

Community  
Child Care  
Clearinghouse  
  
OF NIAGARA

*TRAINING*

*Calendar*

**October to  
December 2024**

716-285-8572 ext. 115  
1521 Main Street, Niagara Falls, NY 14305  
[www.childcareofniagara.com](http://www.childcareofniagara.com)

# ANNOUNCEMENTS

## Office of Children and Family Services (OCFS)

### Sponsored Online Training: Foundations in Health and Safety

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

**NOTE:** If you took this course previously, it is not necessary to view the video again.

**REMINDER:** Every provider, director, teacher, and/or volunteer with the potential for regular and substantial contact with children in care must complete the office-approved training pre-service within 6 months of beginning employment.

This **FREE**, 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 Abusive Head Trauma (AHT) formerly shaken baby syndrome.
- 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 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.

Training learning points are enhanced by 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, and seven 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 CLASS POLICIES

- Registration and payment prior to the date of the training class is mandatory.
- The number of required registrations must be received, complete with payment (or notification of registration and proof of 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.
- **Cash, checks and money orders are accepted for training (please make payable to Niagara Community Action Program, Inc.)**
- A **\$45.00 fee** will be required for returned checks.
- Training class 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, money order or check made out to Niagara Community Action Program, Inc.* The Community Child Care Clearinghouse of Niagara will reimburse participants for EIP awards submitted following training classes, provided applications for reimbursement are submitted within the time limits as required by the EIP program. ***For EIP information and application, see the last 3 pages of this training calendar.***
- If payment is made with a coupon, the coupon must accompany the registration form. Coupons must be for the full cost of the class or supplemented by check, cash or money order. The coupon must have a non-expired date.
- Family/Group Family and Legally Exempt providers may use CSEA/VOICE funds for their CPR/First Aid training. Visit <https://voiccecsea.org/training/> for more information.
- Participants arriving late for training classes will not be admitted.
- Training class fees will not be refunded to late arrivals.
- 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 or to bring a program into compliance with a corrective action plan, there will be a set fee, per class, charged by the Community Child Care Clearinghouse of Niagara to train child care employees. This fee is non-refundable and non-transferrable. Payment or proof of payment must be received one week prior to the training. **Cash, checks and money orders are accepted for training (please make payable to Niagara Community Action Program, Inc.)**



# TRAINING REQUIREMENTS

<http://www.childcareofniagara.com/>

The regulations of the New York State Office of Children and Family Services require all child care providers to have thirty (30) hours of training every two years.

*A minimum of five (5) hours of office approved training must be obtained each year.*

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 Abusive Head Trauma (AHT) formerly Shaken Baby Syndrome.
- 10) Adverse Childhood Experiences (ACES) \*\*

**\*\* On December 17, 2020, legislation was signed which requires all child care providers in New York State to receive training about Adverse Childhood Experiences (ACEs). \*\***

# Training Calendar

October - December 2024

**Please note the location & time of training when registering.**

October 5,  
2024

## First-Aid / CPR / AED (Automated External Defibrillator)

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

- Simulated rescue breathing techniques
- Directions on what to do in a choking situation
- Instruction in basic first aid

Location: Mount St. Mary's Child Care Center  
5310 Military Road, Lewiston, NY 14092

Trainer: Heather Bennett

Time: 8:30 AM to 12:30 PM

Cost: \$100 (payable through EIP & VOICE/CSEA eligible participants) \*\*

OCFS Training topics: 2 & 4 (4 training hours)

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

\*\* Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit <https://www.ecetp.pdp.albany.edu/index.aspx> You may also contact EIP by email at [eip-to-@albany.edu](mailto:eip-to-@albany.edu) or call: (800) 295-9616 or (518) 442-6575

October 9,  
2024

## Ongoing Financial Management

This training will use financial planning and management skills to sustain the program's operation. Providers will learn basic accounting terms that are needed for child care finances, identify common revenues for child care programs, and implement a system for financial record keeping procedures.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainers: Donna Striffler

Time: 6:00 PM to 9:00 PM

Cost: None

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.

**October 16,  
2024**

## **Program Contracts and Policies**

This training will help you understand the importance of having contracts and policies in child care businesses. You will learn the basic elements in a contract, identify the process of developing and revising policies and evaluate current program policies.

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

(716) 285-8572 ext. 116 to register

Trainers: Donna Striffler

Time: **6:00 PM to 9:00 PM**

Cost: **None**

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers

**October 19,  
2024**

## **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: Mount St. Mary's Child Care Center  
5310 Military Road, Lewiston, NY 14092

Trainer: Teresa Kolodziej

Time: **8:30 AM to 4:30 PM**

Cost: **\$240** – register online at: <https://www.ecetp.pdp.albany.edu/>

OCFS Training topics: 2, 4 & 7 (8 training hours)

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

**October 23,  
2024**

## **Child Care Budgeting & Bookkeeping**

Why is budgeting and bookkeeping important for your business? In this session, you will learn about the different budgets that may work for you and how to keep them current by utilizing bookkeeping, making your year-end taxes easier to file. You will also learn how to track profits and losses as well as how to maintain a budget.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainer: Donna Striffler

Time: **6:00 PM to 8:00 PM**

Cost: **None**

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.

**October 30,  
2024**

## **Child Care Program Marketing**

This training will help you understand the foundation of an effective marketing plan. We will identify ways the seven P's of marketing are reflected in your program, develop a marketing position statement, and create a value proposition statement.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register  
Trainer: Donna Striffler  
Time: **6:00 to 9:00 PM**  
Cost: **NONE**

OCFS Training Topics: 3 & 5 (3 training hours)  
This training is for FDC, GFDC, DCC & SACC providers.

**November 2,  
2024**

## **First-Aid / CPR / AED (Automated External Defibrillator)**

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

- Simulated rescue breathing techniques
- Directions on what to do in a choking situation
- Instruction in basic first aid

Location: Mount St. Mary's Child Care Center  
5310 Military Road, Lewiston, NY 14092  
Trainer: Heather Bennett  
Time: **8:30 AM to 12:30 PM**  
Cost: **\$100** (payable through EIP & VOICE/CSEA eligible participants) \*\*

OCFS Training topics: 2 & 4 (4 training hours)  
This training is for: FCC, GFDC, DCC & SACC providers

\*\* Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit <https://www.ecetp.pdp.albany.edu/index.aspx> You may also contact EIP by email at [eip-to-@albany.edu](mailto:eip-to-@albany.edu) or call: (800) 295-9616 or (518) 442-6575

**November 5,  
2024**

## **Container Baby Syndrome**

This training is designed to help providers have an open and exploratory environment, demonstrate responsive caregiving and review age-appropriate materials and experience. Participants will develop an understanding of what container baby syndrome is and how excessive use of containers can lead to developmental delays in babies.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 104 or 120 to register  
Trainer: Kelly Janese & Jameelah Masaed  
Time: **6:00 PM to 9:00 PM**  
Cost: **None**

OCFS Training Topics: 1, 2, 4 & 7 (3 training hours)  
This training is for FDC, GFDC, & DCC providers.

**November 6,  
2024**

## **Staff Recruitment, Management and Retention**

You will understand how to minimize staff turnover, build staff retention and identify methods for staff recruitment. We will create a system for interviewing and hiring qualified staff, develop an orientation process for new hires, and construct a professional development plan tailored to individual needs of staff.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainer: Donna Striffler

Time: **6:00 PM to 9:00 PM**

Cost: **None**

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.

**November 12,  
2024**

## **Finding the Why: Where Does This Behavior Come From?**

When young children present difficult or problematic behaviors, educators and parents often don't know what to do. These children are often labeled as "bad" and that stigma can stay with them for a long time. "Difficult" children, even as early as infancy, are often excluded, expelled from childcare or abused by frustrated adults who don't have the tools to manage these behaviors. In many cases, these behaviors are typical for the child's age. In this workshop, we will talk about what factors can cause children to show difficult-to-manage behaviors, which of these are age typical, and when there is a need to seek outside support. We will discuss some strategies for better connecting with your child in order to better understand them and help prevent or de-escalate seemingly unmanageable behavior.

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

Trainer: Erin Crump

Time: **6:00 to 8:00 PM**

Cost: **None**

OCFS Training Topics: 1 & 3, 10 (2 training hours)

This training is for FDC, GFDC, DCC & SACC providers

**November 20,  
2024**

## **Child Care Budgeting & Bookkeeping**

Why is budgeting and bookkeeping important for your business? In this session, you will learn about the different budgets that may work for you and how to keep them current by utilizing bookkeeping, making your year-end taxes easier to file. You will also learn how to track profits and losses as well as how to maintain a budget.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainer: Donna Striffler

Time: **6:00 PM to 9:00 PM**

Cost: **None**

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.



**November 23,  
2024**

## **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: Mount St. Mary's Child Care Center  
5310 Military Road, Lewiston, NY 14092

Trainer: Teresa Kolodziej

Time: **8:30 AM to 4:30 PM**

Cost: **\$240** – register online at: <https://www.ecetp.pdp.albany.edu/>

OCFS Training topics: 2, 4 & 7 (8 training hours)

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

**November 26,  
2024**

## **Finding the Why: Where Does This Behavior Come From?**

When young children present difficult or problematic behaviors, educators and parents often don't know what to do. These children are often labeled as "bad" and that stigma can stay with them for a long time. "Difficult" children, even as early as infancy, are often excluded, expelled from childcare or abused by frustrated adults who don't have the tools to manage these behaviors. In many cases, these behaviors are typical for the child's age. In this workshop, we will talk about what factors can cause children to show difficult-to-manage behaviors, which of these are age typical, and when there is a need to seek outside support. We will discuss some strategies for better connecting with your child in order to better understand them and help prevent or de-escalate seemingly unmanageable behavior.

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

Trainer: Erin Crump

Time: **6:00 to 8:00 PM**

Cost: **None**

OCFS Training Topics: 1 & 3, 10 (2 training hours)

This training is for FDC, GFDC, DCC & SACC providers

**December 4,  
2024**

## **Facilities and Liability**

Providers will understand the liabilities involved in child care businesses. We will identify three risks of operating a child care business, identify strategies for minimizing risks and staying in compliance with regulations. We will create a Risk Management Plan.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainer: Donna Striffler

Time: **6:00 PM to 9:00 PM**

Cost: **None**

OCFS Training Topics: 3, 5, & 7 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.

**December 7,  
2024**

## **First-Aid / CPR / AED (Automated External Defibrillator)**

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

- Simulated rescue breathing techniques
- Directions on what to do in a choking situation
- Instruction in basic first aid

Location: Mount St. Mary's Child Care Center  
5310 Military Road, Lewiston, NY 14092

Trainer: Heather Bennett

Time: **8:30 AM to 12:30 PM**

Cost: **\$100** (payable through EIP & VOICE/CSEA eligible participants) \*\*

OCFS Training topics: 2 & 4 (4 training hours)

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

\*\* Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit

<https://www.ecetp.pdp.albany.edu/index.aspx>

You may also contact EIP by email at [eip-to-@albany.edu](mailto:eip-to-@albany.edu) or call: (800) 295-9616 or (518) 442-6575

**December 10,  
2024**

## **Container Baby Syndrome**

This training is designed to help providers have an open and exploratory environment, demonstrate responsive caregiving and review age-appropriate materials and experience. Participants will develop an understanding of what container baby syndrome is and how excessive use of containers can lead to developmental delays in babies.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 104 or 120 to register

Trainer: Kelly Janese & Jameelah Masaed

Time: **6:00 PM to 7:30 PM**

Cost: **None**

OCFS Training Topics: 1, 2, 4 & 7 (1 training hour)

This training is for FDC, GFDC, & DCC providers.

**December 11,  
2024**

## **Ongoing Financial Management**

This training will use financial planning and management skills to sustain the program's operation. Providers will learn basic accounting terms that are needed for child care finances, identify common revenues for child care programs, and implement a system for financial record keeping procedures.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street  
Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainers: Donna Striffler

Time: **6:00 PM to 9:00 PM**

Cost: **None**

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.

**December 14,  
2024**

## **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: Mount St. Mary's Child Care Center  
5310 Military Road, Lewiston, NY 14092

Trainer: Teresa Kolodziej

Time: **8:30 AM to 4:30 PM**

Cost: **\$240** – register online at: <https://www.ecetp.pdp.albany.edu/>

OCFS Training topics: 2, 4 & 7 (8 training hours)

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

**December 17,  
2024**

## **Finding the Why: Where Does This Behavior Come From?**

When young children present difficult or problematic behaviors, educators and parents often don't know what to do. These children are often labeled as "bad" and that stigma can stay with them for a long time. "Difficult" children, even as early as infancy, are often excluded, expelled from childcare or abused by frustrated adults who don't have the tools to manage these behaviors. In many cases, these behaviors are typical for the child's age. In this workshop, we will talk about what factors can cause children to show difficult-to-manage behaviors, which of these are age typical, and when there is a need to seek outside support. We will discuss some strategies for better connecting with your child in order to better understand them and help prevent or de-escalate seemingly unmanageable behavior.

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

Trainer: Erin Crump

Time: **6:00 to 8:00 PM**

Cost: **NONE**

OCFS Training Topics: 1 & 3, 10 (2 training hours)

This training is for FDC, GFDC, DCC & SACC providers

**December 19,  
2024**

## **Child Care Budgeting & Bookkeeping**

Why is budgeting and bookkeeping important for your business? In this session, you will learn about the different budgets that may work for you and how to keep them current by utilizing bookkeeping, making your year-end taxes easier to file. You will also learn how to track profits and losses as well as how to maintain a budget.

Location: Community Child Care Clearinghouse of Niagara  
1521 Main Street, Niagara Falls, NY 14305  
(716) 285-8572 ext. 116 to register

Trainer: Donna Striffler

Time: **6:00 PM to 9:00 PM**

Cost: **None**

OCFS Training Topics: 3 & 5 (3 training hours)

This training is for FDC, GFDC, DCC & SACC providers.

# Training Registration Form

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

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

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

E-mail Address: \_\_\_\_\_

Family/Group Family Day Care Provider

Day Care Center Staff

School Age Child Care Staff

Legally Exempt Provider

*Name of Child Care Program:* \_\_\_\_\_

*Send your completed registration form along with a  
**check or money order** payable to NIAGARA COMMUNITY ACTION PROGRAM, INC*

**NEW:** For MAT training, register online at <https://www.ecetp.pdp.albany.edu/> - Cost is \$240, scholarships are available to qualified participants, see the website – MAT tab for more details. Find the training dates under the trainer Teresa Kolodiej and pick the class you wish to register for. Our office does not take the class fee for this training any longer.



Date & Time	Course Title	Location	Fee	Check if Attending
October 5, 2024 8:30 AM-12:30 PM	<b>*First-Aid / CPR / AED (Automated External Defibrillator)</b>	<b>Mt. St. Mary's Child Care Ctr</b> 5310 Military Rd, Lewiston, NY	\$100	
October 9, 2024 6:00 PM-9:00 PM	<b>Ongoing Financial Management</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
October 16, 2024 6:00 PM-9:00 PM	<b>Program Contracts and Policies</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
October 19, 2024 8:30 AM-4:30 PM	<b>Medication Administration Training (MAT)</b>	<b>Mt. St. Mary's Child Care Ctr</b> 5310 Military Rd, Lewiston, NY	See prev. page details	
October 23, 2024 6:00 PM-8:00 PM	<b>Child Care Budgeting &amp; Bookkeeping</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
October 30, 2024 6:00 PM-9:00 PM	<b>Child Care Program Marketing</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
November 2, 2024 8:30 AM-12:30 PM	<b>*First-Aid / CPR / AED (Automated External Defibrillator)</b>	<b>Mt. St. Mary's Child Care Ctr</b> 5310 Military Rd, Lewiston, NY	\$100	
November 5, 2024 6:00 PM-9:00 PM	<b>Container Baby Syndrome</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
November 6, 2024 6:00 PM-9:00 PM	<b>Staff Recruitment, Management and Retention</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
November 12, 2024 6:00 PM-8:00 PM	<b>Finding the Why: Where does this Behavior Come From?</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
November 20, 2024 6:00 PM-9:00 PM	<b>Child Care Budgeting &amp; Bookkeeping</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
November 23, 2024 8:30 AM-4:30 PM	<b>Medication Administration Training (MAT)</b>	<b>Mt. St. Mary's Child Care Ctr</b> 5310 Military Rd, Lewiston, NY	See prev. page details	
November 26, 2024 6:00 PM-8:00 PM	<b>Finding the Why: Where does this Behavior Come From?</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
December 4, 2024 6:00 PM-9:00 PM	<b>Facilities and Liability</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
December 7, 2024 8:30 AM-12:30 PM	<b>*First-Aid / CPR / AED (Automated External Defibrillator)</b>	<b>Mt. St. Mary's Child Care Ctr</b> 5310 Military Rd, Lewiston, NY	\$100	
December 10, 2024 6:00 PM-7:30 PM	<b>Container Baby Syndrome</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
December 11, 2024 6:00 PM-9:00 PM	<b>Ongoing Financial Management</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
December 14, 2024 8:30 AM-4:30 PM	<b>Medication Administration Training (MAT)</b>	<b>Mt. St. Mary's Child Care Ctr</b> 5310 Military Rd, Lewiston, NY	See prev. page details	
December 17, 2024 6:00 PM-8:00 PM	<b>Finding the Why: Where does this Behavior Come From?</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	
December 19, 2024 6:00 PM-9:00 PM	<b>Child Care Budgeting &amp; Bookkeeping</b>	<b>Community Child Care Clearinghouse of Niagara</b>	FREE	

Please mail or drop off to:

**NIAGARA COMMUNITY ACTION PROGRAM**

(Please do not send cash via mail, drop off only.)

**1521 Main Street, Niagara Falls, NY 14305**

For more info regarding on-site training classes, contact Erin Crump at (716) 285-8572 EXT. 115 or

[ecrump@niagaracap.org](mailto:ecrump@niagaracap.org) \*Please let us know if you're using CSEA/VOICE to cover the cost of your CPR class

# EIP APPLICATION INSTRUCTIONS

**All required supporting documentation must be submitted at the time of application.**

## Online Applications

- Go to <https://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, 4<sup>th</sup> Floor

Albany, NY 12203

## For all EIP scholarship applications, the following are required:

- A signed EIP Agreement.
- A copy of a paycheck or pay stub 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.

**Note: ALWAYS** keep a copy of documents placed in the mail.

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A full program description and directions for completing an online application are available on our website: [www.ecetp.pdp.albany.edu](http://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 2022 Form 1040 (before 4/15/24) or 2023 Form 1040 (on or after 4/15/24)

## 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

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



### 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.ecstp.pdp.albany.edu](http://www.ecstp.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