



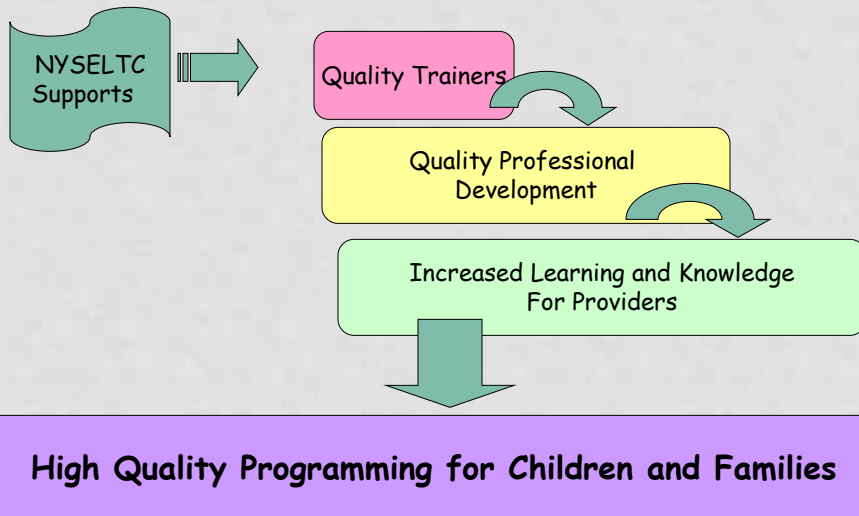
THE NEW YORK STATE EARLY LEARNING TRAINER CREDENTIAL

OVERVIEW OF THE APPROVED TRAINER TYPES

HISTORY OF THE NYSELTC

- ❖ NYSDSS - developed in 1997 by a large compliment of NYS trainers
- ❖ Was to be administered by the SUNY Early Childhood Education and Training Program
- ❖ 2005 - documents developed as part of this process were shared with NYSAEYC and work began to refine competencies and process based on developments in the field and to mirror the processes developed for other NYS credentials.
- ❖ 2009 - Piloted in NYC with CUNY PDI with approximately 20 trainers; revisions made in early 2010 and opened up statewide; 2nd round revisions were made again and released in August 2011.

THE GOAL: TO IMPROVE THE QUALITY OF CARE FOR YOUNG CHILDREN



THE NYS EARLY LEARNING TRAINER CREDENTIAL:

- ❖ Verifies trainers' qualifications
- ❖ Approves quality trainers
- ❖ Trainers can apply for approval as either a:
 - ❖ *Verified Trainer*
 - ❖ *Content Specialist Trainer*
 - ❖ *Level 1, 2 or 3 Credentialed Trainer*

EDUCATIONAL INCENTIVE PROGRAM (EIP) REQUIREMENTS

- ❖ All trainers who would like to accept EIP must hold the appropriate approved trainer type for reimbursement.
- ❖ Verified Trainer – Can only receive EIP for the content they hold the approved standardized TOT i.e. First Aid/CPR, OCFS Child Abuse and Maltreatment
- ❖ Content Specialist Trainer – Can only receive EIP for the training content they are approved to teach i.e. Health/Nutrition, Accounting Practices
- ❖ Level 1, 2 or 3 Credentialed Trainer – Can receive EIP for content they have created related to the OCFS 9 Training Topic Areas i.e. CDA Preparatory Course, Group Training on Child Development, Environment and Curriculum, Observation and Assessment, etc.
- ❖ Trainer holding the NYSELTC Credential (Level 1, 2, 3) will be eligible for an enhanced rate of \$35/hour

NYSELTC APPROVED TRAINER TYPE FEE STRUCTURES

- ❖ Verified Trainer
 - ❖ No Charge – Completed through NYWFC Aspire Application
- ❖ Content Specialist Trainer (30-day process)
 - ❖ Total Fee: \$75.00
 - ❖ \$25 non-refundable application fee with the Intent to Apply submission
 - ❖ \$50 assessment fee once deemed eligible
- ❖ Level 1, 2 or 3 Credentialed Trainer (120-day process)
 - ❖ Total Fee: \$350.00
 - ❖ \$100 non-refundable application fee with the Intent to Apply submission
 - ❖ \$250 assessment fee with the portfolio submission
 - ❖ If portfolios are deferred and additional \$150 resubmission fee will be charged with portfolio resubmission

ASPIRE

- ❖ Aspire is New York's registry for early childhood professionals. Teachers, directors, family child care providers and trainers can use this new online system to help them keep track of their employment history, education, ongoing professional development, and contributions to the field.
- ❖ Aspire can be found on the New York Works for Children (NYWFC) website:
www.nyworksforchildren.org

INDIVIDUAL PROFESSIONAL PROFILE

- ❖ Trainers must complete the individual professional profile
 - ❖ Important: This is the part of the process that requires you to send verification documents to NYWFC.
 1. Gather relevant documents
 2. Set up your account
 3. Complete the application
 4. Send documentation to New York Works for Children

VERIFIED TRAINER

- ❖ Available to those who have completed a training of trainers in a specific curricula for which they have received formal certification.
- ❖ Verified Trainers are approved through the Professional Development Approval System (PDAS) to provide only the specific curricula/assessment tools in which they have successfully completed approved “Training of Trainer” courses

VERIFIED TRAINER

- ❖ Topics/content might include:
 - ❖ **Program for Infant Toddler Care (PITC)**
 - ❖ **Assessment tools – must have been trained to reliability through the issuing agency (e.g. Environmental Rating Scales, CLASS, Work Sampling System)**
 - ❖ **SUNY Health and Safety**
 - ❖ **American Red Cross First Aid, CPR, etc.**

WHAT ARE THE STEPS TO BECOMING A VERIFIED TRAINER?

1. Complete an online profile with Aspire at www.nyworksforchildren.org (Identify yourself as a trainer)
2. Submit documentation to support your profile within 10 days to New York Works for Children (NYWFC)
3. Receive approval and Career Ladder from Aspire

CONTENT SPECIALIST TRAINER

- ❖ The Content Specialist trainer option is available to individuals whose education and experience is in a field other than early childhood education, child development, or a defined related field who offer non-credit bearing group trainings within their area of expertise.
- ❖ e.g. health care professionals, accountants, fire safety officers, environmental specialists, etc.

CONTENT SPECIALIST TRAINER

- ❖ A Content Specialist has attained a level of expertise in a field that is not directly related to Early Care and Learning but is vital to managing a quality early care and learning program.

ELIGIBILITY CRITERIA FOR CONTENT SPECIALIST TRAINER

- ❖ An Associate's degree or higher degree in a related field
- ❖ Minimally 3 years of work experience in the content area
- ❖ Minimally 1 year of adult training experience
- ❖ Professional certification may be required – for example, an accountant who wishes to train business tax law should have a CPA.

WHAT ARE THE STEPS TO BECOMING A CONTENT SPECIALIST TRAINER?

1. Complete an online profile with Aspire at www.nyworksforchildren.org (identify yourself as a trainer)
2. Submit supporting documentation to NYWFC within 10 Days
3. Once approved through Aspire (Career Ladder Level Assigned) Complete the Intent to Apply form at www.nysaeyc.org/content-specialist-trainers/ and submit the \$25 non refundable application fee to NYSAEYC
4. Once determined eligible (notification will occur within 10-days after application fee has been received), submit the \$50 assessment fee to NYSAEYC
5. Professional Experience Verification through NYSAEYC – 30 Days to complete

NYSELTC Content Specialist Trainer	
Reference/Verification of Professional Experience	
<p>To the reference writer: You have been asked to serve as a reference for a candidate applying for the New York State Early Learning Trainer (Candidate as a Content Specialist Trainer). Your reference will be used as a part of the verification process to determine whether the applicant meets the eligibility requirements for the Content Specialist Trainer. The reference you provide will only be used for this purpose; neither the New York State Association for the Education of Young Children (NYSAEYC) or NYC Early Childhood Professional Development Institute (ECPDI) will forward the reference to universities or to prospective employers.</p> <p>You have two options for submitting your reference: 1) Print the form, handwrite your responses, and mail the completed form directly to NYSAEYC. 2) Type your reference in a Word document or the body of an email. Be sure to include all of the information requested in this reference form in the content of your response. Then, email your reference to NYSAEYC.</p>	
Name of applicant:	Date: _____
Name of reference writer: _____	
Address of reference writer: _____	
Phone number of reference writer: _____	
Email address of reference writer: _____	
<p>Number of years you have known the applicant in job or bank of the following capacities: Adult Education/Trainer _____ Professional Work _____</p>	
<p>TRAINING REFERENCE (ONLY) Using a scale of 1-5 (1=poor to 5=excellent) please rate the applicant's ability in the following areas:</p>	
Developing meaningful content curriculum _____	Meeting learning objectives _____
Using of a variety of instructional methods _____	Creating a supportive and flexible environment _____
Actively engaging participants _____	Connecting theory to practice _____
<p>Please provide a brief narrative of the applicant based on your experience with him/her. Please describe to the best of your knowledge the following:</p> <ul style="list-style-type: none"> • The applicant's professional experience working in the content area _____ • The applicant's training experience _____ • The quality of the applicant's work _____ • If the applicant was employed by you or your organization would they be eligible for tenure _____ 	
<p>Notes: 1) Print this form, type or write your responses, narrative can be on your letterhead and mail it in a sealed envelope to: Adult EDC NYC Association for the Education of Young Children (NYSAEYC) 230 Washington Avenue Extension Albany, NY 12242</p>	
<p>OR</p> <p>2) Email your response to enrich@nysaeyc.org. The subject of your email should read: Content Specialist Reference.</p>	

LEVEL 1-2-3 CREDENTIALLED TRAINER

❖ Through an extensive application process, Credentialed Trainers have had their level of education, experience working with children and families, and training experience verified by the NYS Association for the Education of Young Children. The qualities of the instructional design, content and delivery of the professional development they offer, as well as their professionalism, have been evaluated through a portfolio review process.

WHO IS THE LEVEL 1-2-3 CREDENTIAL PROGRAM FOR?

People who provide professional development to early childhood providers.

- ❖ Early Childhood Professionals
- ❖ Licensing Specialists
- ❖ Parent Educators
- ❖ Professors
- ❖ Social Workers
- ❖ Child Care Resource and Referral staff

ELIGIBILITY REQUIREMENTS

- ☑ Education
- ☑ Experience professionally working in direct service with children and families
- ☑ Experience providing professional development to early childhood providers.

New York State Early Learning Trainer Credential Levels with Alternate Routes

Effective January 1, 2015-December 31, 2015

LEVEL 1		
Route	Education	Professional Experience in the Early Care and Learning Field
Standard	Associate's Degree in Early Childhood or Child Development OR An Associate's Degree in a related SOC with 18 credits in Early Childhood or Child Development Associate's Degree or 60 college credits in an unrelated field	5 years
Alternate 1	MTW 22 credits in Early Childhood, Child Development or Childhood related course work	5 years
LEVEL 2		
Route	Education	Professional Experience in the Early Care and Learning Field
Standard	Bachelor's Degree in Early Childhood or Child Development OR Bachelor's Degree in a related field with 18 credits in Early Childhood, Child Development	3 years
Alternate 1	MTW 22 credits in Early Childhood, Child Development or Childhood related course work	5 years
LEVEL 3		
Route	Education	Professional Experience in the Early Care and Learning Field
Standard	Master's A.G. and/or Ph. D. Degree in Early Childhood or Child Development	3 years
Alternate 1	Master's Ed. G. and/or Ph. D. Degree MTW 30 credits in Early Childhood, Child Development or Childhood related course work	5 years

Childhood Related Course Work includes credits in the following:

- Early Childhood
- Elementary and Special Education
- Child Development

RELATED COURSE WORK

- ❖ Early Childhood Education Courses
- ❖ Child Development Courses
- ❖ Developmental, Child, and Educational Psychology Courses
- ❖ Elementary Education Courses specific to the development of children and meeting learning needs of children
- ❖ Other course work can go through an approval system with the submission of course description

WHAT ARE THE STEPS TO EARNING THE LEVEL 1-2-3 TRAINER CREDENTIAL?

1. Complete an online profile with Aspire at www.nyworksforchildren.org (Identify yourself as a trainer)
2. Submit supporting documentation to NYWFC within 10-days
3. Once approval and Career Ladder level is received from Aspire complete the Intent to Apply form at www.nysaeyc.org/level-1-2-3-trainers/ and submit the \$100 non-refundable application fee to NYSAEYC
4. NYSAEYC will contact you with your eligibility determination within 10-business days of receiving the application fee
5. Professional Experience Verification through NYSAEYC – 30 Days to complete
6. Submit a portfolio that reflects your competence as a trainer and the \$250 assessment fee to NYSAEYC. 90-days to complete

PROFESSIONAL EXPERIENCE VERIFICATION

- ❖ Must be chosen from the list of present/previous employers inputted into the application
- ❖ Must be able to speak to number of years experience
 - ❖ Minimum of 2 years of professional experience working directly with children and families (i.e. head teacher, assistant teacher, director)
 - ❖ Determine your route for total number of years experience needed for the credential

New York State Early Learning Trainer Credential

Reference/Verification of Professional Experience in the Early Childhood Field

To the reference writer:
You have been asked to serve as a reference for a candidate applying for the New York State Early Learning Trainer Credential. Your reference will be used as a part of the verification process to determine whether the applicant meets the eligibility requirements for the credential. The reference you provide will only be used for this purpose. Unlike the New York State Association for the Education of Young Children (NAEYC) or the Early Childhood Professional Development Institute (ECPI) who forward the reference to associations or to prospective employers.

You have two options for submitting your reference:

- 1) Print the form, attach to your response, and mail the completed form directly to WISNET.
- 2) Type your reference in a Word document or the body of an email. Be sure to include all of the information requested in this reference form in the content of your response. Then, email your reference to WISNET.

Name of applicant _____ Date _____

Name of reference writer _____

Address of reference writer _____

Phone number of reference writer _____

E-mail address of reference writer _____

Number of years you have known the applicant in one or both of the following capacities:
Adult Educator/Trainer _____
Practitioner with Children and Families (e.g. head teacher, child care provider, director) _____

EXPERIENCE VERIFICATION (2007)
Using a scale of 1-5 (1=poor to average to/below the Very Good to Excellent) please rate the applicant's ability in the following areas:

Developing meaningful career activities _____ Setting learning objectives _____

Using a variety of instructional methods _____ Creating a supportive and flexible environment _____

Actively engaging participants _____ Connecting theory to practice _____

Please provide a brief narrative of the applicant based on your experience with him/her. Please describe to the best of your knowledge the following:

- The applicant's professional experience working with children and families and/or
- The applicant's training experience
- The quality of the applicant's work
- If the applicant were employed by you or your organization would they be eligible for salary.

You may:
1) Print this form, type or write your response, narrative can be on your letterhead or e-mail it in a word document to: Avet.Mil@NYSED.gov
NYE Association for the Education of Young Children (NNAEYC)
330 Washington Avenue Extension
Albany, NY 12202

OR

2) Email your response to early@nyseca.org. The subject of your email should read: Trainer Credential Reference

WHAT ARE THE PORTFOLIO REQUIREMENTS?

Use the NYS Early Learning Trainer Competencies, Portfolio Instructions and Portfolio Scoring Tool to compile a portfolio that addresses four *Knowledge Base Areas*:

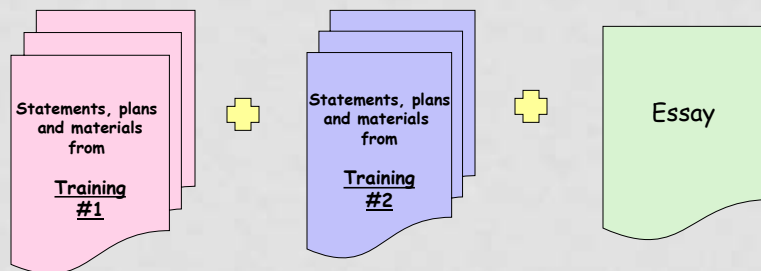
- A. Knowledge of Content
- B. Instructional Design and Development
- C. Presentation Skills
- D. Professionalism

ELIGIBLE TRAINING AND/OR CONSULTATION

- ❖ Choose two group training or consultation experiences that you've lead within the past three years.
 - ❖ **Eligible Training** – a one and a half to three hour group presentation that you have planned, developed and implemented within the last three years that:
 - ❖ was presented to group of at least 20 persons
 - ❖ you created, authored, and primarily presented
 - ❖ built or enhanced the knowledge and competencies of early childhood education professionals
 - ❖ **Eligible Consultation Services** – a three to eight hour onsite/face-to-face assessment and resolution of an issue specific concern with an individual or an organization within the last three years that:
 - ❖ was created specifically to meet the needs of the individual or organization
 - ❖ created a resolution for a specific concern or set of concerns
 - ❖ facilitated the recipient's continued use of the process employed during or as a result of the consultation

TRAINER COMPETENCE PORTFOLIO

- ❖ For each group training or consultation experience, address Knowledge Base Areas A-C. Include written statements, as well as presentation plans and materials.
- ❖ The essay should address Knowledge Base Area D: Professionalism



WHAT HAPPENS AFTER I SUBMIT MY PORTFOLIO?

- ❖ Two reviewers at NYSAEYC will review your portfolio using the Portfolio Scoring Instrument.
- ❖ Reviewers will make one of three decisions:
 - ❖ Credential awarded
 - ❖ Level determined based on Education and Experience at the approval of part 1
 - ❖ Credential deferred
 - ❖ Please note: There is a \$150 reassessment fee for deferred candidates.
 - ❖ Credential denied
- ❖ Once awarded, you will be listed on the NYS Early Learning Training Source as a **Credentialed Trainer** at the level you have achieved.

SUPPORTS

- ❖ NYSAEYC Professional Development Coordinator
 - ❖ Available via email or phone for assistance through the process
- ❖ Webinars
 - ❖ Recorded webinars on NYSAEYC Website
 - ❖ Live webinars held on a monthly basis
- ❖ Trainer Institutes
 - ❖ 2015 Calendar is currently being developed
- ❖ Online FAQ

CONTACT INFORMATION

Avril Mills
NYSAEYC Professional Development Coordinator

amills@nysaeyc.org

518-867-3517

Fax: 518-867-3520

www.nysaeyc.org/early-learning-trainer-credential.org

To begin the process go to:

www.nyworksforchildren.org/aspire