

## Application Process

The New York State Association for the Education of Young Children reviews all Trainer Credential Program applications and determines trainers' approval status.

The application process for becoming an Approved Trainer differs depending on whether you apply to become a **Verified Specialty Trainer** or a **Credentialed Trainer**.

### Verified Specialty Trainers

- Complete the *NYS Early Learning Trainer Credential Application: Verified Specialty Trainers*.
- Upload or email current resume.
- Submit copies of *current* certification in each of the trainings you would like to provide as an **Approved Trainer** to NYSAEYC.
- Submit documentation to verify program assessment tools that you are certified administer.
- Application Fee

**\*\*Please note: Trainers who wish to be approved to provide Preventing Infectious Disease training must also submit an overview of their course that includes:**

- Training session format
- Session length
- An agenda or course outline that includes all of the topics covered
- A brief summary of how each topic is addressed within the training
- Resources and research that were used to inform the content of the training.

### Credentialed Trainers

#### **Part One- Application**

- Complete the *NYS Early Learning Trainer Credential Application: Credentialed Trainers*.
- Upload or email current resume
- Application Fee ( part one)

#### **Part Two--Documentation**

- Submit copies of official college transcripts
- Submit copies of degree certificates
- Submit copies of *current* certification in each of the trainings you would like to provide as an **Approved Trainer**.
- Submit documentation to verify program assessment tools that you are certified administer.
- Provide three professional references.
- Submit documentation to verify your training hours

#### **Part Three—Portfolio**

- Submit Trainer Competence Portfolio (see Portfolio Guidelines) that addresses:
  - A. Knowledge of Content
  - B. Instructional Design and Development
  - C. Presentation Skills
  - D. Professionalism
- Application fee (part 2)

Once you have submitted your Trainer Competence Portfolio, two peer reviewers will examine your portfolio submission and rate it using the Trainer Competence Portfolio Rubric. The reviewers will make one of three decisions: 1) Approval Awarded, 2) Approval Deferred, or 3) Approval Denied.

\*\*Trainers who have been approved will have their approval status (Verified Specialty Trainer or Credential Level) reflected in their public training profile on the NYS Early Learning Training Source.