

Kern County Early Care and Education Retention Project Year 17 Application (2018)

For employees of State funded child care/development programs in Kern County

State Legislation, AB212 (Aroner) designated funds for a State Subsidized, Center Based Staff Retention Plan for California. Funds are to be used to retain qualified early childhood employees currently working directly with children at least 15 hours per week in State subsidized, center-based programs. Funds are channeled to the Early Childhood Council of Kern through the California Department of Education/Early Education and Support Division.

Basic Eligibility (all applicants must meet these basic requirements to apply for any award)

- Have been employed at the same State-funded child development program in Kern County for at least one full program year, **working directly with children at least 15 hours per week every week** the program is in session.
- Completion of a minimum of six (6) semester or ten (10) quarter CD/ECE units with a grade of C or better by June 30, 2017.

Education Award - applicants may qualify if they meet the Basic Eligibility requirements above AND:

Award Category 1

- Completion of, or are currently enrolled in, CD/ECE classes (three (3) semester units or five (5) quarter units) during the Summer 2017, Fall 2017 or Spring 2018 semesters **OR** Summer 2017, Fall 2017, Winter 2018 or Spring 2018 quarters with a grade of C or better.
- Upon approval, award amounts range from \$750 to \$900 (based on the number of applications received).

Award Category 2

- Completion of, or are currently enrolled in, CD/ECE classes (six (6) semester units or ten (10) quarter units) during the Summer 2017, Fall 2017 or Spring 2018 semesters **OR** Summer 2017, Fall 2017, Winter 2018 or Spring 2018 quarters with a grade of C or better.
- Upon approval, award amounts range from \$850 to \$1,100 (based on the number of applications received).

For all Education Awards:

- Courses must be child development or general education – unrelated courses will not be accepted. See Frequently Asked Questions for course eligibility information.
- If the class is “In Progress” a course confirmation card **MUST** be signed by the instructor and submitted with the application.

Professional Growth Award – applicants may qualify if they meet the Basic Eligibility requirements AND:

- Attended at least 18 hours of an Early Childhood or Child Development workshop or conference between April 29, 2017 and April 27, 2018 on non-paid time.
Original Professional Growth certificates must be submitted with the application - originals will be returned to the applicant.
- Upon approval, award amount will range from \$550 to \$700 (based on the number of applications received).

Professional Association Membership Reimbursement - applicants may qualify if they meet the Basic Eligibility requirements AND:

- Joined a professional organization related to early childhood between April 29, 2017 and April 27, 2018.
- Reimbursements are up to \$85 (union dues are not eligible for reimbursement).

Applicants may apply for an Education Award or a Professional Growth Award – not both.

Please read entire application before completing. Application and inserts may be duplicated as needed – copy all pages of application including the cover sheet.

Return the completed application and all required documents to:

Early Care and Education Retention Project
2000 K Street, Bakersfield, CA 93301

Applications delivered to any other address **WILL NOT BE ACCEPTED**

Faxed or e-mailed applications will not be accepted

APPLICATION DEADLINE 5:00 p.m. Friday, April 27, 2018

For more information contact Tammy Burns, Project Coordinator, at 661/861-5274

If yes, what level?

Assistant Associate Teacher Master Teacher Site Supervisor Program Director

Attach a copy of your current Child Development Permit with your application

<u>Please Complete:</u> I am applying for:		
<input type="checkbox"/> Education Award <input type="checkbox"/> Award Category 1 <input type="checkbox"/> Award Category 2 You must include a copy of current transcripts (do not need to be "Official")	<input type="checkbox"/> Professional Growth Award You must include original workshop certificate(s) – they will be mailed back to you	<input type="checkbox"/> Membership Reimbursement You must attach a copy of your membership card or receipt

DOCUMENTATION CHECKLIST – be sure to include everything

<p><u>Education Award</u></p> <p><input type="checkbox"/> College transcripts verifying that a minimum of six (6) semester or ten (10) quarter units with a grade of C or better have been completed by June 30, 2017.</p> <p><input type="checkbox"/> Award Category 1: College transcripts verifying the completion of three (3) semester or five (5) quarter units during specified timeframe.</p> <p><input type="checkbox"/> Award Category 2: College transcripts verifying the completion of six (6) or ten (10) quarter units during the specified timeframe.</p> <p><input type="checkbox"/> Copy of current Child Development Permit</p> <p><input type="checkbox"/> Completed application with all signatures</p> <p>Transcripts do not need to be "Official"</p>	<p><u>Professional Growth Award</u></p> <p><input type="checkbox"/> Original professional growth certificates (minimum of 18 hours) certificates will be returned to applicant – name, date and number of hours must be on certificate</p> <p><input type="checkbox"/> College transcripts verifying that a minimum of six (6) semester or ten (10) quarter units with a grade of C or better have already been completed by June 30, 2017. (for first time applicants only)</p> <p><input type="checkbox"/> Copy of current Child Development Permit</p> <p><input type="checkbox"/> Completed application with all signatures</p> <p><u>Membership Reimbursement</u></p> <p><input type="checkbox"/> Copy of membership card or payment receipt</p> <p><input type="checkbox"/> Copy of current Child Development Permit</p> <p><input type="checkbox"/> College transcripts verifying that a minimum of six (6) semester or ten (10) quarter units with a grade of C or better have already been completed by June 30, 2017 (for first time applicants only).</p> <p><input type="checkbox"/> Completed application with all signatures</p>
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Please read

I (applicant) certify that all information is true and correct. I understand that falsification of information will result in my forfeiture of the award and will obligate me to repay the award. In addition, I will be precluded from receiving any future awards through this project. I authorize the release of employment and/or education information to the Project Coordinator.

I have read and understand the information contained in this application.

Applicant's signature

Date of signature

This section is to be completed by the Center Director or agency's authorized signer

I certify that this applicant has been an employee as indicated on this application and has worked directly with children at least 15 hours per week, every week for at least one full program year for this State funded child development agency.

Number of hours this employee works each week directly with children _____ Applicant's date of hire _____

Authorized signature

Signer's Title

Date of signature

Important Information To Note

(Please refer to Frequently Asked Questions for a full listing of information)

This project operates on a "fiscal" year (July 1, to June 30)

Year 17 application dates

January 2018	release of application
April 27, 2018	application deadline
June 30, 2018	deadline for check mailing

- To find professional growth opportunities go to: www.earlychildhoodkern.org click on "Training"
- Applications are due by April 27, 2018, or post marked by this date. **No applications will be accepted if delivered or post marked after April 27, 2018.** Applications delivered to any address other than that specified will not be accepted.
- Eligible applicants must have worked for the same agency for one full program year by the date their application is submitted.
- A current copy of the applicant's Child Development Permit must be submitted regardless of award for which they are applying.
- Long-term substitutes MAY be considered for an award if they can provide a letter from their employer verifying they worked at least 15 hours per week, every week for one full program year and have met all other eligibility qualifications.
- General Education courses will be accepted if the individual has already completed at least 12 CD/ECE units. Courses that are not general education or child development related will not be accepted.
- A student may be eligible for an Education Award for the completion of a remedial math or English course if it is a pre-requisite for a course required for graduation. Students will be limited to stipends for two (2) remedial courses with this project.
- In order to count towards completed units, each class must have been completed with a grade of C or better. No course will be accepted with a grade of D, F, Incomplete (I), or Withdrawn (W). "In Progress" courses will be accepted if a Course Confirmation Card is signed by the instructor and submitted with the application. An email directly from the Instructor is allowable for Online Courses. Please see Frequently Asked Questions for course eligibility.
- An Award may be received for "Professional Growth" if the individual attended at least eighteen (18) hours of ECE/CD workshops/conferences between April 29, 2017 and April 27, 2018. Professional growth workshops attended on "paid time" will not be eligible. Only actual instructional hours will be counted towards the required 18 hours. Registration, travel, lunch or vendor time will not be counted as Professional Development hours. **Name of participant, title of workshop, date and number of hours must be printed on all certificates.**
- Award recipients will be required to complete additional forms (sent after application has been processed) to receive the award. Failure to return completed paperwork by the indicated deadline will result in the forfeiture of the Award.
- A program year is determined by the number of months a program operates. For example State Preschool operates 9 months of the year, General Child Care operates 12 months of the year.
- Absence Policy (Maternity or Disability leave): An allowance of eight (8) consecutive weeks of leave will be allowed within one program year. An absence of longer periods of time will make an applicant ineligible.
- Make a copy of all application documents before submitting and keep them for your records.
- **Answers to more questions are located on the enclosed Frequently Asked Questions - Please read!**

**In order to process your application it must be correctly completed and signed.
Please take extra time to read and follow all instructions.**

For Official Use Only: Date received _____	Date processed _____
Eligible for Education award? ___ yes ___ no	Eligible for Professional Growth award? ___ yes ___ no
Verified Award category ___1 ___2	Professional Growth Award amount \$ _____
Education Award amount \$ _____	Reason for ineligibility:
Membership reimbursement \$ _____	
Date notification sent _____	Due Date _____
	Total Award _____

**Kern County Early Care & Education Retention Project
Course Confirmation Card (PLEASE USE BLUE INK)**

This statement verifies that _____ is enrolled in
(Name of Student)

_____ which bears _____ # units
(Course name)

and has a current standing in the course of a grade of C or better.

Indicate Term _____

Instructor name (please print) _____

Instructor signature _____

Name of College /University _____

Date _____

**Kern County Early Care & Education Retention Project
Course Confirmation Card (PLEASE USE BLUE INK)**

This statement verifies that _____ is enrolled in
(Name of Student)

_____ which bears _____ # units
(Course name)

and has a current standing in the course of a grade of C or better.

Instructor name (please print) _____

Indicate Term _____

Instructor signature _____

Name of College /University _____

Date _____

EARLY CARE AND EDUCATION RETENTION PROJECT

Year 16, Frequently Asked Questions

PLEASE READ AND KEEP FOR YOUR RECORDS

Are You Eligible?

- **I work in a child development program but do not work directly with children 15 hours per week.**
The law states that all eligible applicants must be working directly with children in a teaching capacity at least 15 hours per week, (every week) in a State subsidized child development center. Examples of positions **not eligible:** Family Advocate, Cooks, Foodservice Aides, Bus Drivers, Site Secretaries, Volunteers, Office Workers, Temporary Substitutes, Directors or Site Supervisors (unless responsible for a group of children on a daily basis).
- **I am a long-term substitute** - You may be considered only if your employer provides a letter verifying that you worked at least 15 hours per week, every week for one full program year and have met all other eligibility requirements.
- **I was off on medical/maternity leave during this year** - An allowance of (8) eight consecutive weeks of leave (maternity or disability leave) will be allowed within one program year. An absence of a longer period of time will make you ineligible. You must be currently working in an eligible program by the date signed by your supervisor to be considered for an Award.
- **My agency receives both State and Federal funds – am I still eligible?** - If your agency holds both State and Federal child development contracts, you must provide verification from your employer that you are paid at least 15 hours per week, every week, from **State** funds. Your application will not be processed without this verification.

Education Awards:

- **I have received an education award in the past - can I apply again?** - Yes - you may be eligible to apply for an Education Award if you have completed or are currently enrolled in at least 3 semester units or 5 quarter units CD/ECE or general education classes during the Summer 2017, Fall 2017 or Spring 2018 semester **OR** the Summer 2017, Fall 2017, Winter 2018 or Spring 2018 quarters with a grade of C or better. Please see below for class requirements.
- **What courses will be accepted to qualify for the Education Award?** - Courses that are listed as Child Development (CD) or Early Childhood Education (ECE) or General Education courses will be accepted if they meet graduation requirements (*English/Language Arts, Math or Science, Social Science, Humanities and/or Fine Arts*). No course will be accepted with a grade of **D, F, W (Withdraw)**. Online courses are acceptable. Ineligible courses include - Work Experience, Continuing Education, ESL, Cooperative Education, CPR/First Aide and Family Child Care Management. Courses that are not child development or general education will not be accepted.
 - A student may be eligible for an Education Award for the completion of a remedial math or English course if it is a pre-requisite for a course required for graduation. Students will be limited to stipends for two (2) remedial courses with this project.
 - Internet generated transcripts are acceptable but must include: your name, college/university name, course name, number of units for each course, semester or quarter the course was taken and grade received.
- **I wish to turn in my application before my class is completed or the grades are posted. How do I show that I will be completing my course?** - In Progress (IP) courses will only be accepted if your college instructor completes the Course Confirmation Card (in blue ink) and it is submit it with your application. The Course Confirmation Card is included with the application packet. For online courses – the instructor must email taburns@kern.org directly with the same information that is contained on the Course Confirmation Card.
- **I attended a conference and received Professional Growth hours for participation. Can I count this in my total college units?** - NO - If you did not attend other college classes you may use these hours for a Professional Growth Award, but they will not count toward your total college units.

Professional Growth Awards:

- **What type of workshop or conference qualifies for the Professional Growth Award?**
You must have participated with at least eighteen (18) hours of an Early Childhood or Child Development workshop/conference between April 29, 2017 and April 27, 2018 to be eligible for the Professional Growth Award. Events attended on “paid time” are not eligible.
 - Workshops such as CPR/First Aid, Family Child Care Business, Fundraising, Foster Care, licensing workshops do not count as professional growth for this project.
 - Original professional growth certificates must be submitted with your application. They will be returned to you. Your name, date, title of workshop and number of hours must be on each certificate.
 - Only the hours of an actual workshop will be counted. Travel, registration, vendor and lunch time will not be counted towards the 18 hours required.
 - Up to **eight (8)** hours of the total 18 can be obtained via webinars/online training. A certificate must be printed out upon the completion of the webinar/training and submitted with the application containing the date of the webinar, the topic and number of hours.
- **I attended a conference but did not receive a Professional Growth Certificate** - Included with the application is a Verification of Professional Growth Hours form. Complete this form and have your Professional Growth Advisor or Director sign it and submit it with your application. This form is only to be used for workshops that do not provide certificates.

Necessary Documents:

- **I am a Master Teacher or Site Supervisor – do I need to submit my transcripts?**
 - If you are applying for the Professional Growth Award or Membership Reimbursement you do not need to submit your transcripts, **unless you're a first time applicant.**
 - If you are applying for an Education Award you still need to submit your transcripts.
- **Do I need to submit a copy of my Child Development Permit each time?** - Yes - you need to include a copy of your current Child Development Permit **each** time you apply for an award.
- **Do I need to submit Official Transcripts?** - Internet generated transcripts are acceptable if the printout includes your name, college/university name, course name, number of units for each course, semester or quarter the course was taken and grade received.

Application Submission:

- **Do I need to answer all the questions on the application?** - **Yes** – all of the blanks must be filled in to be considered for an Award. **Incomplete applications will be returned.**
- **New! Registry ID Number** - The Department of Education now requires each applicant to provide their Registry ID Number in order to receive an Award. The instructions for obtaining your Registry ID number are included with the application packet.
- **Who is authorized to sign my application before I submit it?** - Please check with your director to see who is authorized to “sign” your application. Signatures must be original and in blue ink – photocopied signatures will not be accepted.
- **Where should I send my application?** - Mail or hand-deliver to: Early Childhood Council of Kern, Larry E. Reider Education Center, 2000 K Street, Bakersfield, CA 93301 or as directed by your agency. No faxed or e-mailed applications will be accepted. **Applications delivered to any other address will not be accepted.**

After Submission:

- **How will I know if I am going to receive an award?** - You will receive a letter within 15 business days from the receipt of your application. If you have not received a letter by that time call (661) 861-5274.
- **Do I have to complete all the paperwork I receive after submitting my application?** - **Yes** – all eligible applicants will receive additional forms that need to be completed and returned by the deadline given. **No exceptions to the deadlines will be provided.**
- **Will I receive a 1099 tax form at the end of the year?** - If you received more than \$600 in total stipends for a calendar year (for example: January 1, 2017 to December 31, 2017) you will receive a Form 1099 for your taxes from the Kern County Superintendent of Schools office.

Kern County Early Care & Education Retention Project

Verification of Professional Development Activity

Title of Activity

Presenter Name

Name of Sponsoring Agency

Date of Activity _____ # of hours _____

Provide a brief description of the workshop or attach a flyer

Participant's name (print) _____

(signature) _____

Professional Growth Advisor
or Director's name (print) _____

(signature) _____

Please take a copy of this form to each workshop or training.
If you do not receive a Certificate of Participation from the workshop sponsor,
you must complete this form and request that your Professional Growth Advisor
or Director verifies your attendance.

This form may be photocopied if additional forms are needed.