

Community Child Care Clearinghouse of  
Niagara Training Calendar



Summer 2019

# ANNOUNCEMENTS

**\*\*New\*\* Free Office of Children and Family Services (OCFS)**

**Sponsored Online Training:**

**Foundations in Health and Safety: English Language Version \*\*New\*\***

This fully narrated 5 hour e-Learning course offers important information and strategies to facilitate and improve the safety and health of children in regulated child care programs and enrolled legally-exempt programs. Child care providers and caregivers completing this course will receive training credit in federally mandated health and safety topic areas which include:

- Prevention and control of infectious diseases (including immunizations).
- Prevention of sudden infant death syndrome and use of safe sleeping practices.
- Administration of medication, consistent with standards for parental consent.
- Prevention and response to emergencies due to food and allergic reactions.
- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic.
- Prevention of shaken baby syndrome and abusive head trauma.
- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event.
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
- Appropriate precautions in transporting children, if applicable.
- Pediatric first aid and cardiopulmonary resuscitation (CPR)
- Other requirements relating to nutrition, access to physical activity, or any other subject area necessary to promote child development or to protect children's health and safety.

Learning points of the training are enhanced throughout using video clips and interactive exercise.

Child care providers can participate in this 5 hour web-based online training course at any time, 24 hours a day, 7 days a week.

As you complete each 10-15 minute section, the application saves your progress and allows you up to 30 days to complete the entire course.

The self-directed online course "Foundations in Health and Safety e-Learning" fulfills OCFS training requirements:

- Nutrition and health needs of infants and children.
- Child day care program development.
- Safety and security procedures.
- Child abuse and maltreatment identification and prevention.
- Statutes and regulations pertaining to child day care.
- Education and information on the identification, diagnosis and prevention of shaken baby syndrome.

## **COMMUNITY CHILD CARE CLEARINGHOUSE OF NIAGARA TRAINING POLICIES**

- Registration and payment prior to training is mandatory.
- The number of required registrations must be received complete with payment prior to the date of the class or the class will be cancelled.
- The Community Child Care Clearinghouse of Niagara reserves the right to cancel scheduled child care training when necessary. Payment will be refunded.
- Checks for training must be made payable to Niagara Community Action Program, Inc. A \$38.50 fee will be required for returned checks.
- Training fees are non-refundable.
- If payment is made with an Educational Incentive Program (EIP) Award, it must be received prior to the training or the provider must pay with cash or check made out to Niagara Community Action Program, Inc. The Community Child Care Clearinghouse of Niagara will reimburse for EIP awards submitted following trainings, provided they are submitted within the time limits as required by the EIP program.
- If payment is made with a coupon, the coupon must accompany the registration form. The coupon must have a non-expired date.
- Participants arriving late for training will not be admitted. Fees will not be refunded to late arrivals.
- There is a \$5.00 charge to replace lost training certificates.
- Upon request, training database records will be given to the provider or to representatives of the New York State Office of Children and Family Services.
- For training at a child care facility, a fee commensurate with the current training fee per person will be charged by the Community Child Care Clearinghouse of Niagara to train ten or more child care employees. This fee is nonrefundable and nontransferable. Payment or proof of payment must be received one week prior to the training. Checks should be made payable to Niagara Community Action Program, Inc.
- The number of required participants does not apply to a training that is mandated by the New York State Office of Children and Family Services in order to bring a program into compliance with a corrective action plan.

## **TRAINING REQUIREMENTS**

The regulations of the New York State Office of Children and Family Services require all child care providers to have thirty hours of training every two years.

This training must address the following topics:

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.
9. Education and information on the identification, diagnosis, and prevention of Shaken Baby Syndrome.

# Training Calendar

Please note the location & time of training when registering.

**May 9,  
2019**

## **Child Abuse and Maltreatment and Mandated Reporter Training Workshop**

This two-hour training will include child abuse and maltreatment identification and prevention which includes such things as reporting protocol; how to make a report to the state central register; documenting incidents and daily health checks and child abuse policy/procedure. Statutes and regulations pertaining to child abuse and maltreatment and the responsibilities of a mandated reporter will be included in this training. In addition, the training will also cover education and information on the identification, diagnosis and prevention of shaken baby syndrome.

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 115 to register

**Trainer:** Melanie Reed, Child Protective Services

**Time:** 6:30 p.m. to 8:30 p.m.

**Cost:** Registration Fee of \$5.00

**OCFS Training Topics:** 5, 6, 8 & 9 (2 training hours & .20 CEU's)

**This training is for:** FCC, GFCC, DCC, LE & SACC providers

**May 18,  
2019**

## **CPR & First Aid Training**

Participants completing this training will receive a two-year certificate in infant, child and adult CPR and pediatric first-aid.

The training will include:

- simulated rescue breathing techniques
- directions on what to do in a choking situation
- instruction in basic first aid

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 115 to register

**Trainer:** Lana Zahn

**Time:** 8:30 a.m. to 12:30 p.m.

**Cost:** \$75.00

(may be refunded through EIP to eligible participants)

**OCFS Training Topics:** 4 & 7 (4 training hours & .4 CEU's)

**This training is for:** FCC, GFCC, DCC & SACC providers

**May 30,  
2019**

**Behavior Management Strategies for Young Children –  
Beyond the Regulations (Part I)**

This two-hour training will explore how we as adults manage our own emotions when children seek our attention. As caregivers we will discover how the discipline techniques currently used in our programs, many times, have been influenced by the ways we were disciplined as children. Participants are asked to bring a childhood picture of themselves under the age of 10. Based on the teachings of Tamar Jacobson, PhD, participants will learn appropriate strategies to respond to a child's attention-seeking behavior. Part II of this training will be offered on June 20, 2019. Community resources will be available. Refreshments will be served. All participants will receive a copy of Tamar Jacobson's book, *Everyone Needs Attention – Helping Young Children Thrive*.

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 115 to register

**Trainer:** Beverly McArthur

**Time:** 6:30 p.m. to 8:30 p.m.

**Cost:** None

**OCFS Training Topics:** 1, 3, & 7 (2 training hours & .2 CEU's)

**June 1,  
2019**

**Medication Administration Training (MAT)**

Child care providers who choose to administer medication to children must have a medication administration training (MAT) certificate, a current CPR and first-aid certificate, and a health care consultant. Providers successfully completing this competency-based training will fulfill the requirement for the MAT certificate.

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305

**Trainer:** Lana Zahn

**Time:** 8:30 a.m. to 4:30 p.m.

**Cost:** \$100.00

**OCFS Training Topics:** 2, 4, & 7 (8 training hours & .8 CEUs)

**This training is for:** FCC, GFCC, DCC, & SACC providers

**(PLEASE NOTE THE MAT REGISTRATION PROCESS ON THE NEXT PAGE)**

## **Process for Registering for Medication Administration Training (MAT)**

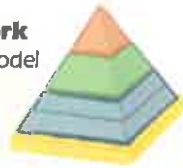
**Please review the following information carefully.**

For providers that are interested in attending a MAT training, sponsored by the Community Child Care Clearinghouse of Niagara, the following steps must be followed in the order listed below.

1. **First** fill out the registration form and return the registration form with payment to the Community Child Care Clearinghouse of Niagara, 1521 Main Street, Niagara Falls, NY 14305. *One registration form must be submitted for each participant; however, payments may be combined per program.* Acceptable forms of payment are check, money order or cash. **Please note: checks must be made payable to Niagara Community Action Program, Inc.**
2. You will receive notification from a Community Child Care Clearinghouse of Niagara staff, via email or phone call, that your payment has been received. The MAT trainer will also be notified.
3. **The next step** is registering for this training on-line: Please note: You will need your PDP login or will need to create a login during this process. The steps for registering on-line are as follows:
  - Go to [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).
  - Click on "Find Trainings."
  - Under "Program," check MAT.
  - Under "Region", check Buffalo.
  - Scroll to find the MAT training on the scheduled date and location for which you have paid.
  - Click on the words Medication Administration Training (MAT) on the left.
  - Review the information on that page to make sure it is the desired training, then click on "apply for this training."
  - Remember to click on "submit" when completed.

Each MAT training is limited to 8 participants. Participants must register for the MAT on-line after payment is received in our Office. If you have any questions regarding the registration process for MAT, please contact the Community Child Care Clearinghouse of Niagara at 285-8572 Ext 115.

**New York  
Pyramid Model  
State**



Promoting Social & Emotional Competence in New York's Young Children

## **FREE Pyramid Model Workshop – Family Child Care Module 1**

**Saturday, June 8, 2019**

**9:00 am – 4:30 pm**

**Niagara Falls Public Library, 1425 Main Street, Niagara Falls, NY 14305**

- Are you in need of strategies to prevent challenging behaviors in young children?
- Do you want the tools to help children manage their emotions?

If you answered yes to these questions, then please join NYS Pyramid Model Master Cadre, Marilyn Ballard and explore:

- the importance of building positive relationships
- developing supportive and nurturing environments
- teaching social skills
- empathy and emotional vocabulary
- how to provide individualized supports when needed



7 training hours in the following OCFS Topic Areas:

1. Principles of childhood development, 3. Child day care program development, 4. Safety and security procedures, including communication between parents and staff

This opportunity is training is designed specifically to address the unique dynamics of in-home multi-age programs. It is open to Family, Group Family, and Legally Exempt child care providers at no cost and is being sponsored by the WNY Infant Toddler Resource Network in collaboration with Community Child Care Clearinghouse of Niagara.

***Please bring a lunch.***

**Registration is required. Please call Beverly McArthur at (716) 285-8572 ext. 115.**



**June 20,  
2019**

**Behavior Management Strategies for Young Children –  
Beyond the Regulations (Part II)**

In this two-hour training, providers will discuss self-regulation strategies along with self-regulation strategies for children with challenging behaviors. Providers will also explore how to make connections with young children and foster positive relationships. Discipline strategies for children needing attention which delay gratification will be shared based on the teachings of Tamar Jacobson, PhD. Community resources will be available. Refreshments will be served. All participants will receive a copy of Tamar Jacobson's book, *Everyone Needs Attention – Helping Young Children Thrive*.

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 115 to register

**Trainer:** Beverly McArthur

**Time:** 6:30 p.m. to 8:30 p.m.

**Cost:** None

**OCFS Training Topics:** 1, 3, & 7 (2 training hours & .2 CEU's)

**June 26,  
2019**

**Child and Adult Care Food Program (CACFP)**

A review training offered for family child care, group family child care and legally-exempt child care providers enrolled in the Child and Adult Care Food Program. Family Style Dining, a review of New Meal Patterns, and training on CACFP rules, regulations and nutrition will be covered.

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305

**Trainer:** Linda Newman & Betty McCarthy  
(716) 285-8572 ext. 110 or ext. 111

**Time:** 6:30 PM – 8:30 PM

**Cost:** None

**OCFS Training Topics:** 2 (2 training hours and .2 CEUs)

This training is for: FCC, GFCC & LE providers enrolled in the CACFP.



## 2019 Videoconference Webcast Training

**July 16,  
2019**

### **Safety Throughout the Year**

Your number one priority is the safety of children in your care. That's why it's vital to regularly assess the safety and security of your program by knowing, following, and revising emergency plans and conducting routine safety checks of indoor and outdoor environments.

During this webcast, experts will share seasonal guidelines to keep children safe in your program year-round.

**Registration for this training must be completed on the PDP website, <http://www.ecetp.pdp.albany.edu> or, see page "Webcast Training Registration Form" "Instructions" sheet included with this training calendar.**

Language: English

**OCFS Training Topics: 2. Nutrition and Health, 4. Safety and Security, 5. Business record maintenance and management**

Total Cost: \$0.00

Time: 6:45 p.m. to 9:15 p.m.

Total Hours: 2 hours and 30 minutes (.25 CEU's)

Location: Community Child Care Clearinghouse of Niagara  
521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 115

**August 17,  
2019**

**CPR & First Aid Training**

Participants completing this training will receive a two-year certificate in infant, child and adult CPR and pediatric first-aid. The training will include:

- simulated rescue breathing techniques
- directions on what to do in a choking situation
- instruction in basic first aid

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 115 to register

Trainer: Lana Zahn

Time: 8:30 a.m. to 12:30 p.m.

Cost: \$75.00

(may be refunded through EIP to eligible participants)

OCFS Training Topics: 4 & 7 (4 training hours & .4 CEU's)

This training is for: FCC, GFCC, DCC & SACC providers

**August 24,  
2019**

**Medication Administration Training (MAT)**

Child care providers who choose to administer medication to children must have a medication administration training (MAT) certificate, a current CPR and first-aid certificate, and a health care consultant. Providers successfully completing this competency-based training will fulfill the requirement for the MAT certificate.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305

Trainer: Lana Zahn

Time: 8:30 a.m. to 4:30 p.m.

Cost: \$100.00

OCFS Training Topics: 2, 4, & 7 (8 training hours & .8 CEUs)

This training is for: FCC, GFCC, DCC, & SACC providers

**August 27, Child and Adult Care Food Program (CACFP)  
2019**

A review training offered for family child care, group family child care and legally-exempt child care providers enrolled in the Child and Adult Care Food Program. Family Style Dining, a review of New Meal Patterns, and training on CACFP rules, regulations and nutrition will be covered.

**Location:** Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 110 or ext. 111 to register

**Trainer:** Linda Newman & Betty McCarthy

**Time:** 6:30 PM – 8:30 PM

**Cost:** None

**OCFS Training Topics:** 2 (2 training hours and .2 CEUs)

**This training is for:** FCC, GFCC & LE providers enrolled in the CACFP.

**New York State Office of Children and Family  
Services (OCFS) Free On-Line Trainings:**

Revised January 2019

[http://www.ecetp.pdp.albany.edu/elearn\\_catalog.shtm](http://www.ecetp.pdp.albany.edu/elearn_catalog.shtm)

Prevention and Identification of Brain Injuries, including Abusive Head Trauma (AHT) **\*\*NEW\*\***  
OCFS Training Topics 7, 4, 1, 6, 8, & 9 (2.0 training hours)

Foundations in Health & Safety  
OCFS Training Topics 2, 3, 4, 7, 8 & 9 (5 training hours)

Expulsion & Suspension Prevention Strategies  
OCFS Training Topics 1, 3, & 4 (1.5 training hours)

Infant Brain Development  
OCFS Training Topics 1 & 3 (1 training Hour)

School Age Child Care  
OCFS Training Topics 1, 3 & 4 (1.5 training hours)

Supervision of Children  
OCFS Training Topic 4 (1.5 training hours)

Obesity Prevention  
OCFS Training Topic 2 (2.0 training hours)

Emergency Preparedness  
OCFS Training Topics 4 & 7 (1.5 training hours)

Family Engagement  
OCFS Training Topics 3 & 4 (1.0 training hours)

Early Intervention  
OCFS Training Topics 1 & 4 (1.5 training hours)

Transportation  
OCFS Training Topics 3, 4 & 7 (2.0 training hours)

Managing Challenging Behavior: Birth to 18 Months  
OCFS Training Topic 1 (1.5 training hours)

Managing Challenging Behavior: 18 Months to 36 Months  
OCFS Training Topic 1 (1.5 Training hours)

Keeping Children Safe: Prevention of Lead Poisoning and Other Dangers to Children  
OCFS Training Topics 1, 3, 4 & 7 (1.5 training hours)

Preventing Sudden Infant Death Syndrome and Promoting Safe Sleeping  
OCFS Training Topics 1, 3, 4 & 7 (1.0 training hours)

Mandated Reporter On-Line Training  
OCFS Training Topics 5, 6, & 8 (2.0 training hours)

## Registration Form May – August, 2019

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

- Family/Group Family Day Care Provider       Day Care Center Staff  
 School Age Child Care Staff                       Legally Exempt Provider

Child Care Program: \_\_\_\_\_

Training fees are non-refundable. There is a \$38.50 fee for returned checks.

| DATE      | TITLE   | LOCATION  | COST     | AMOUNT PAID |
|-----------|---|---|----------|-------------|
| 5/9/2019  | Child Abuse & Maltreatment & Mandated Reporter Training     | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | \$ 5.00  |             |
| 5/18/2019 | CPR/First Aid   | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | \$ 75.00 |             |
| 5/30/2019 | Behavior Management Strategies for Young Children (Part I)  | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | None     |             |
| 6/1/2019  | Medications Administration Training (MAT)                   | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | \$100.00 |             |
| 6/8/2019  | Pyramid Model Workshop Family Child Care Module 1           | Niagara Falls Public Library 1425 Main St., N.F., NY 14305                      | None     |             |
| 6/20/2019 | Behavior Management Strategies for Young Children (Part II) | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | None     |             |
| 6/26/2019 | Child and Adult Care Food Program (CACFP)                   | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | None     |             |
| 8/17/2019 | CPR First Aid Training                                      | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | \$ 75.00 |             |
| 8/24/2019 | Medications Administration Training (MAT)                   | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | \$100.00 |             |
| 8/27/2019 | Child and Adult Care Food Program (CACFP)                   | Community Child Care Clearinghouse of Niagara, 1521 Main Street, N.F., NY 14305 | None     |             |

Please send your completed registration form along with a check payable to:  
**NIAGARA COMMUNITY ACTION PROGRAM, INC.** Mail or drop off to: Community  
 Child Care Clearinghouse of Niagara, 1521 Main Street, Niagara Falls, NY 14305

# 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, as long as the most recent form is what EIP has on file.

## Online Applications

- ⊗ Go to [www.ecetp.albany.edu](http://www.ecetp.albany.edu)
  - Click on **APPLY**, Select **Apply Online Now!**, then **Log-In** or **Create a new ECETP account**
- Complete all information
- Print and sign the agreement
- Fax, e-mail or mail all required documentation to EIP within 2 weeks

**Mailing address:**

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

**Fax number:** 518-442-6643

**e-mail:** [elip@albany.edu](mailto:elip@albany.edu)

*Documents must be sent as a separate attachment.*

## Paper Applications

- ⊗ Complete Sections 1, 2 and 3
- Sign the agreement in Section 4
- Mail the application and all required documentation to EIP

**Mailing address:**

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

# EIP | New York State Child Care Educational Incentive Program

Social Security Number:

-   -

2018

A full program description and directions for completing an online application are available on our website: [www.ecitp.pdp.albany.edu](http://www.ecitp.pdp.albany.edu)

## Section 1 Applicant Information

Complete for all applicants

**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).

Enter 2016 Form 1040 (starting 4/15/18) or 2017 Form 1040 (on or after 4/15/18)

## Section 2 Child Care Employment Information

Complete for all applicants

**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

The information provided on this form is used to determine your eligibility for the Child Care Educational Incentive Program. It is not intended to constitute an offer of any financial product or service. For more information, please contact the Department of Social Services, Child Care Program Division, 120 South Broadway, Albany, NY 12242.

TR  EV  ACD  D  TY



Copy this page if applying for more than one training

Applicant Social Security Number:    -   -

**Section 3 Training Information** CAREER DEVELOPMENT BOARD

|  |   |  |  |
|--|---|--|--|
| <br>Select Delivery Type AND Training Type | <b>Delivery Type:</b>   | <b>Training Type:</b>  |  |
|  | <input type="checkbox"/> Classroom<br><input type="checkbox"/> Distance Learning/Online Training<br><input type="checkbox"/> Coaching | <input type="checkbox"/> Training/Conference/Workshop<br><input type="checkbox"/> Training leading to a Credential<br><input type="checkbox"/> Credential/Assessment Fee | <input type="checkbox"/> College Credit<br><input type="checkbox"/> Coaching<br><input type="checkbox"/> CPR/First Aid |
|  | 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 expired, 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 90 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...** Professional Development Program (PDP) is not a state agency and is not part of the government.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> complete sections 1, 2 and 3?<br><input type="checkbox"/> attach all required documents?<br><input type="checkbox"/> read, sign and date the agreement?<br><input type="checkbox"/> mail the application by the appropriate deadline? | EIP does not accept faxed applications.<br>EIP is not responsible for lost or stolen mail.<br>Online applications are also available at:<br><a href="http://www.ecstp.pdp.albany.edu">www.ecstp.pdp.albany.edu</a> | Mail your completed application and supporting documentation together to:<br>Professional Development Program<br>Educational Incentive Program<br>4 Tower Place, 4th Floor<br>Albany, NY 12263 |
|--|--|--|