



Synchronous Distance Learning Training Approval Process

Tip Sheet

Requirements for OCFS training credit issuance

Course Criteria:



The course must be one of the following:

- A college credit-bearing course offered by an accredited college/ university
- A course offered by an IACET accredited organization.
- An EIP eligible non-credit bearing course approved through the PDP EIP Event Approval process.
- A non-credit bearing course approved through the Aspire Training Approval Process

Trainer Criteria:



If course requires EIP or Aspire Event Approval, the trainers must be one of the following trainer types and listed in the Aspire Registry:

- T-TAP Professional Development Specialist (Early Childhood and/or School-Age)
- Content Specialist
- Verified Trainer
- Higher Education Faculty
- Nationally Recognized Expert
- Subject Matter Expert
- Coach - T-TAP or Pyramid Model Verified

The following types will be listed on the PDP Training Portal:

- Nationally Recognized Expert
- Subject Matter Expert

Scheduling and Regulator Verification:



All non-credit bearing courses approved through EIP or Aspire must be scheduled on either the ECETP Training Calendar or the Aspire Training Calendar:

- **Regulators can verify course approval of EIP eligible courses** by looking up past events on the ECETP training calendar.
<https://www.ecetp.pdp.albany.edu/findtraining.aspx>
- **Regulators can verify Aspire approved training events** by viewing the OCFS program report for programs who have completed an Aspire account including all QUALITYstarsNY participating programs, and any other program (DCC, FDC, GFDC) that has communicated that they are up to date in The Aspire Registry.

If the providers have an Aspire account, they can print their Aspire PD record.



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