



Registering for Health & Safety Training: Competencies for Becoming a Family or Group Family Child Care Provider is now a two-step process.

**Step 1.** Follow the directions on the enclosed pink flyer for making your payment to the Child Care Network. When paying by check or money order, fill in the bottom of the form and mail your check or money order to our office as listed on the form. When paying by credit card or PayPal follow the online registration link on the form.

**Step 2.** You must also register for this specific class online as follows:

- Go to ECETP e-Learning at <http://www.ecetp.pdp.albany.edu>
- Click on find training
- Enter the start date as September 23, 2019 and click the box next to Health & Safety just below the start date, scroll down to find the correct training offered by Southern Adirondack Child Care Network.
- Click on the training name, and apply for this training.
- After you click apply, a window will open to either log in or create an account if you do not yet have one. Save your log in information as you will need it to print your certificate and access other trainings throughout your career as a child care provider.
- Once you are logged in, it might take you directly to the page to register for the training/OR it might have you register for the training again. Enter all of the required information (your license registration number will be on the inside cover of your child care application) and click APPLY.
- You will receive an email informing you of your status. I will need to accept or decline your application from my end based on if the class has filled or if there are openings. You will receive another email when your status has been confirmed.

This is a process required by NYSOCFS. If you have any trouble with Step 2, Please contact me at the Child Care Network (518)798-7972 ext 206. I will be happy to walk you through it. I do not expect this class to fill, however, if it does and you have paid the fee we will contact you and promptly refund your fee.