



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

January, 2017



Dear Director,

Are you a Day Care Center (DCC) or School Age Child Care (SACC) Director looking for a no-cost training opportunity you can provide to your staff members at a time convenient to you? If so, becoming an Office of Children and Family Service (OCFS) Approved On-Demand Trainer might be for you!

On-Demand Training is a new, innovative, and convenient on-line system that allows approved directors to access a library of past videoconference videos and materials for use in training their staff members. The Professional Development Program (PDP), on behalf of OCFS, will post materials and links to previously webcast videoconferences that you can access and use to train your staff members.

Here's how it works:

If you are an **approved** DCC or SACC Director* interested in becoming an approved On-Demand Trainer you can apply by visiting the Professional Development Program website at: <https://www.ecetp.pdp.albany.edu/fortrainers.shtm>. Click on: "Become an On-Demand Trainer" and follow the instructions.

The website instructions will ask that you enter: your email information, name, the program's child care facility number (CCFS) and that you create an Early Childhood Education and Training Program (ECETP) account. Accounts are set up at: <https://www.ecetp.pdp.albany.edu/mytraining/login.aspx>. PDP will then verify the information and provide you with access to the On-Demand site. The On-Demand site will allow you to choose from a selection of videoconference materials and videos. You can conduct the training for your staff members at your center or at a time and location of your choice.

You will not be able to charge fees to staff members for this training or allow staff members who are not associated with your organization to earn credit hours for the training. In order to receive training certificates, staff members must also create an ECETP account prior to attending the training. Here is the website for that purpose: <https://www.ecetp.pdp.albany.edu/mytraining/login.aspx>. Creating an account takes just a few minutes to complete and consists of entering your name and an email address. Once staff members have their accounts they can access their certificates on-line. If the certificate is lost, they can print another by accessing their account.

**An approved director is a person who has been hired with the regulatory qualification of a director or has a plan of study in place toward those qualifications. Acting directors or pending directors are not considered approved directors.*

After you have registered for a course, you will have access to all On-Demand materials, including the video, Trainer's Guide, roster, resources, activity sheets, test, etc. You will download all materials, facilitate the training with your staff members and return all required documentation to PDP. Training certificates will be available on-line via the employee's ECETP account. Staff members must successfully pass the 10-question test and sign the roster in order to receive a training certificate.

For more information about this exciting new training opportunity, contact: Pdp-on-demand@albany.edu

We hope this opportunity is of interest to you.

Sincerely,

A handwritten signature in black ink, appearing to read "Janice Molnar", with a stylized, flowing script.

Janice M. Molnar, Ph.D.
Deputy Commissioner
Division of Child Care Services