



New Process for Submitting Training Certificates

Dear Child Care Providers,

We are very pleased so many of you are participating in the Workforce Initiative grants. I know there have been difficulties navigating the system and we greatly appreciate your patience. As you know, we are paying in advance the cost of the training. Once the training is completed, we had originally asked you to upload your staff's training certificates to their applications in Webauthor. I can see now that it will be easier for you and for ECS if you *email your certificates to Arpagrants@ecs4kids.org using the subject line "Training Certificates"* after all of your staff that plan to complete their training plan, have completed it and have their certificates. Please send all certificates at the same time. This will aid in our processing them as quickly as possible. Please also remember that all training must be completed by **May 1, 2024**.

Thank you,
Teresa Matheny

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