

CCEI Enrollment Process

(Funding program tuition through the Educational Incentive Program)

Thank you for your interest in CCEI's Online Instructor-Supported CDA certificate program. CCEI's CDA program meets the coursework component requirement for application to the Council for Professional Recognition for a CDA credential. New York State Child Care's Educational Incentive Program (EIP) offers funding to eligible applicants in New York. If you are enrolling in CCEI's certificate program and going through the EIP for funding, this document is intended to assist you with the steps involved. CCEI is not affiliated with the EIP and questions regarding funding should be directed to the EIP office.

Process:

1. **YOU** (the student) complete a CCEI Certificate Program Enrollment Application and return it to CCEI by fax or mail.
2. **YOU** (the student) complete an online web application at www.ecetp.pdp.albany.edu and fax your required documents OR **YOU** (the student) fill out and mail a completed EIP application with all required documents. Be sure to put the correct CCEI program name and price on the EIP application.
3. **EIP** processes the application (EIP recommends you allow 2-3 weeks for online applications, 4-6 weeks for paper applications). **EIP** mails scholarship results to **YOU**.
4. **YOU** (the student) sign the Award Notification and submit it to CCEI.
5. When CCEI receives a correct, signed Award Notification, you will be started in the program.

Checklist of steps:

STEP ONE	<input type="checkbox"/> Complete CCEI Enrollment Application and return to CCEI: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>By fax to: (877) 259-1105</p> </div> <div style="width: 45%;"> <p>By mail to: ChildCare Education Institute 3059 Peachtree Industrial Blvd. Duluth, GA 30097</p> </div> </div>
STEP TWO	<input type="checkbox"/> Complete your EIP Scholarship application: Be sure to have the following documents handy to complete the application: <ul style="list-style-type: none"> • Copy of IRS 1040 • Copy of pay stub dated within the past eight (8) weeks (All applicants must show proof of continuous employment for six (6) months) • Name, hours and price of the CCEI program you are applying for <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Online Application:</p> <ol style="list-style-type: none"> 1. Visit the EIP website at: www.ecetp.pdp.albany.edu and complete application online. 2. Within two (2) weeks of application, fax copies of supporting documents (IRS 1040 and pay stub information) to the EIP scholarship office at the number provided online. <i>(Note: Failure to submit the required documentation on time will result in your application being voided and resubmission of your application will be required.)</i> </div> <div style="width: 45%;"> <p>Paper Application</p> <ol style="list-style-type: none"> 1. Complete the paper application. 2. Mail application and copies of supporting documents (IRS 1040 and pay stub information) to the EIP office at: <p style="text-align: center;">Educational Incentive Program 22 Corporate Woods Blvd. 3rd Floor Albany, NY 12211</p> </div> </div>
STEP THREE	<input type="checkbox"/> Follow up on your EIP scholarship application <p>Two weeks after submitting your application and supporting documentation to the scholarship office, contact EIP at (800) 295-9616 to ensure all of your documentation has been received.</p>
STEP FOUR	<input type="checkbox"/> Sign your Award Notification and mail it to CCEI As soon as you receive your Award Notification from the EIP scholarship office, verify the information, sign it, make a copy for your records, and mail the original to CCEI at the following address: <p style="text-align: center;">ChildCare Education Institute Attn: Accounting Department 3059 Peachtree Industrial Blvd., Suite 100 Duluth, GA 30097</p>
STEP FIVE	<input type="checkbox"/> Contact CCEI to inform that your Award Notification has been sent Once CCEI receives a properly completed and signed Award Notification your certificate program will be assigned and you will be notified by email.