



2018 Educational Incentive Program Training Organization Agreement

Training Organization: _____

Street Address: _____

City, State, Zip code: _____

Main email for account correspondence: _____

All training organizations and individuals (hereinafter referred to as TO) accepting payment(s) from the Educational Incentive Program (EIP) are responsible to comply with all terms and conditions of the EIP scholarship program. TOs must attest to their agreement to comply with all terms and conditions by submitting a current, signed Training Organization Agreement annually. Terms and conditions for the 2018 program year are listed below and on every EIP scholarship award. Please read this agreement carefully and make sure you understand all of the information before signing.

I. Eligible Trainers

A. All trainers participating with EIP must be approved through Aspire as one of the following trainer types:

1. Professional Development Specialist Early Childhood
2. Professional Development Specialist School Age
3. Professional Development Specialist Early Childhood and School Age
4. Verified Trainer
5. Content Specialist
6. Higher Education Faculty teaching independent of the College
7. NYS Training and Technical Assistance Professional Coach Credential
8. Verified Coach

EIP can approve the following 2 trainer types

9. Subject Matter Expert
10. Nationally Recognized Expert

B. Trainers are only authorized to conduct training within their approved trainer type. Verified Trainers and Content Specialists trainers **may not** be used as a substitute for a Professional Development Specialist.

C. Professional Development Specialists are eligible to receive an enhanced rate for training.

II. Training Requirements

A. The TO agrees to provide training services in a professional manner and to conform to all applicable program rules.

B. The TO is responsible for all aspects of training for which it accepts EIP payments.

C. The TO must maintain written policies for training registration, payment, attendance, cancellation and withdrawal. These policies must be provided to all students and must comply with EIP terms and conditions and all applicable rules, ordinances, and regulations.

- D. The TO must only accept EIP payments for training activities the TO actually delivers. The total number of training hours should not include lunch and break times. Training hours missed by participants must be made up by attending a regularly scheduled class or a planned make-up session supervised by an approved trainer. Make-up sessions may be attended by multiple trainees.
- E. EIP scholarship funds **can** be used for:
 - 1. Cost of training
 - 2. Coaching
 - 3. Assessment fees
- F. EIP scholarship funds **cannot** be used for:
 - 1. Registration or membership fees
 - 2. Homework time
 - 3. Books
 - 4. Instructor preparation or commute time
- G. Training activities must begin and end within the calendar year.
- H. At the end of the training the TO must provide all participants with a Certificate of Completion. Certificates must be submitted by the participants for compliance purposes. The certificate must contain all of the following information or it will not be accepted by EIP:
 - 1. TO Name
 - 2. TO Aspire ID number
 - 3. Participant name
 - 4. Course title as entered into the TO Portal at www.ecetp.pdp.albany.edu
 - 5. OCFS regulatory topic areas covered
 - 6. CDA topic areas covered (if applicable)
 - 7. Training start and end dates
 - 8. Total hours completed
 - 9. Trainer's name
 - 10. Trainer's Aspire ID number
 - 11. Trainer's signature, or an ASPIRE approved certificate.

III. Event Approval and PDP Training Organization Portal

- A. EIP awards will only be issued for trainings that are approved through the Event Approval process and scheduled in advance on the PDP Training Organization Portal at www.ecetp.pdp.albany.edu
- B. The TO agrees to provide and accurately maintain all required information when scheduling trainings on the TO portal. This includes, but is not limited to:
 - 1. Course cost
 - 2. Dates & times
 - 3. Trainer
 - 4. Location
- C. Any changes that need to be made to a scheduled training must be done so *within 48 hours* of the scheduled date, except in the event of an emergency. If the TO is unable to make the change on the portal, they must notify EIP immediately by phone (800) 295-9616 or by email at eip-to@albany.edu
- D. If a training that has EIP awards issued needs to be cancelled, EIP must be notified immediately by phone or email.

IV. EIP Participant Application

- A. EIP is a voluntary program. The TO may not require trainees to apply for EIP in order to participate in training activities.
- B. The TO must not manage or apply for EIP on behalf of the trainees.
- C. The TO may assist trainees with their EIP application at the trainee's request. If the TO does assist the trainee, the TO must maintain copies of signed consent forms in the trainee's primary language and provide copies to EIP upon request.
- D. The TO may not assure, through direct or implied means, EIP funds to trainees. An investigation of a complaint filed by an EIP applicant that leads to a determination that the TO did so, may be grounds for suspension or termination of participation with EIP.
- E. EIP scholarships are granted based on documented applicant eligibility and continued availability of funds.
- F. The TO understands that some applicants may not qualify for an EIP scholarship.
- G. The TO understands that some applicants may not receive a scholarship even if all qualifications are met.

V. EIP Awards and Billing

- A. The fee the TO charges EIP participants must be the same or less than the fee charged to other participants in the same training.
- B. The TO must not bill EIP or accept EIP awards for training it *does not deliver*.
- C. If the training is not delivered, the TO must reimburse EIP for any payments previously received.
- D. The EIP scholarship awards may not be modified in any way.
- E. The training information printed on the EIP scholarship awards, including course title, start date and end date, must be consistent with the actual training activities. The TO may not bill EIP if the actual training dates differ without prior authorization from EIP.
- F. EIP awards are not transferrable and must only be used for the course for which they were issued.
- G. EIP scholarship awards submitted for billing must have all required signatures.
- H. Before submitting awards to EIP for payment, the TO must bill trainees or third party funding sources for tuition not covered by EIP scholarships.
- I. Signed scholarship awards must be received by EIP no later than 60 days from the course start date or the award issue date, whichever is later.
- J. The TO must allow at least ten weeks from the date awards are received by EIP for payment to be sent.
- K. Expired awards may not be reissued.
- L. Upon receipt of EIP payment, the TO agrees to reimburse the trainee for any training fees paid prior to EIP scholarship receipt.
- M. Training organizations that are also regulated day care programs must not charge EIP or accept EIP payments for training it delivers solely to its employees, contractors, or associates.

VI. Financial Records

- A. The TO agrees to provide EIP with copies of its records upon request.
- B. The TO must demonstrate that it has an adequate process for billing, processing, and recording payments for students who receive full or partial EIP scholarships, as well as for those who do not receive EIP funding.
- C. Documents generated by EIP, including copies of payments and award notifications, **do not** constitute an adequate financial recordkeeping system.

- D. The TO must be able to demonstrate that it has collected, or made a good faith effort to collect, outstanding tuition from trainees who received EIP and trainees who did not receive EIP, by the end of the current program year.

VII. Monitoring and Program Reviews

- A. The TO agrees to allow PDP staff to conduct announced and unannounced monitoring visits of any and all trainings.
- B. If a monitoring visit is conducted and finds the training is not happening, the TO may be suspended from participation with EIP if EIP awards have been issued for that training.
- C. The TO must agree to a complete program review of relevant financial and program records for any year in which EIP funds were received.
 - 1. Reviews will be conducted by EIP and at EIP's expense, upon reasonable notice, during regular business hours.
 - 2. The TO may request rescheduling of a program review if circumstances prevent the TO from participating as scheduled. The new date must be within 30 days of the originally scheduled date.
 - 3. The TO must maintain all training, attendance, and payment records for five years.
 - 4. Attendance rosters must include the TO's name, TO's Aspire ID number, course title, a printed list of all participant names, all participants' original signatures, the date and times of training, the number of training hours and the trainer's name and trainer's Aspire identification number.
 - 5. For classes that include both EIP and non-EIP recipients, payment records must include the date, payment type (cash, check, charge, etc.) and amount of payment received for all individuals enrolled in the training.

VIII. Additional Requirements

- A. The TO gives permission for its contact information, training organization name, address, phone number, and internet address to be published on EIP's searchable online listing of training organizations.
- B. The TO agrees to submit any forms or information requested by EIP within the designated time frame. The TO agrees to respond to periodic survey requests and any other research questionnaires that may be sent in regards to EIP.
- C. When referring to EIP in any published materials, including on-line information, the TO agrees to use the following language:

"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 www.ecetp.pdp.albany.edu. You may also contact EIP by email at eip-to@albany.edu, or by phone at either (800) 295-9616 or (518) 442-6575."
- D. The use of any language other than that stated above requires prior approval from EIP.
- E. The TO attests that it has not been barred or suspended from working for or receiving funds from a state or federal agency.
- F. The TO certifies that it is an independent contractor and is not eligible to file for or collect unemployment benefits or workers compensation benefits.

By signing this agreement, the above mentioned training organization agrees to comply with the EIP terms and conditions contained herein and those printed on EIP scholarship awards. Any violation of the terms and conditions by the training organization named above including any of its employees, associates, or contractors is grounds for immediate suspension and/or termination from participation with EIP.

Name of Authorized Training Organization Representative (*Please print*) _____
Job Title (*Please print*)

Signature of Authorized Training Organization Representative _____ / _____ / _____
Date

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.

For more information about Aspire visit <http://nyworksforchildren.org>

For more information about the New York State Training and Technical Assistance Professional Credential (T-TAP) visit <http://nysaeyc.org>

EIP Log-in Information
Go to: www.ecetp.pdp.albany.edu
Click on "For Trainers and Training Organizations"
Then "Access my Training Organization information"
Enter your assigned User Name and Password.

If you need assistance with the login information necessary to gain access to your training organization information please contact Michele Reedy at mreedy@albany.edu or (518) 442-6575.