

Credential Maintenance Policy

Purpose

This Credential Maintenance Policy outlines the ongoing expectations and requirements for holders of the **New York State Training and Technical Assistance Professional (T-TAP) Credential**. The purpose of this policy is to ensure credential holders maintain high standards of professional practice, ethical conduct, data integrity, and alignment with New York State systems and partner agencies.

Scope

This policy applies to all individuals who hold an active New York State Training and Technical Assistance Professional Credential, including trainers, coaches, and technical assistance providers serving licensed and registered early childhood and school-age programs in New York State.

Maintenance Requirements

To maintain the credential in good standing, credential holders must meet **all** of the requirements outlined below.

1. Ethical and Professional Conduct

Credential holders must:

- Adhere to the **NAEYC Code of Ethical Conduct** in all professional activities.
- Demonstrate professionalism, integrity, and accountability in interactions with participants, partners, and agencies.
- Conduct themselves in a manner that reflects positively on NYAEYC and its partner agencies.

2. Data Reporting and Verification Responsibilities

Credential holders are required to:

- Accurately log **all training and coaching activities** provided to licensed and registered programs in New York State in **Aspire**.
- Ensure data is entered in a **complete, timely, and accurate** manner in accordance with Aspire requirements.
- Verify participant attendance in Aspire for all applicable training and coaching sessions.
- Upload documentation (e.g., certificates, attendance logs) when training cannot be automatically verified through Aspire.

Failure to meet data reporting and attendance verification requirements may impact credential status.

3. Continuing Professional Development

Credential holders must:

- Engage in ongoing professional learning to remain current in adult learning best practices, early childhood education, and technical assistance.
- Complete required professional development hours, if specified by NYAEYC or partner agencies, within designated renewal periods.
- Maintain competence within their area(s) of expertise.
- Professional development documentation must be maintained and verified in Aspire under the individual credential holder's account

4. Content Quality and Accuracy

Credential holders must:

- Provide current, evidence-informed, and developmentally appropriate content aligned with best practices.
- Ensure information shared with participants is accurate and reflects current research, policy, and practice.

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5. Confidentiality and Privacy

Credential holders must:

- Maintain confidentiality of all participant information.
 - Protect personal, programmatic, and identifiable data obtained through training, coaching, or technical assistance activities.
 - Comply with applicable federal, state, and organizational privacy requirements.
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6. Copyright and Intellectual Property

Credential holders must:

- Comply with copyright laws and intellectual property requirements.
 - Obtain written permission and/or provide proper acknowledgment when using materials created by other trainers, organizations, or programs.
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7. Respect, Inclusion, and Equity

Credential holders must:

- Treat all participants fairly, respectfully, and without discrimination.
 - Deliver content that is culturally responsive, inclusive, and respectful of diverse backgrounds, identities, and perspectives.
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8. Sales, Promotion, and Conflicts of Interest

Credential holders must:

- Refrain from selling or promoting products or services during training or coaching sessions unless explicitly approved and directly related to session content.
 - Disclose any potential conflicts of interest when applicable.
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9. Collaboration and Agency Standing

Credential holders must:

- Collaborate professionally with NYAEYC and its partner agencies to best serve early childhood educators, children, and families across New York State.
 - Maintain good standing with NYAEYC partner agencies, including but not limited to:
 - Office of Children and Family Services (OCFS)
 - SUNY Professional Development Program
 - New York Works for Children
 - New York State Network for Youth Success
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10. Monitoring and Compliance

NYAEYC reserves the right to:

- Monitor compliance with credential maintenance requirements.
 - Review data submissions, training records, and related documentation.
 - Request corrective action or additional documentation when needed.
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11. Consequences of Non-Compliance

Failure to comply with this policy may result in one or more of the following actions:

- Required corrective action or technical assistance
 - Temporary suspension of the credential
 - Revocation of the credential
 - Ineligibility for renewal
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12. Self-Reporting Obligations

As a credential holder, I understand that I must **self-report within 48 hours** any changes in status with a partner agency, including investigations, suspensions, or revocations. Failure to self-report will result in permanent removal of credential status.

13. Consent

I understand my responsibilities and consent to partner agencies sharing status updates regarding my standing with their organizations.

14. Policy Review and Updates

This policy is subject to periodic review and revision to ensure alignment with state systems, partner agency requirements, and emerging best practices. Credential holders will be notified of substantive updates.

Acknowledgement

Credential holders are required to review and affirm this Credential Maintenance Policy as a condition of initial credentialing and ongoing credential maintenance.

Printed Name	Signature
Date Signed: _____	