

California Transitional Kindergarten Stipend (CTKS) Coursework and Professional Development Reimbursement Guidelines/Procedures

Program Overview and Legislation Requirements

Pursuant to the Budget Act of 2014, and pursuant to EC48000(g), after July 1, 2015, new Transitional Kindergarten (TK) teachers are required to have at least one credential by the Commission on Teacher Credentialing (CTC); and by August 2020 have one of the following: 1) 24 units in early childhood education or child development or both; 2) professional experience in a classroom setting with preschool-age children that is comparable to the 24 units of education (as determined by the LEA); or 3) a child development permit issued by the CTC. These new requirements pertain to both school districts as well as charter schools.

Any TK teacher who is or was assigned to teach TK, or a combination class of kindergarten and TK, before July 1, 2015 is "grandfathered in" to teach TK without having to meet additional requirements. However, any credentialed teacher assigned to teach TK, or a combination class of kindergarten and TK, after July 1, 2015, will have until August 1, 2020, to meet the above-mentioned education requirements.

In addition to addressing teacher requirements, EC 48000(f) states: "It is the intent of the Legislature that transitional kindergarten curriculum be aligned to the California Preschool Learning Foundations developed by the department."

Senate Bill 876 allocates funds for purposes of professional development and educational reimbursements to be administered by the Local Planning Council for teachers in TK and teachers in the California State Preschool Program (CSPP).

Funds are intended to provide reimbursement for credentialed TK teachers to complete at least 24 units in early childhood education or childhood development or a combination of both (first priority). Reimbursements can also be made to TK teachers for costs related to attending early childhood/child development workshops/seminars/conferences. The second priority shall be for reimbursement to CSPP teachers for costs related to obtaining professional development or credit bearing coursework in early childhood education, child development or both.

Reimbursement of claims will be made semi-annually upon submission of required documentation until the funds are expended. It is anticipated that the availability of funds will expire on or before March 2019. Due to the limited availability of funds, the program cannot guarantee that every claim will be reimbursed. Claims will be honored as funding allows.

Reimbursement Cycle and Eligibility Requirements

- TK Teachers must be currently under contract with a Kern County school district or charter school as a Transitional Kindergarten Teacher.
- California State Preschool Program Teachers must be employed in Kern County and be working directly with children for at least fifteen (15) hours per week for at least nine (9) of the past twelve (12) months.

- CSPP teachers must be at the level of Associate Teacher or higher.
- Reimbursement submission is open – applications can be submitted at any time throughout the grant period.
- Tuition Reimbursement shall not exceed 100% of the price of, or payment for, the instruction. No other fees are reimbursable under this fund.
- The total reimbursement amount will be capped at \$3,000 twice per fiscal year.
- Reimbursable costs must be incurred during the grant period (July 2014 to March 2019). Funds cannot be used for prior or future year expenditures.
- Books, fees and/or tuition that are paid by another source such as financial aid, will not be eligible for reimbursement through this program.
- CSPP teachers may apply to both the CTKS as well as the Early Care and Education Retention Project.
- Reimbursement will only be made to individuals, not agencies or school districts
- Courses/professional development must be completed during the specified time frame
- A W-9 and Early Education and Support Division (EESD) Confidential Profile form must be completed prior to payment being made (to be sent to applicant after application has been submitted).
- Substitute teachers are not eligible to apply.
- All forms and documentation must be submitted to the Early Childhood Council of Kern CTKS Program.

Reimbursement for Coursework

- Reimbursements shall not exceed 100% of the actual expenses incurred by TK/CSPP teachers upon the completion of Early Childhood or Child Development courses
- Only those courses that are listed as Child Development or Early Childhood Education will be accepted. General education courses will not be reimbursed.
- Applicants must submit a pre-application
- Reimbursements will be made for actual educational expenses to include tuition, books and cost of official transcripts
- Courses must be completed with a grade of "C" or better

- If enrolled in a multi-semester course, the CTKS will only provide reimbursement for the portion completed at the end each application cycle.
- Courses not completed by March 2019 will not be reimbursed.
- Upper division as well as lower division coursework will be accepted
- Courses may be face-to-face or online from an accredited college/university
- Applicants must adhere to the following:
 - Submit each class course syllabus with assigned book title(s)
 - Submit transcripts verifying the accredited college, the course name, number of units and proof of the receipt of a grade of "C" or better
 - Tuition receipts
 - Book receipts
 - Submit a completed, signed and dated CTKS Course Authorization Approval form for Tuition Reimbursement
 - W-9 form (to be sent to applicant after application submission)
 - EEDS Confidential Profile form (to be sent to applicant after application submission)
- Original receipts must be submitted with reimbursement application. Handwritten/personal receipts will not be accepted.
- Books purchased without receipt will be reimbursed at a flat rate of \$25 per book.
- Computer generated transcripts will be accepted if the college/university name, applicant's name, course name, term and grade are included on the printout.

Reimbursement for Professional Development

- Reimbursements shall not exceed 100% of actual registration fees related to attending professional development workshops/conferences/seminars.
- Reimbursable expenses can include registration costs, continuing Education Units in early childhood education.
- Workshop content must be specifically related to child development/early childhood education.
- Professional growth hours must have been completed during non-paid time.
- No travel costs, per diem, etc. will be provided

- **Applicants must adhere to the following:**
 - **Submit a completed, signed and dated CTKS Tuition/Professional Development Reimbursement Application**
 - **Submit a completed, signed and dated CTKS Tuition Reimbursement Approval Form**
 - **Submit original certificate(s) of professional growth indicating the title of the professional development activity, date, number of hours and sponsoring entity (certificates will be returned to applicant)**
 - **Registration receipts**
 - **W-9 form (to be sent to applicant after application submission)**
 - **EEDS Confidential Profile form (to be sent to applicant after application submission)**

To obtain an application, or for more information including available courses and professional development opportunities, please call the Early Childhood Council of Kern at 661/861-5274.

**California Transitional Kindergarten / California State Preschool Program Reimbursement Program (CTKS)
Tuition/Professional Development Reimbursement Approval Form**

Name: _____ Phone: _____

Mailing Address: _____

City: _____ Zip Code: _____

Work Location: _____ Work Phone: _____

Job Position / Title: _____

Principal/Director Name: _____

I am requesting approval of the following courses for tuition reimbursement:

Course Title	College/University	# of Units	Begin & End Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CTKS Office Use Only
Grade

Use this section to detail tuition and workshop/conference fees
Attached receipts for reimbursement are for:
(include transcripts or original certificates)

Tuition: \$ _____

Fees: \$ _____ Description _____
 \$ _____ Description _____
 \$ _____ Description _____

Books: \$ _____ Course Title _____
 \$ _____ Course Title _____
 \$ _____ Course Title _____
 \$ _____ Course Title _____

Grants Received (attach document):

Applicant's Signature _____ Date _____

CTKS Office Use Only	
Tuition /Fees:	\$ _____
Books:	\$ _____
Less Grants Received:	\$ _____
Total Allowable Expenses:	\$ _____
Actual Reimbursement:	\$ _____
Date Received:	_____
Date Approved:	_____
Vendor Number:	_____
Account Code:	_____
CTKS Authorized Staff Signature: _____	

California Transitional Kindergarten/California State Preschool Program Tuition/Professional Development Reimbursement Application

Personal Information (PLEASE PRINT)		
Last Name:	First Name:	Middle Initial
Home Address:		Apt. #
City:		Zip Code
Home Phone:	Work Phone:	Other:
School ID Number:	Email Address:	
Do you have a child development permit? Yes___ No___		
If yes, provide permit level and date received Permit Level _____ M/D/Y___/___/___		
Do you have a degree? Yes___ No___		Please indicate all that apply AA___ BA___ MA___
Title/Field of Degree: _____		
College transcript or original professional development certificate and receipts must be attached to this application		
Employment Information		
Employer (name of school district, agency, etc.)		
Site Name:		
Address:		City/Zip Code:
Principal/Director's Name:		Phone:
Employment start date for the School District/CDE program you currently work in: M/D/Y___/___/___		
Check program type you are currently assigned to: CA Transitional Kindergarten Program ___ OR CA State Preschool Program ___		
I CERTIFY THAT THIS APPLICANT IS CURRENTLY TEACHING IN A TK OR CSPP CLASSROOM:		
Principal/Director's Printed Name: _____	Signature: _____	Date: _____
<p>All completed applications MUST be sent to: Early Childhood Council of Kern 2000 K Street, Bakersfield, CA 93301 661-861-5274</p>		

**Early Childhood Council
of Kern**

Planning for quality early care and education.

A program operated by the Kern County Superintendent of Schools Office

Please initial each of the following boxes to certify that you meet and understand all of the eligibility requirements for the CTKS Reimbursement Program.

Yes, I am a credentialed Transitional Kindergarten teacher who is working towards completing at least 24 units in early childhood education, child development or both, or obtaining professional development in early childhood education, child development or both.

Yes, I am a California State Preschool Program teacher who is taking units in early childhood education, child development or both, or obtaining professional development in early childhood education, child development or both.

If you could not check Yes to one of the questions above, you do not qualify for the CTKS Reimbursement Program.

I understand that I will need to submit:

- CTKS Reimbursement Application (total of 3 forms)
- College transcripts indicating course was completed with a grad of "C" or better (for coursework only)
- Course syllabus with assigned book titles
- Original certificate of completion (for professional development only)
- Original receipts (for tuition, books, registration fees)
- W-9 (to be sent to the applicant after submission)
- Early Education and Support Division Confidential Profile Form (to be sent to the applicant after submission)

I understand that costs for either coursework or professional development is ONLY for child development or early childhood education/child development and that no general education or other units can be reimbursed.

I understand that the reimbursement amount will be "capped" at \$3,000 per application cycle.

I understand that I must be continuously employed in a TK or CSPP classroom at the time I submit and receive my stipend and that the stipend must be issued directly to a TK or CSPP teacher and not a school district or other agency.

I understand that I may not receive the full amount of the receipts submitted if there are insufficient funds available to pay all eligible applicants.

I understand that if my books, fees and/or tuition are paid by another source, I will not be eligible for reimbursement through this program.

I understand courses/professional development not completed by March 31, 2019 will not be reimbursed.

For CSPP Teachers Only: As of the date of this application I have been a continuous CSPP classroom teacher with my current employer for 9 consecutive months.

I understand that a reimbursement may be denied, withdrawn or withheld in the future if any information reported on this form is found to be intentionally misleading or inaccurate.

I understand my eligibility requirements for the CTKS Reimbursement Program.

I authorize the CTKS Program to use the included information for the purpose of determining my eligibility for the program and for statistical reporting.

Applicant's Printed Name

Signature

Date

TO BE COMPLETED BY SCHOOL PRINCIPAL OR AGENCY DIRECTOR

I certify that this applicant is an employee as indicated on this application.

Principal/Director's Printed Name

Signature

Date