

**NYS Early Learning Trainer Credential  
Documentation Checklist: Credentialed Trainer**

Use this checklist to help you gather the documents required to complete the Credentialed Trainer application. You must submit this coversheet along with your documentation to the address listed below. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE AND CLEARLY ORGANIZED

**Applicant Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Documentation Checklist**

*Credential Trainer (Levels One, Two, and Three)*

**Application Stage One**

**Trainer Credential Level One, Two and Three applicants have 30 days from the date they submit online application Part One to submit the supporting documentation below.**

- Copy of degree certificate for highest level of education
- Copy of official or official transcripts to document required college credit hours in Child Development, Early Childhood Education or School-age Care. See Trainer Levels for details.
- Three letters of reference
- Resume or curriculum vitae (This may be uploaded with the online application. If you did not upload your resume, please send a hard copy with your supporting documentation).
- Documentation of your hours providing professional development to early childhood practitioners.

**Application Stage Two**

**Trainer Credential Level One, Two and Three applicants have three months from the date they are notified to begin application Part Two to submit the documents below.**

- Optional*-If you would like to be approved to provide training in a specific curriculum or administer a specific assessment tool, you must submit a copy of an official certificate or letter verifying that you attended the approved Train-the-Trainer course and that your certification is current. You must do this for each curriculum or tool for which you would like to be approved.
- Required*- Trainer Competency Portfolio

**All supporting documentation should be mailed to:**

NYS Early Learning Trainer Credential Program  
NYS Association for the Education of Young Children (NYSAEYC)  
Trainer Credential Program  
230 Washington Avenue Extension  
Albany, NY 12203