge topic areas to be covered

Credential/Assessment Fee - you must submit:

- ☐ A copy of the first page of your most recent Federal Tax Form 1040 for verification of your Social Security Number
- ☐ Your checkout email from the Council for Professional Recognition and your Council Customer ID number
- ☐ A copy of your paper CDA Council application if you are applying using a paper application

EIP | New York State Child Care Educational Incentive Program

2025

Social Security Number:
☐☐☐ - ☐☐ - ☐☐☐☐

A full program description and directions for completing an online application are available on our website: **www.ecetp.pdp.albany.edu**

Section 1 — Applicant Information

Complete all fields.

First Name:

Last Name:

Mailing Address:

Apt.#:

City:

State:

Zip:

County of Residence:

Home Phone: (☐☐☐) ☐☐☐ - ☐☐☐☐

Email address:

Job Title:

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

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

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

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

❗ **Either 2023 Form 1040 (before 4/15/25) or 2024 Form 1040 (on or after 4/15/25)**

Section 2 — Child Care Employment Information

Complete all fields.

Name of Child Care Employer:

Child Care Facility / Work Address:

Suite/Room #:

City:

State:

Zip:

Program County/Borough:

Work Phone: (☐☐☐) ☐☐☐ - ☐☐☐☐

Child Care Program Operating Permit/License #:

Permit/License Expiration Date: ☐☐ / ☐☐ / ☐☐

☐ Family Day Care   ☐ Group Family Day Care   ☐ Day Care Center/Head Start   ☐ School Age Child Care

Did you attach Proof of Employment? ☐ Yes ☐ No

DR _____   EV _____   AGI _____   D _____   TY _____

Applicant Social Security Number: ☐☐☐ - ☐☐ - ☐☐☐☐

Section 3   Training Information

Complete all fields.

(!) Select Delivery Type *AND* Training Type

Delivery Type:
- ☐ Classroom/Virtual Classroom
- ☐ Online/Distance Learning

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

(i) 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 Organization/College Zip Code: ☐☐☐☐☐

Training End Date: ☐☐ / ☐☐ / ☐☐☐

⬅ **(!) If the training end date has already passed, proof of completion must be submitted with this application.**

Total Cost of Training: $ ☐☐☐☐ . ☐☐

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

Trainer First Name: ☐☐☐☐☐☐☐☐☐☐☐

Trainer Last Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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

Section 4   EIP Agreement

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.

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.

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:

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

CDA | New York State Child Care Educational Incentive Program

2025

Social Security Number: ☐☐☐ - ☐☐ - ☐☐☐☐

This application is designed exclusively for CDA training and credentialing fees only.
All other requests should continue to go on the EIP application.

Section 1 — Applicant Information

Complete all fields.

First Name:

Last Name:

Mailing Address:

Apt.#:

City:

State:

Zip:

County of Residence:

Home Phone: (☐☐☐) ☐☐☐ - ☐☐☐☐

Email address:

Job Title:

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

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

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

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

(!) **Either 2023 Form 1040 (before 4/15/25) or 2024 Form 1040 (on or after 4/15/25)**

Section 2 — Child Care Employment Information

Complete all fields.

Name of Child Care Employer:

Child Care Facility / Work Address:

Suite/Room #:

City:

State:

Zip:

Program County/Borough:

Work Phone: (☐☐☐) ☐☐☐ - ☐☐☐☐

Child Care Program Operating Permit/License #:

Permit/License Expiration Date: ☐☐ / ☐☐ / ☐☐

☐ Family Day Care   ☐ Group Family Day Care   ☐ Day Care Center/Head Start   ☐ School Age Child Care

Did you attach Proof of Employment? ☐ Yes ☐ No

DR _____ EV _____ AGI _____ D _____ TY _____

Applicant Social Security Number: ☐☐☐ - ☐☐ - ☐☐☐☐

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   ☐ Classroom/virtual Classroom   ☐ Online/Distance Learning

Title of Training/Activity:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Training Start Date: ☐☐ / ☐☐ / ☐☐   Number of Training Hours: ☐☐☐

Training End Date: ☐☐ / ☐☐ / ☐☐   **If the training end date has already passed, proof of completion must be submitted with this application.**

Total Cost of Training: $ ☐☐☐☐ . ☐☐

Total Cost of CDA Assessment or Renewal: $ ☐☐☐☐ . ☐☐

Section 4 CDA Agreement   Please read this carefully.

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

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

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

Applicant's Signature: _____   Date: _____

Please print name: _____

❓ Did You...   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.

EIP is not responsible for lost or stolen mail.

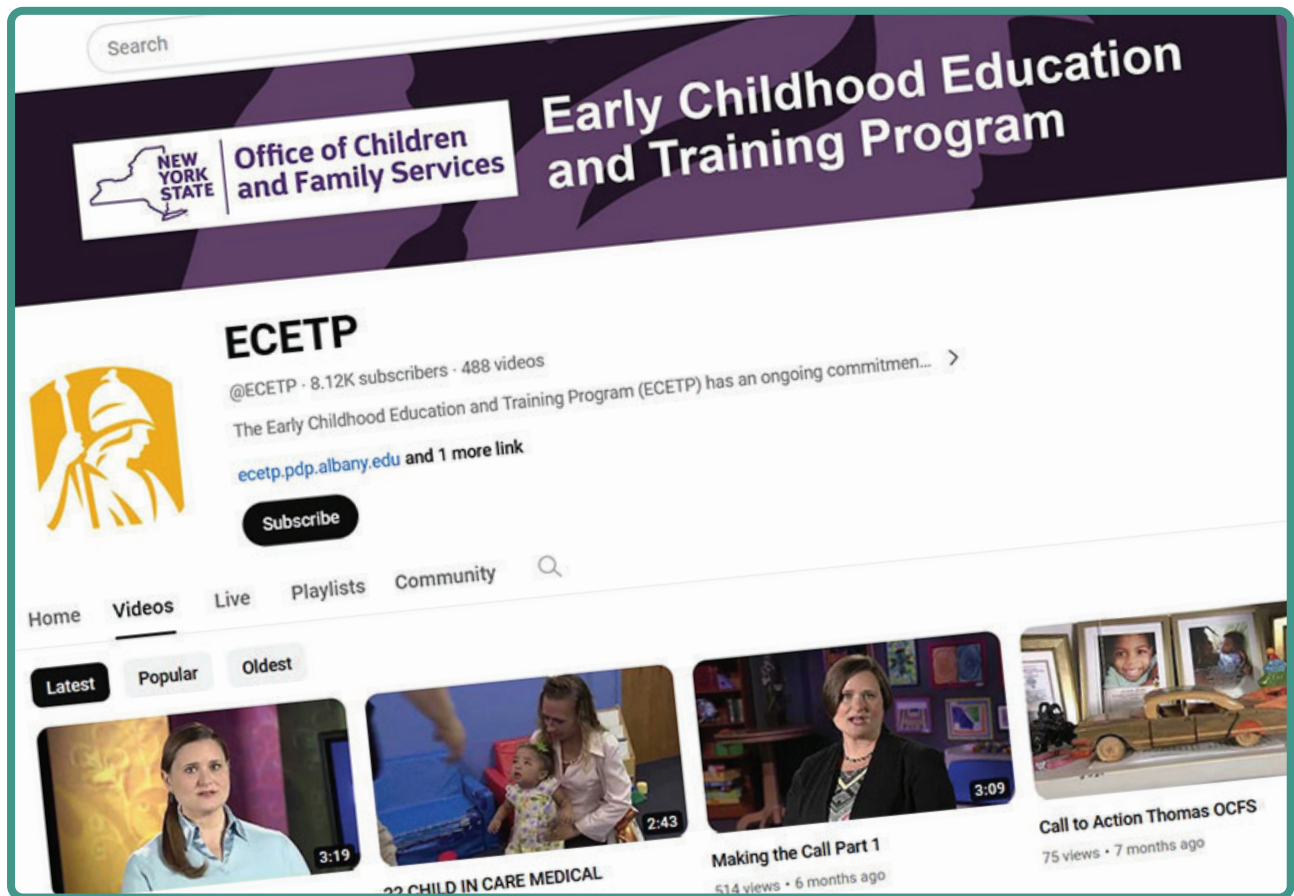Online applications are also available at: **www.ecetp.pdp.albany.edu**

Mail your completed application and supporting documentation together to:

**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

Visit us on YouTube

Visit us on YouTube and subscribe to our channel for our latest award-winning videos!

bit.ly/ecetp-youtube

Find us on Facebook

Like our Facebook page and subscribe to enjoy the latest ECETP program updates in your news feed!

bit.ly/ecetp-facebook

Contact Us

- EIP Information Line: 1-800-295-9616
  Translation services are available.

- Email: eip@albany.edu

- Visit our website at *www.ecetp.pdp.albany.edu* to:

  - Apply for EIP scholarships online

  - Check the status of current applications

  - Search for training opportunities

  - Download application materials

Mailing address:

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

Disclaimer