

# Educational Incentive Program (EIP) Professional Development Definitions

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***Training participants may apply for EIP scholarship for professional development opportunities which are:***

1. Entered and approved through the EIP Event Approval Process
2. Scheduled in accordance with the current year **TO Agreement** through the [EIP Training Portal](#)
3. In alignment with one of the EIP eligible [Types of Professional Development](#)
4. Be delivered by a trainer who holds one of the EIP eligible [Trainer Types](#)
5. Separate from in-service training as indicated in [Policy Statement 08-2](#) provided by Day Care Center (DCC) and School Age Child Care (SACC) directors or other qualified center staff

## Types of Professional Development

There are five types of professional development that are eligible for EIP scholarship awards:

### 1. **Training Session/Program**

A training session is a synchronous<sup>1</sup>, non-credit bearing learning experience specific to topic(s), skill(s) and/or practice(s), delivered by a professional with subject matter and adult learning knowledge and skills.

A training program is a planned sequence of training sessions.

Examples of training sessions or programs may include:

- Single training session held on a particular date and time
- Multiple sequential training sessions held on a particular date and time (e.g., training day)
- Multiple training sessions building on a particular topic over period of time (e.g., Pyramid Model Training)

### 2. **Conference**

A conference is a single or multi-day learning experience with a central focus or theme. To qualify as a conference the event must meet the following criteria:

- Multiple concurrent sessions (participants must have more than one session option to attend during a given time slot)
- Presenters solicited through an open RFP process and evaluated using an established selection criteria
- Registration is open to the public
- Hosted by an international or national association, agency, or educational institution
  - If the event meets this host criteria and the keynote qualifies as a [Nationally Recognized Expert](#) then a [Professional Development Specialist](#) does not need

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<sup>1</sup> Synchronous training: trainer and participant interact with and in the learning environment at the same time

- to be designated by the host training organization
- If the event meets this host criteria but the keynote does not qualify as a [Nationally Recognized Expert](#) then a [Professional Development Specialist](#) does need to be designated by the host training organization
- Hosted by a state, regional, or local association, agency, or educational institution
  - If the event meets this host criteria then a [Professional Development Specialist](#) needs to be designated by the host training organization in order for it to be eligible for EIP

### 3. Credit-Bearing Coursework

Credit-bearing coursework includes courses offered by nationally or regionally accredited institutions of higher education for which college or university credit is earned upon successful completion of the course. Accredited colleges and universities are listed on the [Council for Higher Education Accreditation \(CHEA\)](#) website:

- Matriculated in an Early Childhood or related program
  - EIP scholarship may be available to cover all credit bearing coursework
- Non-matriculated or matriculated in other fields of study
  - EIP scholarship may be available to cover credit bearing coursework in and related to early childhood studies

### 4. Distance Learning

Distance learning is an asynchronous<sup>2</sup> learning experience (paper or computer) accessed by the learner without the presence of a live instructor and used at the learner's convenience in terms of time and location.

Non-credit-bearing distance learning training is eligible for EIP scholarship if it meets one of the following:

- Pre-Approved Course
  - Courses in this category have all been reviewed individually and the course status has been designated on the [Distance Learning Website](#). Only courses listed with a status of "Approved" and taken prior to the expiration date on the website will be approved for EIP scholarship
- Pre-Approved Organizations
  - Organizations in this category meet specific pre-determined criteria and are listed under Approved Organizations on the [Distance Learning Website](#). All courses offered by these organizations are "Approved" for distance learning credit. Only those courses that address one or more of the OCFS training topics will be approved for EIP scholarship.

Per [OCFS Policy Statement 15-5](#): Distance Learning, "It is recommended that staff and volunteers seek approval from the Office prior to enrolling in a distance-learning course to verify that the course offers credit toward meeting training requirements."

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<sup>2</sup> Asynchronous training: trainer and participant do not interact with and in the learning environment at the same time

## 5. Coaching

Coaching is a relationship-based process led by a professional with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal-setting and achievement for an individual or group.

Coaching professionals must hold one of the approved coaching designations in the State of New York, including but not limited to:

- Training and Technical Assistance Professional (T-TAP) Coach
- Pyramid Model: Practice Based Coach
- Pyramid Model: Leadership Team Coach

## Trainer Types

Seven trainer types are eligible to participate with EIP:

### 1. Professional Development Specialist

Individuals who have successfully completed the New York Association for the Education of Young Children (NYAAYEC) [NYAAYEC credentialing process](#) and are approved to provide non-credit bearing training on general early childhood and/or school-age content have been awarded one of the three (3) New York State Training and Technical Assistance Professional (T-TAP) Credentials as a [Professional Development Specialist \(PDS\)](#):

- T-TAP PDS Early Childhood
- T-TAP PDS School-Age
- T-TAP PDS Early Childhood and School-Age

### 2. Content Specialist

Individuals who have successfully completed the NYAAYEC credentialing process and are approved to provide non-credit bearing training in their area of expertise, , are awarded the [Content Specialist](#) credential.

Examples of pre-determined areas of training that can be provided by a Content Specialist are:

- Family and Social Services
- Fine/Performing Arts
- Health and Wellness
- Program Organization, Leadership and Communications
- Special Education and Related Services
- Business and Finance
- Safety and Security
- Laws and Regulations
- Technology

### 3. **Verified Trainer**

Individuals who hold an endorsement from the curriculum developer, submit all endorsements to the statewide workforce registry, and receive the trainer designation of Verified Trainer are approved to train ONLY the specific curricula for which they have successfully completed an official train-the-trainer (TOT) program. Click here to go to the New York Works for Children website which will provide a list of curricula for which an endorsement is required see [Specific Curriculum](#).

### 4. **Higher Education Faculty**

Individuals who are employed or retired from a nationally or regionally accredited higher education institution may be eligible to provide professional development on General Early Childhood and/or School-Age content outside the auspices of an accredited institution of higher education upon completion of the Aspire review process and receipt of the [Higher Education Faculty](#) trainer designation.

### 5. **Nationally Recognized Expert**

Individuals who meet the criteria of a Nationally Recognized Experts (NRE) are those who have:

- Attained acknowledged expertise in the Early Childhood field
- Established national credibility to provide professional development to early childhood providers, directors, and trainers;
- Submitted (or the sponsoring training organization has submitted on their behalf) the NRE Application and completed the review process through EIP Event Approval prior to the training event

NREs do not need to be entered into Aspire nor hold a NYS T-TAP Credential to provide professional development in their acknowledged field of expertise.

Nationally recognized experts must meet one of these criteria:

- Published in a field-related book or empirical journal
- Delivered a keynote address at an international or national conference

Contact the EIP Event Approval team at [EIP-TO@albany.edu](mailto:EIP-TO@albany.edu) for more information.

### 6. **Subject Matter Expert**

Individuals who meet the criteria of a Subject Matter Expert (SME) are those who:

- Have expertise in an early childhood-related content area
- Do not hold one of the other EIP Approved Trainer because (s)he provides less than 10 hours of training per calendar year to early childhood providers
- Submitted (or the sponsoring training organization has submitted on their behalf) the SME Application and completed the review process through EIP Event Approval prior to the training event

The Subject Matter Expert must meet the criteria above and meet at least one of the following qualification requirements:

- Hold a current professional license in the content area being delivered
- Possess a minimum of a Bachelor's degree in related field
- Have been published in a field-related empirical journal
- Have a minimum of 30 hours of experience training in the content area in the last five years

In addition to the Subject Matter Expert, a Professional Development Specialist must be present for the entire duration of the session, and will be responsible for managing learning and ensuring that learning objectives are met.

## **7. Coach**

Coaching professionals must hold one of the approved coaching designations in the State of New York including but not limited to:

- Training and Technical Assistance Professional (T-TAP) Coach
  - The [NYAEYC T-TAP Coach Designation](#) is for individuals who have successfully completed the T-TAP Coach process including demonstration of education and experience eligibility, submission of a T-TAP Credential Coach Designation Portfolio, and participation in a T-TAP Credential Coach Designation Interview
- Pyramid Model: Practice Based Coach and/or Pyramid Model: Leadership Team Coach
  - The Pyramid Coach Designation is for individuals who have successfully completed the Pyramid Model Coach training process and submitted all endorsements to the statewide workforce registry

If you have any questions please contact EIP at [eip@albany.edu](mailto:eip@albany.edu) or call: 800-295-9616