## 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.

## 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](https://www.ecetp.pdp.albany.edu/findtraining.aspx)

## 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

- 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.
Synchronous Distance Learning Training Approval Process

Approval Process of Synchronous Distance Learning Training

- **College-credit bearing courses offered by an accredited higher ed institution**
  - If Yes
    - Eligible for OCFS training credit subject to appropriateness of course content as determined by regulator

- **Course offered by IACET Accredited Organization**
  - If Yes
    - TO submits to EIP Event Review
    - EIP reviews course
    - EIP approved courses are eligible for training credit

- **Non-credit bearing course for which TO seeks EIP eligibility**
  - If Yes
    - Submit to ASPIRE Event Review
    - Aspire reviews course
    - ASPIRE approved courses are eligible for OCFS training credit
  - If No
    - TO submits to ASPIRE Event Review

**Related Resources**
- [https://training.pdp.albany.edu](https://training.pdp.albany.edu)
- [https://www.nyworksforchildren.org/](https://www.nyworksforchildren.org/)