

EARLY CARE AND EDUCATION RETENTION PROJECT

Year 19, 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 2019, Fall 2019 or Spring 2020 semester **OR** the Summer 2019, Fall 2019, Winter 2020 or Spring 2020 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 vaguzman@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, 2019 and April 26, 2020 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, 2019 to December 31, 2019) you will receive a Form 1099 for your taxes from the Kern County Superintendent of Schools office.