



New York Association for the Education of Young Children

## New York State Training and Technical Assistance Professional Credential Professional Development Specialist

### ***Renewal Instructions***

To maintain your Training and Technical Assistance Professional (T-TAP) Credential as a Professional Development Specialist, you must renew your credential three (3) years after the initial award and five (5) years thereafter. The renewal process ensures that the trainer has participated in personal professional development, provided a sufficient amount of professional development to the field to be considered an active trainer, and ensures that trainers keep their Aspire Profile current

#### **Trainer Responsibilities in Aspire**

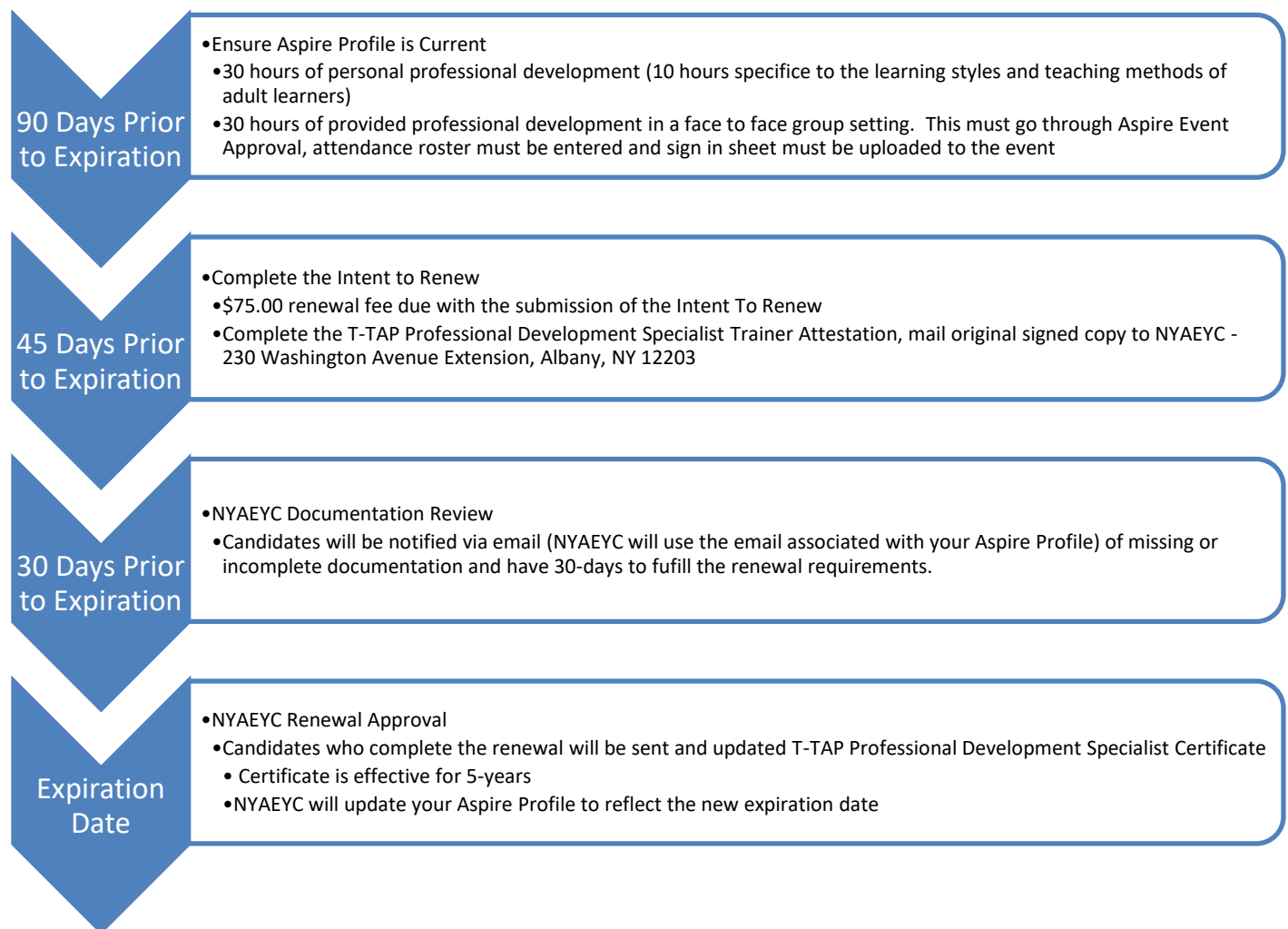
- Current Aspire Profile
  - Your profile on the Aspire Registry requires annual renewal. For additional information maintaining your account please visit [www.nyworksforchildren.org/aspire/go](http://www.nyworksforchildren.org/aspire/go).
    - **REMINDER:** To maintain your T-TAP Professional Development Specialist Designation your Aspire Profile must remain current and Active at all times.
  - Please ensure all tabs are complete and your contact information is current as this is what is found on the public search.
    - Note: Any additions you make to your profile must be accompanied by the supporting documentation for verification purposes. i.e. if you are now a CPR and first Aid Trainer, you must submit copies of your instructor certificates OR if you have received additional education or a higher degree you must submit copies of your official transcripts.
- Personal Professional Development
  - Trainers are required to participate in at least 30 hours of professional development and this must be documented in your Aspire Registry Profile. Professional development refers to education, training or other forms of professional development that the trainer receives (rather than provides) to improve his or her practice.
    - 10 of the 30 hours must be in Adult Education or Adult Learning
    - Up to 20 hours of this professional development can be distance learning
- Professional Development Provided
  - Trainers are required to provide at least of 30 hours of professional development to the early care and education field.
  - Hours of provided professional development must be documented in the **Aspire Registry:**
    - **Option 1: Through Event Approval** – Facilitated events that were approved in The Aspire Registry can be used for the renewal. Attendance rosters must be entered and uploaded in the event. Please note: past events cannot be put through Event Review (*Please note: This will be the only renewal documentation option beginning June 1, 2018*)
    - **Option 2: Through your Professional Contributions** (*this option will cease effective June 1, 2018*) – Trainers can upload professional development provided over the past 3 years in the Professional Contributions section of your personal Aspire Profile. **You** will need to upload the agenda and attendance roster for each group training you have entered. (Aspire will not upload documents for you, failure to upload the documents yourself may result in documents not being visible on your Aspire profile. As a result NYAEOYC will be unable to process the renewal.)

## T-TAP Professional Development Specialist Renewal Steps

- Step 1: Complete the online [Intent to Renew the Credential](#) form. You will need to confirm the following:
  - Aspire Registry Profile is current
  - Your profile includes at least 30 hours of professional development in which you have participated (10 of the 30 in Adult Learning)
  - You have provided at least 30 hours of professional development this is documented in Aspire
  - You will agree follow the T-TAP Professional Development Specialist Trainer Attestation for the next five years
- Step 2: Payment
  - With the submission of the Intent to Renew the Credential form you will need to submit the renewal assessment fee of \$75.00. Renewal assessments will not occur until payment has been received.

## T-TAP Professional Development Specialist Renewal Timeline

It is the responsibility of the T-TAP Professional Development Specialist to know their expiration date and follow the below recommended timeline to ensure renewal is completed prior to expiration.



## T-TAP Renewal Questions

Please contact the Professional Development Coordinator.

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

Phone: 518-867-3517