



New York Association for the Education of Young Children

**New York State Training and Technical Assistance
Professional Credential
Content Specialist
Application Process**

Part 1: Join Aspire



Part 2: Intent to Apply Form



Part 3: Submit References

Content Specialist Eligibility Requirements

Content Specialist trainers are approved to provide non-credit bearing group trainings within their area of expertise (e.g. health care professionals, accountants, fire safety officers, environmental specialists, etc.). A Content Specialist has attained a level of expertise in a field that is unrelated to Early Care and Learning but is vital to managing a quality early care and learning program. The qualifications for a Content Specialist are defined as an individual who holds the highest level of education and experience in their field and/or is considered an expert in the field. Below is a guideline for a potential minimum qualification:

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

Content Specialist Areas of Expertise

Content Specialists may be approved in one or more of the following areas:

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

Part 1: Register as a trainer with Aspire



Aspire is the state's new workforce registry. It is an online system that helps all early childhood professionals, including providers of professional development; keep track of their employment history, education, and ongoing professional development. It is also the first step in applying for the New York State Training and Technical Assistance Professional Credential as a Content Specialist. All Content Specialist and applicants must have an active Individual Professional Profile with Aspire.

www.nyworksforchildren.org/aspire/go

Aspire: Get Ready

The Aspire application has two main parts: the online application and the supporting documentation. When you fill out your online application, you will be asked questions about your education, credentials, curricula you are approved to deliver, and assessment tools you are trained to administer. Based on your answers to these questions, you will be required to send in documents that help Aspire staff verify what you have entered in your application. To make the application process smoother, you should gather these documents **before** filling out the application. The documents may help you answer the application questions, and you will have to provide NYWFC with copies of them when you are finished.

Be prepared with the following:

- High School Graduation or GED Completion**
A copy of your high school diploma or GED complete certificate. This is required only if you have not been enrolled in a degree program at a college or university.
- Degree Completion**
Copies of college or university diplomas.
- College Coursework**
Copies of official college or university transcripts. Include transcripts for ALL credit-bearing coursework you've completed. Aspire will use all of the credits you've earned to calculate your level on the Career Ladder. If you have attended more than one college or university, please submit a transcript for each college or university attended and/or degree earned.

Part 1: Register as a trainer with Aspire, Continued

- Early Childhood or School Age Credentials**
Copies of certificates for all credentials you've earned. This might include certificates for a CDA credential, Infant Toddler Credential, NAFCC Accreditation, etc.
- State Certifications and Licenses**
Please submit copies of any certifications you currently hold. This includes New York State and out-of-state teacher and administrator certifications, as well as other professional licenses.
- Professional Development**
Please submit copies of certificates for any CPR or First Aid training that you have attended since January 1, 2009. Submit copies of certificates for training in any other topics that you have attended in since January 1, 2011.
- Membership to Professional Organizations**
Please provide proof of membership to any professional organizations to which you belong.
- Assessment Tools**
A verification letter/certificate for any assessment tools to which you've been trained to reliability (CLASS, ECERS, etc.).
- Curricula**
A verification letter/certificate for any curriculum or program for which you've been approved or certified as a trainer (Authorized Creative Curriculum trainer, Approved Health and Safety Trainer, etc.).

Aspire: Create an Individual Account

To begin using Aspire, you will need to set up an account. Your account is the username, password and other identifiers that you can use to access your information on Aspire. To set up your account, visit www.nyworksforchildren.org/aspire/go, then click "Create an Individual Professional Profile (Directors, Providers, Teachers and Trainers" under "Don't have an account?" in the left sidebar.

To set up an account, you will need to provide your:

- First and last name
- Birth date
- Last 5 digits of your Social Security Number (to make sure your account is unique)
- Your email address (this is how Aspire will send your password)
- Your mailing address (where you will receive paper materials from Aspire, like your certificate)
- Your home/mobile phone number, work phone number and fax number

Part 1: Register as a trainer with Aspire, Continued

- A security question and answer to enable you to access your account if your password is lost.

Once you submit this information, an email will be sent to you with your user name and password.

Aspire: Complete your Online Application

To start your Aspire application, you must first log in to your account. Retrieve the assigned ID and password from the email you received after creating your Aspire account (Note: you will be able to change your password).

Go to: www.nyworksforchildren.org/aspire/go

Select Individual Professional Profile. Sign in with your Aspire ID and Password.

Select “Register as a trainer” on the welcome screen. Then, click “Continue.”

Follow the application instructions on your screen. You will be asked to fill out 6 sections:

- 1. Personal Information** (Basic background and contact information)
- 2. Education** (Any degrees, credentials or certifications in early childhood education)
- 3. Employment history** (Any position working with children and families in early childhood). **Be sure to find out whether the organization for which you work already has an Aspire Organization ID. You will need this ID to enter your employment correctly and to ensure that you will show up on your organization’s list of trainers.**
- 4. Training** (Any workshops, coaching or other professional development in early childhood)
- 5. Professional Memberships/Contributions** (Membership to early childhood organizations like NAEYC or contributions, such as presenting at an early childhood conference, that you’ve made in the last 12 months).
- 6. Trainer Information** about your current trainer level, the content areas in which you provide training, and curricula you are approved or certified to deliver.

Aspire currently tracks four trainer levels and higher education faculty. The four trainer levels are:

- **Aspire Registered Trainers**
- **Verified Trainers**
- **Content Specialist**
- **Professional Development Specialist (Early Childhood, School Age, both Early Childhood and School age)**

Part 1: Register as a trainer with Aspire, Continued

You will be asked to select your CURRENT trainer level. See the chart of Approved Trainer Levels at the back of this instruction guide to help you. Unless you already have been approved by either Aspire or New York Association for the Education of Young Children as a Verified, Content Specialist, or Professional Development Specialist, you should select, *Aspire Registered*.

Aspire will update your trainer level accordingly if you qualify as a Verified Trainer, or when the New York Association for the Education of Young Children awards you either the Trainer Credential or the Content Specialist level.

***Please note that you do not have to complete the entire application in one sitting. The information you enter will be saved and you can log back in at any time to complete your application. The entire application should take between 15 and 30 minutes to complete.

Aspire: Send Documentation to Aspire

After you have submitted your application, you have **10 days** to send your documents to Aspire. You should receive an email with the list of documents you must send in, based on your application responses. (For instance, if you stated in your application that you have an

Associate's degree in early childhood education, you must send in a copy of your official transcript). You will also receive a link to the Documentation Checklist. NYWFC will review your documentation to verify that the information in your application is accurate.

Start by following the link to the Documentation Checklist and print it out. Then gather official copies of all documentation required on the list you received from Aspire. (Note: For college/university degrees, you are required to send your transcripts, not your diploma.)

Next, make copies of these official documents. Please note that only copies of official documents are necessary, and that Aspire cannot return your documents after they have been reviewed. Do not send original documents. Complete the document checklist.

Finally, place the Documentation Checklist on top of all of your documents, and send the Checklist and all of your documentation in ONE ENVELOPE to: **New York Works for Children, Aspire, 16 Court Street, 31st Floor, Brooklyn, NY 11241**

Review Process

Once Aspire receives your documentation, it may take an average of 6 weeks to complete the review process. Aspire will verify your professional development certificates, membership and contribution documentation, high school diploma, and college or university degrees. Based on a review of any transcripts you send in, Aspire will also use any coursework in early childhood education or related fields to adjust your level on the Career Ladder (which is based on a combination of your education, credentials, and years of experience in the field).

At the end of the review process, you will receive your Professional Development Record and an Aspire Certificate with your Career Ladder level and Trainer Level at the mailing address provided in your application. You will receive one of the following Trainer Levels: Registered Trainer or Verified Trainer at the mailing address provided in your application. If you do not receive these three items, or believe there has been an error on your Professional Development Record or in calculating your career level, please contact Aspire at 718-254-7353.

Update and Renew

After your application has been completely processed and you have received your Certificate, you will be able to use your Aspire ID and password to access your Professional Profile and Professional Development Record online at any time, in order to update any changes to your Personal, Education, Employment, Training/Professional Development, Professional Memberships or Contributions information. Simply follow the onscreen instructions to make the necessary changes to your Profile, print and complete a Document Coversheet, and send in any relevant documentation to NYWFC. You will now also be ready to complete the Content Specialist Application.

Part 2: Complete the Intent to Apply Form



New York Association for the Education of Young Children

Once you have an active Aspire Professional Profile, complete the Intent to Apply Form on the NYAEOYC website: www.nyaeyc.org/ttap-credential/.

Go to: www.nyaeyc.org/ttap-credential/

Complete the online form. You will need to supply some basic contact information, your Aspire ID, and the content areas in which you would like to be considered a specialist. The application should take no more than 15 minutes to complete.

Part 3: Submit your References

You will have 30 days from the day you submit the Content Specialist Application to submit your references to NYAEOYC.

Reference Requirements

1. A minimum of one reference must speak to the minimum requirement of 3-years direct experience working in the content area
2. A minimum of one reference must speak to your abilities as a trainer
3. References must complete the [Reference Verification Form](http://www.nyaeyc.org/content-specialist-trainers/). The Reference Verification Form can be found at <http://www.nyaeyc.org/content-specialist-trainers/>.
4. References **must** submit the [Reference Verification Form](http://www.nyaeyc.org/content-specialist-trainers/) directly to NYAEOYC. Trainers may not submit the form on behalf of their reference.

Using information from your Aspire Professional Development Record, NYAEOYC will check your level of education, and employment history. This, along with your 3 references, will help NYAEOYC determine your eligibility for the Content Specialist. If eligible, NYAEOYC will notify you of your approval as a Content Specialist and the content areas for which you are approved to provide professional development.

Payment Procedures

A fee is required to issue the New York State Training and Technical Assistance Professional Credential Content Specialist certificate.

Prior to payment, you will:

- Agree to the Ethical Obligations and Professional Responsibility Agreement (part of online application process)
- Agree to the Terms of Agreement (part of online application process)
- Complete and Aspire Professional Profile and the New York State Training and Technical Assistance Professional Credential application and portfolio process.
- Be notified by NYAEYC and that you have been awarded a Credential designation.

After being notified by NYAEYC, you will need to submit the fee required to issue your certificate. You can pay either by major credit card using PayPal (this is preferred) or by check.

Credit Card Payment (PayPal)

NYAEYC accepts and strongly encourages payment via MasterCard or Visa using the secure PayPal interface. A PayPal account is not required to use this service. Once you are approved as a Credentialed Trainer, NYAEYC will send you an email with your payment options, including a link to log in to the PayPal interface.

Payment by Check

If you wish to pay by check, include a check for the amount due. Checks should be made payable to the New York Association for the Education of Young Children. *Note: An additional \$25.00 will be charged if a check is returned for any reason.*

T-TAP Content Specialist Trainer Fees- *Fees are subject to change

\$75.00 – Due with the Intent to Apply form
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Maintaining Your Content Specialist Endorsement

To maintain your status as a Content Specialist, you will need to have an active Aspire profile. In addition, you will need to:

1. Conduct at least one training event per year. Training events should be listed on the Aspire Statewide Training Calendar.
2. Receive at least 10 hours of professional development in the three year renewal period.

Trainer Search

Once awarded the Content Specialist designation, you will be listed on the Trainer Search so that professionals can easily seek the services of a Content Specialist. The Trainer Search can be found at www.nyworksforchildren.org.

If you do not wish to be listed on the Trainer Search, please contact NYAEYC at 518-867-3517.

Need Help?

For help with Aspire

Phone: 718-254-7353

Email: info@nyworksforchildren.org

For help with the Content Specialist Application

Phone: 518-867-3517

Email: credentials@nysaeyc.org

