



Office of Children and Family Services

KATHY HOCHUL
Governor

SUZANNE MILES GUSTAVE, ESQ.
Acting Commissioner

February 21, 2023

Dear Provider:

This letter contains important information about how the Early Childhood Education and Training Program (ECETP) training certificates are tracked and shared. These updates have an impact on your child care program so please read this letter carefully.

On February 13, 2023, the Office of Children and Family Services (OCFS) and our training vendor, The Professional Development Program (PDP), launched a new ECETP registration process for all child care programs. This new process includes the ability for OCFS and PDP to exchange training records automatically for OCFS licensed and registered child care programs.

How does this benefit your child care program?

- The new registration process captures more specific demographic information.
- Electronic exchange of ECETP training records for OCFS licensed and registered child care programs minimizes the burden of paper tracking.
- Individual staff training records will be added to all programs they are associated with.
- Regulators will be able to review ECETP training files electronically.

How do you and your staff participate?

Create or update your ECETP training account at: ecetp.pdp.albany.edu and inform staff to do the same—it's that simple!

For information about how to register (or update) your account, please read the attached TIP SHEET, or watch this brief instructional video:

How to Update your ECETP Profile if you work in a NYS Licensed or Registered Child Care Program
<https://youtu.be/nlG2i5YLOIY>

How to Update your ECETP Profile for NYC Group Child Care Programs, LE and Other <https://youtu.be/o-wHjWiqaN8>

Please note: Any ECETP training completed prior to February 13, 2023 will not be captured in the data transfer for licensed and registered child care programs but will still be recorded on your *My Activities* page. The history on *My Activities* page is unaffected by the data transfer. This is a first step toward automation of training records.

Approved trainings by other training organizations will continue to be accepted by OCFS. However, only ECETP trainings are captured in this data exchange. The program will need to maintain training certificates for any training completed outside of the data exchange, and for any ECETP training completed prior to February 13, 2023.

If you have any questions about this exciting update, please contact your regulator.

Sincerely,

A handwritten signature in black ink that reads "Nora Yates". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Nora Yates
Deputy Commissioner
Division of Child Care Services