



# Updating your ECETP Profile for Training Data Transfer to CCFS

CCFS: Child Care Facility System.  
OCFS's database of record for regulated child care.

## Tip Sheet

### Who?

*Any child care provider in a licensed or registered program (day care center, school age, family or group family, small day care center) who completes ECETP eLearning, Virtual Class, On-Demand, Health & Safety or MAT training.*

### What?

*Updating your ECETP profile to include your program's facility number will give the ability for your ECETP training completion to be shared with OCFS electronically. This information will continue to be stored in your ECETP "My Activities" page.*

### Where?

The ECETP website:  
<https://www.ecetp.pdp.albany.edu>

### When?

*The next time you register for an ECETP training it will ask you to update your profile. If it doesn't, you can edit your profile by clicking on your name at the top right of the screen and then clicking on the Child Care Information tab.*

### Why?

*Adding your facility number to the ECETP training profile will allow all of the training you take with ECETP to transfer to CCFS allowing regulatory staff immediate access to training completions with ECETP.*

### How?

*Adding facility information to your ECETP profile is quick and easy.  
Turn over for a helpful chart!*





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### Are you currently working in a NYS OCFS licensed or registered child care program?

Licensed or Registered Child Care Program (Day Care Center, School Age, Family or Group Family, Small Day Care Center)

Answer "Yes"

Enter license/ registration ID number

Find name

Your ECETP training records will be transferred

NYC Child Care Center Regulated by NYC DOHMH (Group Child Care Program)

Answer "No"

Select "at a NYC Child Care Center regulated by NYC DOHMH"

Enter DOHMH permit number

Maintain your training records

Enrolled Legally Exempt Child Care Provider (or work in enrolled LE Group Program)

Answer "No"

Select "as an enrolled legally exempt child care provider"

Enter enrollment ID number

Maintain your training records

### If you're a new hire and starting the fingerprint process or not part of a program as outlined above:

Once you've been fingerprinted, update your ECETP profile with your program's license/registration information.

Not currently working in licensed Child Care Program or check other (parent/other professional)

Answer "No"

Click "Other"

Check the Attestation Box

Maintain your training records