

## HOW TO FILL OUT THE EIP APPLICATION FOR YOUR ASSESSMENT (ENDORSEMENT)

### Before you apply, you will need

- Most recent 1040
- Paystub from 8 weeks
- (Program) License number and expiration date

<https://www.ecetp.pdp.albany.edu/mytraining/EIPAPP/before-you-apply.aspx>

Click on “Let’s start the application process”

### STEP 1

Fill in Personal, Contact, Specification Info

Training Type – Non CDA - Non Credit Bearing Training/Conference/Workshop

Are you applying for a Credential/Assessment/Renewal Fee - Yes

Check the Verification Box

### STEP 2

Add your employment info

### STEP 3

Choose Network for Youth Success from the dropdown box

Choose New York State School-Age Care Credential Fee for training title

Add to application

### STEP 4

upload your 1040 form

### In Step 5

Upload your paystub

### STEP 6

Review, and check verification

### SUBMIT

NOTE: You will get a summary of what you applied for, with a confirmation number. You will also receive a confirmation email. (There is no longer anything for you to print.)