

## Professional Development Specialist Designation Renewal Policy

To maintain a current Professional Development Specialist (PDS) designation through the New York State Training and Technical Assistance Professional (T-TAP) Credential, a professional development provider must renew their credential every three years.

### Step 1. Maintain an Active Aspire Profile

- Your profile on the Aspire Registry requires annual renewal to ensure all tabs are complete and your contact information is current, as this is how your contact information is displayed on the public search.
  - **Note:** Any additions you make to your profile must be accompanied by the supporting documentation for verification purposes. For example, 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.

### Step 2. Personal Professional Development

Remaining current in the field is paramount to providing high-quality group professional development.

- You must attend at least one personal professional development session in each of the three years of your renewal period.
  - Our professional recommendation is that credential holders attend a minimum of 10 hours of personal professional development per year.
- All hours must be documented and verified in your Aspire profile or through certificates of completion.
  - **Note:** If you have not participated in any professional development during the renewal period, you are not eligible to renew your credential. Fifty percent (50%) of the professional development must be synchronous learning.

### Step 3. Active Trainer Status

Maintaining this credential requires you to actively provide training.

- You must provide at least one training each year during your renewal period.
- Trainings provided to licensed and registered child care programs must be entered and approved in the Aspire Registry AND attendance rosters must be entered or uploaded in the event.
  - **Note:** If you have not provided any professional development during the renewal period, you are not eligible to renew your credential.

### Step 4. Complete Renewal Application

- Let NYAEYC know you would like to maintain your credential at least 30 days prior to expiration.
- Be prepared to answer these reflective questions:
  - Describe your personal professional development focus over the renewal period and actions you took to enhance your knowledge on your focus area(s).

- o Describe how has the professional development you received in this renewal period impacted your role as a professional development provider.
- o Explain how you use reflective practice to reexamine training sessions, solve ethical and/or cultural dilemmas, and reflect on your own work.
- o Describe any support, training, or coaching that would assist you in your role as a professional development provider.
- Complete your Personal Professional Development Plan
  - o As a holder of the T-TAP you have committed to engage in continuous learning and self-reflection. Identify three core competency areas and/or credential competencies in which you intend to seek further study in the next three years and strategies you will use to implement your plan.
  - o Revise the Personal Professional Development Plan you submitted as part of your application or last renewal, as applicable.
- Sign the Training and Technical Assistance Professional Credential Maintenance Policy
- Pay the \$100 renewal fee.
  - o **Note:** All credential holders receive a six-month grace period before credentials are deactivated.

#### **T-TAP Renewal Questions**

Please contact the Professional Development Team

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

Phone: 518-867-3517