

Kern County Early Care and Education Retention Project Year 18 Application (2019)

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 Learning and Care 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.
- Must already have completed at least six (6) semester or ten (10) quarter CD/ECE units with a grade of C or better to apply for any award.

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

Award Category 1

- Completion of, or currently enrolled in, CD/ECE classes (three (3) semester units or five (5) quarter units) during the Summer 2018, Fall 2018 or Spring 2019 semesters **OR** Summer 2018, Fall 2018, Winter 2019 or Spring 2019 quarters with a grade of C or better.
- Award amount will range from \$750 to \$900 (based on the number of eligible applications received).

Award Category 2

- Completion of, or currently enrolled in, CD/ECE classes (six (6) semester units or ten (10) quarter units) during the Summer 2018, Fall 2018 or Spring 2019 semesters **OR** Summer 2018, Fall 2018, Winter 2019 or Spring 2019 quarters with a grade of C or better.
- Award amount will range from \$850 to \$1,100 (based on the number of eligible 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 still in progress, a course confirmation card **MUST** be signed by the instructor and submitted with the application or received directly from the instructor via email.

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

- Attended, **on non-paid time**, at least 18 hours of an Early Childhood or Child Development workshop or conference between April 28, 2018 and April 26, 2019.
Original Professional Growth certificates must be submitted with the application - originals will be returned to the applicant. See enclosed information for additional information on eligible and ineligible workshop topics.
- Award amount will range from \$550 to \$700 (based on the number of eligible 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 27, 2018 and April 26, 2019.
- 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. Application can also be found at:

www.earlychildhoodkern.org

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 26, 2019

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

**Kern County Early Care and Education Retention Project
Year 18 Application (2019)**

Print clearly and answer all questions.

Use the name you use when you file your taxes

Last Name _____ First Name _____ Middle Initial _____

Mailing Address _____ Apartment # _____

City _____ State _____ Zip Code _____

REQUIRED: 9-Digit Registry Number (see enclosed information for instructions) _____

Home/Cell Phone _____ Work Phone _____ Fax _____

E-mail address _____ Date of Birth _____

I provide permission to share this email address with program or state evaluators only Yes No

Gender male female

Have you received funds from this project before? Yes No

If you applied under a different last name, please provide the name used: _____

Employer Information

Employer Name _____

Your Center's Name _____

Director's Name (first & last) _____ Telephone _____

Mailing Address _____ City _____ Zip Code _____

Employment Information.

How many months of the year does your center operate?

Full year (12 months)

Less than (12 months) If less than 12 months, what are the months of operation? From _____ to _____
Month Month

Your current position:

Supervisor/Teacher Teacher Assistant Teacher Associate Teacher Aide

Ages of children you work with (check all that apply)

0 to 23 mos. 24 mos. to 2 yrs. 11 mos. 3 yrs. to 5 yrs. School age

Education information

Highest level of education you have completed:

high school diploma or GED some college AA/AS degree

BA/BS degree some graduate work MA/MS degree

Do you hold a Child Development Permit? _____ Yes _____ No

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

Please Complete: 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 indicating level of membership 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, 2018.</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, 2018 (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, 2018 (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 additional information)

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

Year 18 application dates

January 2019	release of application
April 26, 2019	application deadline
June 30, 2019	deadline for check mailing

- To find professional growth opportunities go to: www.earlychildhoodkern.org click on "Training"
- Applications are due by April 26, 2019, or post-marked by this date. **No applications will be accepted if delivered or post marked after April 26, 2019.** Applications delivered to any address other than that specified will not be accepted.
- Eligible applicants must have worked for the same employer 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 that count towards graduation may 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 28, 2018 and April 26, 2019. 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 _____
Education Award _____	Professional Growth award _____
Level 1 _____ Level 2 _____	Award amount \$ _____
Award amount \$ _____	Ineligibility (reason): _____
Membership reimbursement \$ _____	
Date notification sent _____	Due Date _____
	Total Award _____

1/12
Year

**Kern County Early Care & Education Retention Project
Course Confirmation Card**

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.

Term of course _____

Instructor name (please print) _____

Instructor signature _____

Name of College /University _____

Date _____

Information can also be emailed directly to project coordinator at: taburns@kern.org

**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) _____

Term of course _____

Instructor signature _____

Name of College /University _____

Date _____

Information can also be emailed directly to project coordinator at: taburns@kern.org

EARLY CARE AND EDUCATION RETENTION PROJECT
Year 18, Frequently Asked Questions

PLEASE READ AND KEEP FOR YOUR RECORDS

Are You Eligible?

- **I work in a state funded child development center 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 are:** 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 at least 15 hours per week, every week).
- **I am a long-term substitute** - You may be eligible 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 center 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 2018, Fall 2018 or Spring 2019 semester **OR** the Summer 2018, Fall 2018, Winter 2019 or Spring 2019 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 (included with the application packet) and it is submit it with your application. 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 28, 2018 and April 26, 2019 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?** – No. Unofficial or 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.**
- **Registry ID Number** - The Department of Education **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?** - Check with your director to see who is authorized to “sign” your application. Signatures must be original – 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.
- **Will I receive a 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, 2018 to December 31, 2018) 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.

Early Childhood Council of Kern

Planning for quality early care and education.

Early Care and Education Retention Project Eligibility Changes

In April 2018, the Early Childhood Council of Kern made some modifications to the topics of professional growth that would be allowable for the Early Care and Education Retention Project (AB212). **Please read all information** as it will apply to the 2019 application that will be distributed in January 2019. This application cycle will accept professional growth hours obtained between April 28, 2018 and the April 2019 deadline (exact date to be determined). The following guidelines are to be used when submitting professional growth hours:

Allowable topics include:

- Workshops, trainings or conferences **directly related to early childhood in center based programs**
- Site specific program compliance training including QRIS policies and procedures
- Formally presenting at a parent meeting, ECE workshop or ECE conference
- Attending training to become a Professional Growth Advisor
- Health and safety training (except for CPR/First Aid)
- Up to 8 hours of online training, as long as a certificate is provided with name of the training, name of the applicant, date and duration of session

Topics which **are not** allowable include but are not limited to:

- Mandated reporter training / child abuse & neglect
- Licensing
- Any topic specifically related to Family Child Care
- Working on classroom projects outside of the classroom
- Pesticide training
- Safe Food Service training
- CPR/First Aid
- Lead Prevention
- Read Across America events
- Organizing or preparing materials for parent meetings/events
- Advising ECE staff
- Volunteer hours (unless working directly in a workshop room)

Eligible Staff

Please remember that eligibility is limited to classroom teaching staff working directly with children daily (at least 15 hours per week), every week of a full program year. Site Supervisors are only eligible if they are responsible for the same classroom daily – not just providing breaks, filling in for absent staff, etc.

Online training resources:

<https://www.caearlychildhoodonline.org/#/english/>
<https://www.cde.ca.gov/sp/cd/re/compatraining.asp>
www.PITC.org/pub/pitc_docs/webinars.html
<https://www.desiredresults.us/webinars>

Instructions for Creating a User Account in 7 Easy Steps

To create a California Early Care and Education Workforce Registry (Registry) account, you must have an email address. The email address will be your user name when logging into the Registry.





There are three tutorial videos available to walk you through the registration process, which you can access when you select language on the top right of the home page. Click the links below for videos in the following languages:



[English](#)
[Spanish](#)
[Chinese \(Cantonese\)](#)



The following are step-by-step instructions for creating a Registry profile. You will create and maintain only one (1) CA ECE Workforce Registry account.

1. From home page www.caregistry.org click **Register Now** if you do not already have an account.
2. You will enter personal information beginning with salutation at the top of page one. Your social security number is NOT required, *unless you are participating in a stipend program*. Social security numbers are encrypted for privacy and enable stipend program administrators to issue W-9s for tax purposes. The last 5 numbers of your SSN will also enable training data collected from State funded projects to be linked to your Registry account. All other fields are required.
3. Be sure to read and **agree to** the **Terms of Use** and **Privacy Policy** and check the box to continue to the next page.
4.  Search for your employer or facility by typing in the name, address or license. Most of the facility data is entered in as listed by Community Care Licensing. *If you are a licensed Family Child Care provider or employee of an FCC, enter the last name, then first name, of the owner based on the license issued by Community Care Licensing.*
 - If you cannot find your employer or facility after attempting various search options, select **Employer Not Listed** and enter the employer details. Registry staff will use that information to update the facilities listed in the Registry.
5. Continue to enter details about your employment, including job title, ages of children served, wages, languages spoken with the children, etc., then continue with Registration. (TIPS: report gross wages prior to taxes, weeks per year includes paid holidays.)
6. Next select your highest level of education, how many college child development units you have completed, and if you hold a current Credential or Child Development Permit issued by the Commission on Teacher Credentialing or the Council for Professional Recognition. 
7. Go to your email  and **login to activate your account**.
8. Scan, photograph, or mail educational transcripts, records, and Child Development Permit information to the Registry office.  **Be sure to print your CA ECE Workforce Registry Membership Card and use your Membership number when you send in your education documents and sign into trainings!**

