

OCFS Early Childhood Education and Training Program (ECETP)

<https://www.ecetp.pdp.albany.edu/>

1. Go to the Professional Development ECETP.
2. Click **Log In** in the top right corner of the screen.
3. Click **Create a New ECETP Account**.
4. Fill out the required information.
5. Click **Send Verification Link**. An email will be sent to the email address you listed.
6. Check your email inbox for an email from ECETP. Click the link in the email message to verify your email.
7. This will open a new tab to the ECETP where you must create a password for your account. Then, click **Create your account**.
8. This brings you to a confirmation page. Click **Go** to login to use your account.
9. Once you log in, you will be brought to the My Profile page.
10. Check the **Yes** circle for the question "Are you currently working in a NYS OCFS licensed or registered child care program?"
11. In the box labeled Your Day Care's License / Registration ID:, enter the Facility ID # you were given when you were hired. You used this same number to register for your Fingerprinting appointment.
12. Click **Enter** to bring up a drop-down box with staff names and select your name. Then click the Save button in the lower right of the screen.
13. You can now register for e-Learning Trainings. To do this, select **Register for e-Learning** in the e-Learning drop-down menu. This will bring you to the list of e-Learning Trainings that are available to take.
14. To register for a specific training, click on the name of the training. This will bring up a description box for the training.
15. Click on **Proceed** to register to begin the training.
16. On the Register for e-Learning page, enter your Address, Zip Code, and Phone Number in the Contact Info section. You do not need an Aspire ID, so don't worry about that box in the Personal Info section.
17. Click **Register and Start**. This will start the e-Learning Training.