



If you live in New York and work for a licensed child day care facility, including group homes, you may be eligible for

## New York's EIP Scholarship Funding

to cover some or all of the program cost. To apply for this funding, follow the steps outlined below!

TO BEGIN, GO TO THE [PROFESSIONAL DEVELOPMENT PROGRAM \(ALBANY.EDU\)](http://ALBANY.EDU)  
Under the "Scholarships" tab, select "Apply for EIP"

### SECTION 1: ENTER YOUR PERSONAL INFORMATION

Enter your personal information  
Under the "Training Type" field, select "CDA"

### SECTION 2: ENTER YOUR EMPLOYMENT INFORMATION

Next, provide the information of the OCFS-licensed program at which you currently work. Please note that you must work in ratio to qualify!

### SECTION 3: ENTER THE TRAINING INFORMATION

Next, you will need to provide information about the training you are taking (that's us!).

Complete the following fields as follows:

- Type in "Atlas Training" and our information should auto-generate. However, you will need to input some information!
- Select "Online" for delivery type
- Enter the Start Date of the Module
- Enter the End Date of the Module (6 months from start date)
- For Trainer, type "Maureen Hogan"
- For Cost, type "899"
- For Total Hours, type "164.5"

### SECTION 4: REVIEW AND SUBMIT YOUR APPLICATION

Finally, Review the information and select "Submit Application". You're done!

KEEP AN EYE ON YOUR EMAIL FOLLOWING SUBMISSION OF YOUR APPLICATION AND LET US KNOW WHEN YOU HEAR BACK FROM PDP!

PLEASE FEEL FREE TO REACH OUT TO US WITH ANY QUESTIONS!