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.
The Educational Incentive Program (EIP) is a scholarship program which helps providers pay for high quality training and education they need to provide quality care to children. Child care providers must be required to take training and be caring for children in a program regulated by the New York State Office of Children and Family Services or the New York City Department of Health.

EIP has two separate application submission periods intended to provide a balanced allocation of funds for the entire EIP scholarship year. The course start and end dates written on your application must match the actual training dates you attend training and must fall within the correct submission period.

Applicants must provide a completed application by the appropriate deadline to be approved for scholarship.

<table>
<thead>
<tr>
<th>For training that begins between...</th>
<th>Your completed application must be submitted between...</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 and June 30, 2012</td>
<td>Dec. 2, 2011 and June 1, 2012</td>
</tr>
</tbody>
</table>

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

You can apply if you are currently caring for children as a:

• registered family child care provider
• licensed group family child care provider or assistant (substitutes are not eligible)
• child care classroom staff in a registered school-age program
• child care classroom staff in a licensed child care center or Head Start

OR

A direct supervisor of any of the above child care staff.

Eligibility is based on your employment status, level of income and course or training you choose.

Employment
You must be a U.S. Citizen, Permanent Resident, or Resident Alien authorized to work in the U.S. and you must be a paid employee currently caring for children as part of the adult/child ratio requirement in a child day care program licensed or registered by the New York State Office of Children and Family Services or the New York City Department of Health. Employment verification is required with each application. See page 10 for acceptable forms of employment verification.

Adjunct child care staff, consultants, and staff not counted in the adult/child ratio are not eligible for scholarship. Legally Exempt and No Permit Required (NPR) programs are not eligible.

Income
Scholarship amounts are determined using your household size and income as reported on your most recent IRS Form 1040. Your household adjusted gross income must fall within the income chart located on page 7. If you reside upstate, you may be eligible to access up to $1,500 per EIP year. If you live in a downstate county you may be eligible for up to $2,000. You may
qualify for 75% or 100% of the course cost depending on your income. EIP reserves the right to seek additional verification that the income documentation submitted is accurate and authentic. Income documentation is required with each application.

If you are applying for a credential fee, your income will not be used as a factor to determine eligibility.

**What does EIP pay for?**

EIP scholarships fund non-credit bearing training, college tuition and mandatory college fees, training and assessment fees associated with certain credential or certificate programs (see page 9). All courses taken as part of an early childhood or related degree program are eligible for scholarship. Training or course work must clearly reflect one or more of the subject areas that are required by the New York State Office of Children and Family Services regulations. (see below)

**Education/Training Course**

Training or course work must clearly reflect one or more of the subject areas that are required by the New York State Office of Children and Family Services 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
Classes must begin during the 2012 calendar year. Non-credit bearing classes must also end in the 2012 calendar year. Scholarships will be granted for all non-credit bearing courses, conferences and workshops including non-credit distance learning at a rate of no more than $30 per training hour. EIP pre-approved fees, including CDA Assessment, are not affected by this maximum payment (see page 9 for listing).

*Maximum scholarship for non-credit bearing courses is $750.

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.

What doesn’t EIP pay for?

Child care providers may apply for multiple trainings per year until they reach their award maximum. However, EIP cannot pay for the same training more than once in a single year. Books, elective student fees, room, board and training materials are not eligible for scholarships. Test fees and examination preparation courses are not eligible. Applicants are responsible for any tuition and costs not covered by EIP.

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 submitted for payment.
EIP Awards

• If eligible, you will receive one award for each course/class for which you apply.
• Each award must be signed by both you and your training organization. The name and mailing address of the organization is on the award.
• Use of correction fluid invalidates an award.
• Changes or corrections to an award must be approved by EIP.
• Awards are valid for 60 days from the issue date or course start date, whichever is later. **EIP will cancel expired awards.**
• 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.
2012 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 - 25,548</td>
<td>$25,549 - 38,322</td>
</tr>
<tr>
<td>2</td>
<td>$0 - 33,409</td>
<td>$33,410 - 50,113</td>
</tr>
<tr>
<td>3</td>
<td>$0 - 41,270</td>
<td>$41,271 - 61,904</td>
</tr>
<tr>
<td>4</td>
<td>$0 - 49,130</td>
<td>$49,131 - 73,696</td>
</tr>
<tr>
<td>5</td>
<td>$0 - 56,991</td>
<td>$56,992 - 85,487</td>
</tr>
<tr>
<td>6</td>
<td>$0 - 64,852</td>
<td>$64,853 - 97,278</td>
</tr>
<tr>
<td>Each Add'l</td>
<td>+ $7,861</td>
<td>+ $11,791</td>
</tr>
</tbody>
</table>

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

### DOWNSTATE AWARD ELIGIBILITY

<table>
<thead>
<tr>
<th>FAMILY SIZE</th>
<th>100%</th>
<th>75% of amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0 - 31,935</td>
<td>$31,936 - 47,902</td>
</tr>
<tr>
<td>2</td>
<td>$0 - 41,761</td>
<td>$41,762 - 62,641</td>
</tr>
<tr>
<td>3</td>
<td>$0 - 51,587</td>
<td>$51,588 - 77,380</td>
</tr>
<tr>
<td>4</td>
<td>$0 - 61,413</td>
<td>$61,414 - 92,120</td>
</tr>
<tr>
<td>5</td>
<td>$0 - 71,239</td>
<td>$71,240 - 106,859</td>
</tr>
<tr>
<td>6</td>
<td>$0 - 81,065</td>
<td>$81,066 - 121,598</td>
</tr>
<tr>
<td>Each Add'l</td>
<td>+ $9,826</td>
<td>+ $14,739</td>
</tr>
</tbody>
</table>
What is the EIP scholarship process?

1. **YOU** complete an online web application at www.ecetp.pdp.albany.edu **and** fax or mail your required documents

   OR

   **YOU** fill out and mail a completed EIP application with all required documents.

2. **EIP** processes the application (Allow 2-3 weeks for online applications, 4-6 weeks for paper applications.)

3. **YOU** print out your own scholarship results through your previously created PDP account.

   OR

   If you mailed in a paper application **EIP** will mail your scholarship results to your home address.

4. If approved, **YOU** sign the scholarship award and submit it to the education/training organization.

5. **Education/Training Organization** completes and mails the scholarship award to **EIP** for payment.

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
Pre-Approved Credential Organizations

New York State School Age Care Credential
AfterSchool Works! New York
230 Washington Avenue Extension
Albany, New York 12203
Phone: 518-694-0660
www.afterschoolworksnyny.org
aswny@afterschoolworksnyny.org

Family Child Care Accreditation
National Association for Family Child Care
1743 Alexander Street
Salt Lake City, Utah 84119
Phone: 800-359-3817
www.nafcc.org
nafcc@nafcc.org

National Administrator Credential & Certified Childcare Professional
National Child Care Association
1325 G Street NW, Suite 500
Washington, D.C. 20005
Phone: 800-543-7161
www.nccanet.org
info@nccanet.org

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
www.nysaeyc.org
nysaeyc@capital.net

Scholarships for CDA training, observation, field advisement and assessment are available. A separate application has been developed to assist you with the Child Development Associate credential process. See page 13 of this booklet.
Section 1 - Applicant Information
EIP needs to verify your name, Social Security number, and your household adjusted gross income. Your submitted IRS Form 1040 is used for verification purposes. You must submit a IRS Form 1040 each new year. All required information is on the first page of the 1040. The entire return is not necessary. If your first application is prior to April 15, 2012 you may submit a 2010 or 2011 IRS Form 1040. After April 15, the 2011 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
All applicants must submit documentation verifying current employment for each application they submit to EIP. EIP reserves the right to seek additional proof that the employment information is true and accurate.

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 with the program’s name and dated within the past 8 weeks.</td>
</tr>
<tr>
<td></td>
<td>OR-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Proof a background clearance was conducted and you have been cleared to provide care for children in a licensed or registered program.</td>
</tr>
</tbody>
</table>

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 and pre-approved credential assessment fees you must provide additional documentation. Proof of continuous employment for 6 months or more in a NYS licensed or registered child care program is required.
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. <strong>OR</strong> 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 type of training that you are taking. A listing of EIP Pre-Approved credentials is on page 9.

Individualized Training Programs (ITP) are on-site coaching experiences that can significantly improve the quality of child care in your program. ITP may be reimbursed at a rate of no more than $55/hour. For more information, contact EIP or your local child care resource and referral agency.

EIP can offer only one scholarship per training for each applicant within one program year. The course start and end dates written on your application must match your actual training attendance dates and must occur in the correct submission period. 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.

Section 4 - Agreement
The applicant must sign and date the agreement. Your signature indicates that you have read, understood and agreed to the statements. Your application will be returned if it is not completed. This includes a signature, tax documentation and proof of employment.
You are required to submit completion documentation for courses and other activities paid for by EIP. Future applications will not be processed without proof of successful completion of previous courses EIP has paid for.

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.

Completing your application

Online Applications
1. Go to www.ecetp.pdp.albany.edu and select “EIP Online Application”.
2. Complete all information.
3. Print and sign the agreement.
4. Fax or mail all required documentation to EIP within 2 weeks.
5. Allow 2-3 weeks from the date you submit your required documentation for processing.

Paper Applications
1. Complete Sections 1, 2 and 3.
2. Sign the agreement in Section 4.
3. Mail the application and all required documentation to EIP.
4. Allow 4-6 weeks for processing.

Supporting documentation must be submitted for both online and paper applications each time you apply.

EIP mailing address:

   Educational Incentive Program  
c/o Professional Development Program  
22 Corporate Woods Blvd., 3rd Floor  
Albany, NY 12211
Introduction to the CDA Credential

A Child Development Associate (CDA) is an individual who has successfully completed the CDA assessment process and has been awarded the CDA Credential. CDAs are able to meet the specific needs of children and work with parents and other adults to nurture children’s physical, social, emotional, and intellectual growth in a child development framework. The CDA Credential is administered by the Council for Early Childhood 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 also recognized in 49 states and the District of Columbia. For more information on early childhood job requirements in New York State, visit www.ocfs.state.ny.us or www.earlychildhood.org.

Requirements for Obtaining a CDA Credential

As a CDA candidate, you must meet the following requirements before participating in the final CDA assessment:

• Be 18 years of age or older
• Hold a high school diploma or GED
• Have 480 hours of experience working with children within the past five years
• Have 120 clock hours of child care education within the past five years

As a CDA candidate, it is your responsibility to meet all these requirements. In addition, you must also find an approved field advisor, compile your resource file, arrange for payment to be made for any training you need to take, and apply for your final CDA assessment.
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.

All Candidates must also be able to identify an appropriate setting where they can be observed working as the lead caregiver. CDA training and assessment fees for the Home Visitor setting are not eligible for EIP scholarships.

CDA Training

CDA candidates must obtain a minimum of 120 clock hours of formal child care education. This training can be obtained through participation in the wide variety of professional development activities available in the field, including in-service. While the formal education hours can be credit or non-credit, the training must be delivered by one or more training organizations with expertise in early childhood teacher preparation. The organization(s) must provide verification of the candidate’s education in the form of a transcript, certificate, or letter.

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.

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

1. Planning a safe, healthy, learning environment
2. Steps to advance children’s physical and intellectual development;
3. Positive ways to support children’s social and emotional development;
4. Strategies to establish productive relationships with families;
5. Strategies to manage an effective program operation;
6. Maintaining a commitment to professionalism;
7. Observing and recording children’s behavior; and

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 Licenser or Registrar at the New York State Office of Children & Family Services. Training taken within the past five years as part of the 30 hours regulatory requirement may help you meet the 120 hour CDA training requirement.

For more information, including a full description of the eight CDA competency areas, visit www.cdacouncil.org.

The Field Advisor

You are responsible for choosing a qualified early childhood professional—a Field Advisor—to collect information about your work with young children and families. The purpose of the formal observation is to provide evidence of your hands-on skill working with children. The Field Advisor observes you working as lead teacher with young children in an eligible setting, and records your performance using the CDA Assessment Observation Instrument. To find out what qualifications field advisors must have, visit www.cdacouncil.org or www.ecetp.pdp.albany.edu.
When you have completed or are close to completing the training and work experience requirements for the CDA, you should begin working on the requirements for CDA assessment. These requirements are completed in three phases: preparation of necessary materials, filing of application, and verification of competence and knowledge. For more information about these steps, consult your trainer and field advisor or visit The Council’s website at www.cdacouncil.org.

When the above steps are complete, you and your Field Advisor sign the Application Form and send it to The Council with the assessment fee ($325) and training documentation. You may include your valid, signed EIP scholarship award in your packet as proof of payment. This begins the CDA Assessment Process. After reviewing your application, The Council assigns a Council Representative to conduct the Verification Visit and Final Assessment.

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

The Council accepts direct assessment applications on a rolling basis.

The verification visit will occur 90 days from the date The Council receives your complete and correct application. Plan accordingly when preparing for your Final Assessment. Submit your request for EIP scholarship funding at least a month before your anticipated Assessment application to allow time to receive your EIP application decision and send all required materials to The Council in Washington.

If you pay for your Final CDA assessment, you may also apply for an EIP scholarship to cover your Final Assessment fee. The CDA Council will refund your initial payment when it receives payment from EIP.
If you do not successfully complete CDA preparatory training or your Final Assessment for which EIP pays, you must refund EIP the full amount of your scholarship.

**Second Setting**

You may choose to pursue a CDA in a second setting. There are additional requirements associated with Second Setting CDAs. For more information, visit www.cdacouncil.org.

EIP scholarships can be used to cover the Second Setting Assessment fee of $225.

**Renewal**

A CDA Credential is valid for three years from date it is first awarded to you. After the first three year renewal period, you may renew your CDA credential every five years. EIP scholarships can be used to cover the cost of CDA renewal training programs as well as the CDA Renewal Fee of $50.00.

**EIP Scholarships**

Eligibility for EIP scholarships is based on your employment status, your household income level, and the educational activities for which you request funding.

Scholarship amounts are determined using your household size and income as reported on your most recent IRS Form 1040. See 2012 income chart on page 7.

Applications for CDA assessment 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 facility regulated by the New York State Office of Children &
Family Services or the New York City Department of Health.

Training and courses must reflect one or more of the nine regulatory training topics. For a list of topics, see page 4 of this booklet.

Applicants must provide a completed application by the appropriate deadline to be approved for scholarship.

<table>
<thead>
<tr>
<th>For training that begins between...</th>
<th>Your completed application must be submitted between...</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 and June 30, 2012</td>
<td>Dec. 2, 2011 and June 1, 2012</td>
</tr>
</tbody>
</table>

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 Early Childhood Professional Recognition (CDA Council)
www.cdacouncil.org
800-424-4310
Learn about the CDA Credential
Request application forms
Contact The Council about your candidacy

New York State Office of Children & Family Services
www.ocfs.state.ny.us
Stay current on the latest news and updates
Access child care regulations and policies

Educational Incentive Program
www.ecetp.pdp.albany.edu
800-295-9616
Apply for EIP scholarships online
Check your application status
Find training organizations and colleges in your area
To qualify for any CDA activities or fees you must meet the continuous employment requirement. See pages 10 and 11 of the EIP Information Booklet 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: Up to 120 hours for a max of $1500 per year for Upstate applicants; Up to $2000 for Downstate applicants</td>
</tr>
<tr>
<td>CDA Final Assessment Fee</td>
<td>$325</td>
<td>Yes: Approved for eligible applicants regardless of income level</td>
</tr>
<tr>
<td>CDA Application Packet</td>
<td>$23 per setting plus shipping and handling</td>
<td></td>
</tr>
<tr>
<td>Formal Observation</td>
<td>Varies</td>
<td>Yes: Up to 3 hours for a max of $90 per year per individual</td>
</tr>
<tr>
<td>Field Advisement</td>
<td>Varies</td>
<td>Yes: Up to 12 hours for a max of $360 per individual</td>
</tr>
<tr>
<td>CDA textbook and training materials</td>
<td>Varies depending on item</td>
<td>No</td>
</tr>
<tr>
<td>CDA Second Setting and Renewal</td>
<td>$225 for Second Setting  $50 for Renewal</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Educational Incentive Program

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

Social Security Number: [ ] - [ ] - [ ]

First: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Last: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Mailing Address: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Apt. #: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

City: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

State: [ ] [ ] [ ]

Zip: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Home Phone: ( [ ] [ ] ) [ ] [ ] [ ] - [ ] [ ] [ ]

County of Residence: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

E-mail address: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

What is your highest level of education completed?

[ ] Less than High School  [ ] High School/GED  [ ] CDA/Other Credential  [ ] AAS/AS  [ ] BA/BS  [ ] Masters or higher

[ ] Yes  [ ] No  Do you currently hold a permanent/professional teacher certification or a BA/BS and 5 years teaching experience?

[ ] 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 2010 Form 1040 (before 4/15/12), or 2011 Form 1040 (on or after 4/15/12)

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

Day Care Program Operating Permit-License/Registration Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Exp. Date: [ ] [ ] [ ] / [ ] [ ] [ ]

[ ] I am employed in a QUALITYstarsNY Program and my Program Identification Number is:

[ ] Proof of employment is attached.  See page 10 of the EIP Information Booklet.

Work Phone: ( [ ] [ ] ) [ ] [ ] [ ] - [ ] [ ] [ ]

Program County/Borough: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Job Title: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Name of Child Care Employment: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

The Educational Incentive Program is funded by the New York State Office of Children and Family Services and is administered by Professional Development Program, Rockefeller College, University at Albany

DR  [ ]  EV  [ ]  AGI  [ ]  D  [ ]  TY  [ ]
Section 3  Training Information
Select Delivery Type and Course Type. Complete all fields.

Select Delivery Type and Course Type
☐ Distance Learning/Correspondence Course
☐ College Credit
☐ Course/Conference/Workshop
☐ Individualized Training Program (ITP)
☐ Coursework leading to a Credential
☐ Credential/Assessment Fee

Title of Course:

Name of College/Training Organization:

Billing Address:

City: State: Zip:

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

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

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.

EIP does not accept faxed applications.

Mail your completed application and required documentation together to:
Educational Incentive Program
22 Corporate Woods Blvd., 3rd Floor
Albany, NY 12211

Online applications are also available at: www.ecetp.pdp.albany.edu for a quicker review.
Questions? visit www.ecetp.pdp.albany.edu  e-mail eip@pdp.albany.edu or call 800-295-9616.
**Section 1 - Applicant Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td></td>
</tr>
<tr>
<td>County of Residence:</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

**What is your highest level of education completed?**

- [ ] Less than High School
- [ ] High School/GED
- [ ] CDA/Other Credential
- [ ] AAS/AS
- [ ] BA/BS
- [ ] Master’s or higher

**Section 2 - Child Care Employment Information**

**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

<table>
<thead>
<tr>
<th>Program</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Day Care</td>
<td></td>
</tr>
<tr>
<td>Group Family Day Care</td>
<td></td>
</tr>
<tr>
<td>Day Care Center/Head Start</td>
<td></td>
</tr>
<tr>
<td>School Age Child Care</td>
<td></td>
</tr>
<tr>
<td>Day Care Program Operating Permit-License/Registration Number:</td>
<td></td>
</tr>
<tr>
<td>Exp. Date:</td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td></td>
</tr>
<tr>
<td>Program County/Borough:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Name of Child Care Employment:</td>
<td></td>
</tr>
</tbody>
</table>

**Proof of employment is attached.**

*(See page 10 of the EIP Information Booklet)*
### Section 3 - Child Development Associate Information

- CDA Training
- CDA Observation **max 3 hours**
- CDA Field Advisement *max 12 hours*
- Assessment/Renewal/Second Setting

**Title of Course/Activity:**

**Name of Training Organization:**

**City:**

**State:**  

**Zip:**  

### Training Information

**Course Start Date:**  

**Course End Date:**  

**Total Cost of Course:** $  

**Training Hours:**  

### Observation Information

**Observation Start Date:**  

**Observation End Date:**  

**Total Cost of Observation:** $  

**Observation Hours:**  

### Field Advisor Information

**Advisement Start Date:**  

**Advisement End Date:**  

**Total Cost of Advisement:** $  

**Advisement Hours:**  

### Anticipated Assessment Information

- 1/1/2012 - 6/30/2012
- 7/1/2012 - 12/31/2012

**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 pay EIP back 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. At time of assessment I will be 18 years of age or older, hold a high school diploma or GED, have 480 hours of experience working with children within the past five years, obtain 120 clock hours of child care education within the past five years, and complete all the requirements of my CDA Resource File. I certify that I have completed 240 hours of experience working with children prior to this application. I agree to obtain a field advisor to conduct the required observation and to apply for a CDA assessment. 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:**

Mail your completed application and documentation together to:

**Educational Incentive Program**  
**22 Corporate Woods Blvd., 3rd Floor**  
**Albany, NY 12211**

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

**Questions?**  
**visit www.ecetp.pdp.albany.edu**  
**e-mail eip@pdp.albany.edu**  
**call 800-295-9616**
2012 Demographic Information Survey

Question 1
Please enter your ZIP code: [ ] [ ] [ ] [ ]

Question 2
How many years have you been a child care provider? [ ] [ ]

Question 3
What is your highest level of education completed?
- [ ] Grades 1-11
- [ ] High School/GED
- [ ] Early Childhood Credential or Certificate
- [ ] Some college
- [ ] Associates Degree
- [ ] Bachelor's Degree
- [ ] Masters Degree or higher

Question 4
What is your current early childhood job title?
- [ ] FDC provider
- [ ] GFDC provider
- [ ] DCC director
- [ ] DCC assistant teacher
- [ ] SACC director
- [ ] SACC assistant teacher
- [ ] FDC assistant
- [ ] GFDC assistant
- [ ] DCC assistant director
- [ ] SACC assistant director
- [ ] SACC aide

Question 5
How many years have you spent in your current position?
- [ ] Less than 1 year
- [ ] 1-3 years
- [ ] 4-5 years
- [ ] More than 5 years

Question 6
How long do you plan on staying in the early childhood field?
- [ ] Less than 1 year
- [ ] 1-3 years
- [ ] 4-5 years
- [ ] More than 5 years