



New York Association for the Education of Young Children

**The New York State Training and Technical Assistance  
Professional Credential**

**Application Process for Professional Development Specialist**

Part 1: Join Aspire

Part 2: Intent To Apply Form

Part 3: Trainer Portfolio

## Part 1: Register as a trainer with Aspire.



**Before you begin the application process, here are some important things to note:**

- Having an Aspire Professional Profile is just the first step in the process to earning the any of the T-TAP Credential designations. You **DO NOT** indicate that you are applying for the T-TAP Credential in your Aspire application for a Professional Profile.
- Once you are done with your Aspire Application, you should complete the Intent to Apply for the Trainer Credential Form on the New York Association for the Education of Young children (NYAEEYC) website at [www.nyaeyc.org/ttap-credential/](http://www.nyaeyc.org/ttap-credential/).
- Once you submit your Intent to Apply form, NYAEEYC will help you through the remainder of the T-TAP Credential application process, including the Professional Development Specialist Portfolio process.

### **About 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 Early Learning Trainer Credential. All Credentialed Trainers and Trainer Credential Applicants must have an active Individual Professional Profile with Aspire.

Visit [www.nyworksforchildren.org/aspire/go](http://www.nyworksforchildren.org/aspire/go) to begin.

### **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.

## Part 1: Register as a trainer with Aspire, continued.

### 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.
- 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.).

## Part 1: Register as a trainer with Aspire, continued.

### **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](http://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
- 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](http://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.**

## Part 1: Register as a trainer with Aspire, continued.

**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).

**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 Trainers**
- **Training and Technical Assistant Professional Credential Trainer (Early Childhood, School Age, or both)**

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 State Association for the Education of Young Children as a Verified, Content Specialist, or Credentialed Trainer, you should select, *Aspire Registered*.

Aspire will update your trainer level accordingly if you qualify as a Verified Trainer, or when the New York State 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.

**7. Additional Trainer Qualifications** about assessment tools on which you have been trained to reliability.

### **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.

## Part 1: Register as a trainer with Aspire, continued.

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 Trainer Credential Application.

## Part 2: Complete the Intent to Apply Form and submit professional references.



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 NYAEYC website: [www.nyaeyc.org/ttap-credential/](http://www.nyaeyc.org/ttap-credential/).

You will need to supply some basic contact information, your Aspire ID, and the names of 3 professional references. The application should take no more than 15 minutes to complete.

You will have 30 days from the day you submit the T-TAP Credential Application to submit your references to NYAEYC.

### Reference Requirements

1. One reference must speak to the minimum requirement of 2 years direct experience working with children and families.
2. One reference must speak to your abilities as a trainer.
3. The compilation of all 3 references must verify the appropriate number of years of experience working with children in an education or care capacity and as a provider of professional development.
4. References must complete the Reference Verification Form. The Reference Verification Form can be found at [https://nysaeyc.formstack.com/forms/nys\\_ttap\\_pds\\_credential\\_reference\\_form](https://nysaeyc.formstack.com/forms/nys_ttap_pds_credential_reference_form).

Using information from your Aspire Professional Development Record, NYAEYC will check your level of education, credits in early childhood, and employment history. This, along with your 3 references, will help NYAEYC determine your eligibility for the Credential. If eligible, NYAEYC will notify you of your potential Credential level and approve you to move on to Part 3.

## Part 3: Complete the Trainer Portfolio

You will have 90 days to submit your portfolio from the date NYAEYC notifies you that Part 2 approval is complete.

Please follow the instructions outlined in the Portfolio Guidelines to help you compile your portfolio. The Portfolio Guidelines and scoring rubric can be found at [www.nyaeyc.org/pds-trainers/](http://www.nyaeyc.org/pds-trainers/).

NYAEYC will send your portfolio to two trained reviewers. You will be notified within 45 days of receipt of your portfolio whether you have been denied, deferred, or awarded the Trainer Credential.

## Payment Procedures

A fee is required to issue the Professional Development Specialist designation through the New York State Training and Technical Assistance Professional Credential 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.

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 begin the process of becoming a T-TAP approved 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 State Association for the Education of Young Children. *Note: An additional \$25.00 will be charged if a check is returned for any reason.*

**Credential Fees-** \*Fees are subject to change

#### Professional Development Specialist Effective January 1, 2015:

**\$350.00** – with \$100.00 due at the submission of part 1 and \$250.00 due with the submission of part 2

**Renewal Submission Fee - \$75.00**

## Maintaining Your Trainer Credential

To maintain your status as a Professional Development 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. Participate in at least 30 total hours of professional development every 3 years.
3. Receive at least 10 hours of professional development in the theories of adult learning teaching strategies.

## Trainer Search

If you indicated in your Aspire Professional Profile that you would like to be included in public trainer searches, once awarded one of the T-TAP designations you will be listed on the Trainer Search so that professionals can easily seek the services of an approved T-TAP trainer. The Trainer Search can be found at [www.nyworksforchildren.org](http://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](mailto:info@nyworksforchildren.org)

### For help with the T-TAP Credential Application or Portfolio Process

Phone: 518-867-3517

Email: [credentials@nysaeyc.org](mailto:credentials@nysaeyc.org)

**New York State Training and Technical Assistance Professional Credential**  
**Professional Development Specialist**  
**Minimum Education and Experience Qualifications**  
*Effective January 1, 2018*

**Designations**

All applicants must choose their designation based on their Higher Education Degree and experience.

<i>Early Childhood</i>	<i>School Age</i>	<i>Early Childhood and School Age</i>
Early Childhood Education (or related) credits with Early Childhood Work Experience	Early Childhood Education/Elementary Education/Youth Development credits or NYS School Age Care Credential with School Age Work Experience.	Early Childhood Education credits with Early Childhood and School Age Work Experience

<b>EARLY CHILDHOOD DESIGNATION</b>		
<b>Route</b>	<b>Education</b>	<b>Professional Experience</b> <small>(2 years of professional experience must be from working with children and families in a licensed/registered program)</small>
Standard	Associate's Degree in Early Childhood or Child Development <b>OR</b> An Associate's Degree in a related field with 18 credits in Early Childhood or Child Development	3 years
Alternate 1	Associate's Degree or higher in an unrelated field <b>WITH</b> 12 credits in Early Childhood, Child Development or Childhood related course work	5 years

<b>SCHOOL AGE DESIGNATION</b>		
<b>Route</b>	<b>Education</b>	<b>Professional Experience</b> <small>(2 years of professional experience must be from working with children and families in a licensed/registered program)</small>
Standard	Associate's Degree in Early Childhood Elementary Education or Youth Development <b>OR</b> An Associate's Degree in a related field with 18 credits Early Childhood Elementary Education or Youth Development	3 years
Alternate 1	Associate's Degree or higher in an unrelated field <b>WITH</b> 12 credits in Early Childhood Elementary Education or Youth Development	5 years
Alternate 2	Associate's Degree or higher in an unrelated field <b>WITH</b> New York State School Age Child Care Credential	5 years

Childhood Related Course Work includes credits in the following:

Early Childhood, Elementary and Special Education, Child Development.