2026 Early Childhood Education and Training Program
Training Organization Agreement

All training organizations and individuals (hereinafter referred to as TO) accepting payment(s) for the scholarship programs administered through the Early Childhood Education and Training Program (ECETP) at the Professional Development Program (PDP), including but not limited to the Educational Incentive Program (EIP), the Medication Administration Training (MAT) program and Quality Scholars (hereinafter referred to as ECETP Scholarships) are responsible to comply with all terms and conditions of the programs. 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 current program year are listed below and pertain to every employee, associate, or contractor working with a TO. As noted in this document, all terms may not apply to every scholarship program. Please read this agreement carefully and make sure you understand all the information before signing.

TOs wishing to deliver training using a virtual platform must review, sign and submit the Virtual Training Addendum.

Training Organization: _____

Street Address: _____

City, State, ZIP Code: _____

Main email for account correspondence: _____

Select the program(s) your organization will participate in (check all that apply).
_____ Educational Incentive Program (EIP)
_____ Medication Administration Training (MAT)
_____ Quality Scholars

I. Eligible Trainers

A. All trainers participating with the EIP and Quality Scholars scholarship programs 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

OR

Approved by PDP as one of the following approved trainer types. Note: these types have a limited scope of training and are not meant to be a substitute for a TTAP credential:

9. Subject Matter Expert (with PD Specialist as co-trainer)
10. Nationally Recognized Expert

B. MAT and Health and Safety (H&S) trainers must be certified as such by the Professional Development Program and must maintain their status as a certified trainer to be eligible for ECETP scholarships.
C. Trainers are only authorized to conduct training within their approved trainer type. Substitutes must be noted in the training portal and must be an approved trainer type. Verified Trainers and Content Specialists trainers **may not** be used as a substitute for a Professional Development Specialist.
D. Professional Development Specialists and T-TAP Coaches 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 agrees to provide training in an environment conducive to adult learning.
C. The TO will listen to and acknowledge trainee opinions and will promote a healthy learning environment. TO will be polite, fair, respectful, honest and treat others in a thoughtful and courteous way. The TO will not engage in any form of abuse, intimidation, discrimination, retaliation or harassing behavior.
D. The TO is responsible for all aspects of training for which it accepts ECETP scholarship payments.
E. The TO understands that training must be conducted in the language it is scheduled as, and the trainer must be fluent in said language.
F. The TO must maintain written policies for training registration, payment, attendance, cancellation, and withdrawal. These policies must be provided to all students **prior** to the training start date. The policies must comply with ECETP terms and conditions and all applicable rules, ordinances, and regulations.
G. The TO must only accept ECETP Scholarship payments for training activities the TO actually delivers. The total number of training hours must 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.
H. ECETP scholarship funds **can** be used for:
    1. Cost of training
    2. Coaching
    3. Assessment fees
I. ECETP scholarship funds **cannot** be used for:
    1. Registration or membership fees
    2. Homework time
    3. Books
    4. Instructor preparation or commute time
J. Training activities must begin and end within the calendar year.
K. At the end of the training the TO must provide all participants with a Certificate of Completion. Certificates should only be issued for the training hours the trainee **actually** completed. The certificate must contain all the following information, or it will not be accepted:
    1. TO Name
    2. TO Aspire ID number
    3. Participant name
    4. Course title as approved and scheduled in the PDP Training Portal
    5. OCFS regulatory topic areas covered

6. CDA topic areas covered (if applicable)
7. Training start and end dates
8. Total hours completed
9. Training delivery type (i.e., classroom or virtual)
10. Trainer's name
11. Trainer's Aspire ID number
12. Trainer's signature

Certificates for MAT and Health & Safety courses are generated through the PDP Training Portal. Only those issued by PDP with a valid QR code can be used to fulfill regulatory training requirements.

III. Event Approval and PDP Training Portal

A. ECETP Scholarship awards will only be issued for trainings that are either approved through the Event Approval process, or by the OCFS Distance Learning Committee, and scheduled in advance on the PDP Training Portal. Loss or expiration of distance learning approval will make any associated trainings ineligible for ECETP scholarships.

B. The TO agrees to provide and accurately maintain all required information when scheduling events on the PDP Training Portal. This includes, but is not limited to:
   1. Course cost
   2. Dates & times, including breaks
   3. Trainer
   4. Location, including direct links and passcodes to virtual training sessions
   5. Event Capacity
   6. Training language

C. The TO agrees to provide training consistent with the schedule entered on the PDP Training Portal. Any changes to a scheduled training event, **including virtual link changes**, must be made *at least 48 hours prior* to the scheduled training date, except in the event of an emergency. Once there are ECETP applications associated with the scheduled training event, the trainer will no longer be able to make changes in the portal. If the TO is unable to make a schedule change on the portal, they must notify the ECETP program immediately by email.

D. If a training event that has ECETP scholarship awards issued needs to be cancelled, the appropriate scholarship program must be notified immediately by email.

E. MAT and H&S trainings must be scheduled in accordance with the guidelines listed in the MAT/H&S Statement of Ethical and Professional Obligations. Any changes made to the scheduled training must also be in accordance with the guidelines listed in the MAT/H&S Statement of Ethical and Professional Obligations.

IV. Participant Application

A. The TO may not require trainees to apply for ECETP scholarships in order to participate in training activities.

B. The TO must not create or log in to ECETP accounts on behalf of the trainees, must not manage, apply for or accept scholarships on behalf of the trainees. Any TO found to be doing so may be immediately suspended and/or terminated from participation with ECETP.

C. The TO may assist trainees with their scholarship 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 ECETP upon request. Consent forms should be completed prior to the application date.
D. The TO understands that Consent forms, do not under any circumstances, give the TO permission to create ECETP accounts, apply for or manage scholarships on behalf of the trainees.
E. The TO understands that ECETP staff will not provide scholarship application information or updates without a signed consent form.
F. The TO may not assure, through direct or implied means, scholarship funds to trainees.
G. ECETP scholarships are granted based on documented applicant eligibility and continued availability of funds.
H. The TO understands that some applicants may not qualify for a scholarship.
I. The TO understands that some applicants may not receive a scholarship even if all qualifications are met.

V. Scholarship Awards and Billing

A. The fee the TO charges scholarship participants must be the same or less than the fee charged to other participants in the same training.
B. The TO must not bill for or accept ECETP scholarship awards for training it *does not deliver*.
C. If the training is not delivered, the TO must reimburse ECETP for any payments previously received. Refunds should be made payable to the Research Foundation for the State University of New York and mailed to the ECETP mailing address.
D. The ECETP scholarship awards may not be modified in any way.
E. The training information included within the ECETP scholarship awards, including course title, start date and end date, must be consistent with the actual training activities. The TO may not bill if the actual training dates differ without prior authorization from the ECETP Scholarship program.
F. ECETP Scholarship awards are not transferable and must only be used for the course for which they were issued, unless the TO has been given prior authorization from ECETP.
G. ECETP scholarship awards submitted for billing must have all required signatures. The trainee and TO should only accept the scholarship awards using their full individual name.
H. Before submitting awards to ECETP for payment, the TO must bill trainees or third-party funding sources for tuition not covered by ECETP scholarships.
I. The TO must submit signed scholarship awards through the PDP Training Portal within 90 days of notification of applicant acceptance. Paper awards must be received by ECETP no later than 60 days from the course start date or the award issue date, whichever is later.
J. Expired awards may not be reissued if funding is not available at the time of request.
K. Upon receipt of ECETP scholarship payment, the TO agrees to reimburse the trainee for any training fees paid prior to receipt of payment.
L. Training organizations that are also regulated day care programs must not charge ECETP or accept ECETP scholarship payments for training it offers solely to its employees, contractors, or associates. Training delivered to any employees must happen outside of their regularly scheduled program hours.

VI. Financial and Attendance Records

A. The TO must maintain all training, attendance, and payment records for seven (7) years. This includes virtual attendance records.
B. The TO agrees to provide EIP with copies of all scholarship records upon request. (*EIP Only)*
C. 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. (*EIP Only)*
D. Documents generated by EIP, including copies of payments and award notifications, **do not** constitute an adequate financial recordkeeping system. (*EIP Only)*
E. 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. (*EIP Only)*
F. For classes that include both EIP and non-EIP recipients, payment records must include the date, payment type (cash, check, charge, Venmo, PayPal, etc.), receipt number and amount of payment received for all individuals enrolled in the training. If a trainee is paying in installments, the TO must record each payment individually and indicate when the balance has been paid in full. (*EIP Only)*
G. The TO is solely responsible for complying with all federal, state, and local requirements regarding reporting and payment of taxes.
H. Attendance rosters for in-person classroom training must include:
    1. The TO's name
    2. TO's Aspire ID number
    3. Course title that matches the training as scheduled in the PDP Training Portal
    4. A printed list of all participant names
    5. All participants' original signatures
    6. The date, start and end time of training
    7. The number of training hours
    8. The trainer's name
    9. The trainer's Aspire identification number.
I. Attendance for in-person classroom training must be taken during each session.
J. Attendance requirements for virtual training events must meet the requirements outlined in the Virtual Training Addendum.

VII. Monitoring and Program Reviews (*EIP Only)*

A. The TO agrees to allow PDP staff to conduct announced and unannounced monitoring visits of all training events.
B. If a monitoring visit is conducted and finds the training is not happening, the TO will be given a written warning and may be suspended from participation with EIP.
C. The TO understands that ECETP may request attendance or payment records at any time throughout the scholarship year. Failure to provide these records within the designated time frame may result in suspension or termination.
D. The TO must agree to a complete program review of all 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.

Monitoring of MAT and H&S trainers will be done in accordance with the guidelines listed in the MAT/H&S Statement of Ethical and Professional Obligations.

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 ECETP's searchable online listing of training organizations.
B. The TO agrees to submit any forms or information requested by ECETP within the designated time frame. The TO agrees to respond to periodic survey requests and any other research questionnaires that may be sent regarding ECETP scholarships.
C. When referring to ECETP scholarships 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)/Medication Administration Training (MAT). For more information or to apply for a scholarship, please visit www.ecetp.pdp.albany.edu. You may also contact EIP/MAT by email at eip@albany.edu, MAT by email at mat@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 the Professional Development Program. ECETP scholarships should never be referred to as "free." Use of any language that has not been approved by ECETP will result in a suspension until the language has been corrected.
E. The TO attests that it has not been debarred or suspended from working for or receiving funds from a state or federal agency.
F. The TO certifies that it is an independent contractor/vendor and is not eligible to file for or collect unemployment benefits or workers compensation benefits.
G. The TO understands that PDP may communicate their ECETP Scholarship participation status to PDP partner agencies. Partner agencies include but are not limited to the Office of Children and Family Services, the New York Association for the Education of Young Children and the Aspire Registry/New York Works for Children.
H. The TO must remain in good standing with PDP partner agencies.

By signing this agreement, the above-mentioned training organization warrants services will be rendered in a professional manor in conformity with all applicable laws, rules, ordinances, and regulations, and if applicable, the organization possesses all legally necessary licenses or permits to perform such work. The training organization agrees to comply with the terms and conditions contained herein. 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 ECETP.

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

_____ _____ / _____ / _____

Signature of Authorized Training Organization Representative Date

ECETP Program Contact information:
Phone: 800-295-9616 or (518) 442-6575
Email:

EIP – EIP-TO@albany.edu
MAT – MAT@albany.edu
Quality Scholars – qualityscholars@albany.edu
Health & Safety – healthandsafety@albany.edu

PDP Training Portal Log-in:

Go to: training.pdp.albany.edu
Enter your assigned Username and Password.
Click 'Need Help?' to reset your password.

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

The Educational Incentive Program, Medication Administration Training, and Quality Scholars are 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