

Kern County

Early Care and Education Retention Project

Year 11, Phase 2 Application

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. These funds are to be used to retain qualified early childhood employees who currently work directly with children in State subsidized, center-based programs. Funds for this project are being channeled to the Early Childhood Council of Kern through the California Department of Education/Child Development Division.

Basic Eligibility (applicant must meet these requirements to be eligible for any award)

- You have been employed at the same State funded child development program in Kern County for at least one program year; **and**
- You have been, and currently are working directly with children at least 15 hours per week for the full program year; **and**
- You have completed a minimum of 6 CD/ECE units (with a grade of C or better)

Education Award - you may qualify if:

- You meet all of the Basic Eligibility requirements listed above; **and**
- You have completed or are currently enrolled in at least 1 CD/ECE class (2 semester units or 3 quarter units) during the Spring 2012 semester **OR** Winter / Spring 2012 quarters with a grade of C or better. See Frequently Asked Questions for course eligibility information.
- Courses must be child development or general education – unrelated courses will not be accepted.
- If the class is "In Progress" a course confirmation card must be signed by the instructor and submitted with application.

Education Award level requirements: (Award amounts will be based on your level & number of applications received)

Level 1 6 CD/ECE units completed with a grade of C or better

Level 2 12 CD/ECE units (including core courses) completed with a grade of C or better

Level 3 40 units - 24 CD/ECE units including core courses and 16 general education units completed with a grade of C or better.

Professional Growth Award – you may qualify if:

- You meet all of the Basic Eligibility requirements listed above; **and**
- You did not take any college level courses during the Spring 2012 semester **OR** the Winter / Spring 2012 quarters **but** attended at least 8 hours of an Early Childhood or Child Development workshop or conference between December 16, 2011 and April 27, 2012.
- Original Professional Growth certificate must be submitted with application - originals will be returned to applicant.
- Award Amount: \$400 per person regardless of level.

Professional Association Membership Reimbursement - you may qualify if:

- You meet all of the Basic Eligibility requirements listed above; **and**
- You joined a professional organization related to early childhood between December 16, 2011 and April 27, 2012.
- Reimbursements are up to \$65 (union dues are not eligible for reimbursement).

Return the completed application and all required documents to:

Early Care and Education Retention Project

2000 24th 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 Friday April 27, 2012

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

Please read entire application before completing. Duplicate application as needed.

**Early Care and Education Retention Project
Year 11, Phase 2 Application**

Print clearly in blue ink only. Please answer all questions.

Name you use when you file your taxes

Last Name _____ First Name _____ Middle Initial _____

Mailing Address only _____ Apartment # _____

City _____ State _____ Zip Code _____

Home Telephone _____ Work Telephone _____ Fax _____

E-mail address _____ Date of Birth _____

Social Security Number _____ Gender male female

Have you received an award from this Project before? Yes No

How do you identify your race/ethnicity? (This information is being collected for statistical purposes only)

(Check all that apply)

<input type="checkbox"/> Spanish/Hispanic/Latino	<input type="checkbox"/> White or Caucasian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Korean
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Chinese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Other race/ethnicity (please list) _____	

List any languages other than English that you speak fluently and use regularly at work:

Employer Information

State Funded Child Development Agency Name _____

Current Program Site _____

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

Mailing Address _____ City _____ Zip Code _____

Employment Information.

Number of hours you work per week (directly with children)? _____

How many months of the year does your program operate?

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

Position you have working directly with children:

Supervisor/Teacher Teacher Assistant 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 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 so, what level?

___ Assistant ___ Associate ___ Teacher ___ Master Teacher ___ Site Supervisor ___ Program Director

Date permit issued: _____ (a copy of current Child Development Permit must be submitted with application)

Please Complete

I am applying for:
(See front cover for Level requirements)

___ Education Award

___ Professional Growth Award

___ Membership Reimbursement

- ___ Level 1
- ___ Level 2
- ___ Level 3

(attach copy of membership card or receipt for payment)

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

DOCUMENTATION CHECKLIST

Please submit required paperwork with application

Education Award

___ College transcripts verifying a minimum of 6 ECE/CD units with a grade of C or better completed

Required for all positions

___ Course Confirmation Card (if currently enrolled)

___ Copy of current Child Development Permit

___ Completed application with all signatures

Membership Reimbursement

___ Copy of membership card or payment receipt

Completed application with all signatures

Professional Growth Award

___ Original professional growth certificate (min. of 8 hours) (Original will be returned to you)

___ College transcripts verifying a minimum of 6 ECE/CD units with a grade of C or better completed

For first time applicants

___ Copy of current Child Development Permit

___ Completed application with all signatures

This section is to be completed by the applicant's Director/Assistant Director/Supervisor

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

Authorized signature

Applicant's date of hire

Title

Date

Center's State Vendor Number

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 11, Phase 2 application dates

February 2012	release of application
April 27, 2012	application deadline
June 30, 2012	deadline for check mailing

- To find professional growth opportunities go to: wwwstatic.kern.org/gems/eccouncil/20112012TraningCalendar.pdf
- Applications are due by April 27, 2012, or post marked by this date. **No applications will be accepted if delivered or post marked after April 27, 2012.** Applications delivered to any other address will not be accepted.
- An individual may be eligible if they have worked for the same agency for one full year by April 27, 2012.
- Long-term substitutes MAY be considered for an award if they can provide a letter from their employer verifying that they have worked at least 15 hours per week every week for one full program year and have met all other eligibility qualifications.
- An Award may be received for "Professional Growth" if the individual does not qualify for the regular Education Award but attended at least eight (8) hours of ECE/CD workshops/conferences between December 16, 2011 and April 27, 2012. Professional growth workshops attended on "paid time" will not be eligible.
- Award recipients will be required to complete additional forms by the given deadline 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.
- 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. Please see Frequently Asked Questions for course eligibility.
- General Education courses will be accepted if the individual has completed at least 12 CD/ECE units. Courses must meet graduation requirements as outlined on the Child Development Permit Matrix (see attached matrix). Courses that are not general education or child development related will not be accepted.
- Make a copy of all application documents before submitting and keep them for your records.
- **Answers to more questions are located on the 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 incentive yes no n/a

Verified Level 1 2 3

Incentive amount awarded \$ _____

Professional Growth \$ _____

Membership reimbursement \$ _____

Reason for ineligibility:

Date notification sent _____

Total Award _____

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

This statement verifies that _____ is enrolled in
(Name)

_____ 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)

_____ 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 11, Phase 2 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 State subsidized child development center. Your job description must be Supervisor, Teacher, Assistant, Associate, or Aide. Examples of positions **not eligible:** Family Advocate, Cooks, Foodservice Aides, Bus Drivers, Site Secretaries, Volunteers, Office Workers, Temporary Substitutes.
- **I am a long-term substitute.**
You may be considered only if you provide a letter from your employer verifying that you worked at least 15 hours per week every week for one full program year and have met all other eligibility qualifications.
- **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 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 apply for an Education Award if you have completed or are currently enrolled in at least 2 CD/ECE unit classes during the Spring 2012 semester **OR** 3 CD/ECE unit classes during the Winter / Spring 2012 quarters with a grade of C or better.
- **What courses will be accepted to qualify for the Education Award?**
Level 1 - Only courses that are listed as Child Development (CD) or Early Childhood Education (ECE).
Level 2 & 3 - General Education courses will be accepted if they meet the graduation requirements as specified in the Child Development Matrix – please see enclosed Matrix guide. (*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)**. 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.
- Internet generated transcripts are acceptable but must have your name, the college/university name, the course name, number of units and grade received printed on them to be accepted.
- **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 you submit it with your application. The Course Confirmation Card is included with your application.
- **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:

- **I have received a Professional Growth Award in the past year can I apply again?**
Yes - You may apply for the Professional Growth Award if you did not take any college level courses during the Spring 2012 semester **OR** the Winter / Spring 2012 quarters but did attend at least eight (8) hours of a qualified workshop or conference between December 16, 2011 and April 27, 2012.

- **What type of workshop or conference qualifies for the Professional Growth Award?**
You must have participated with at least eight (8) hours of an Early Childhood or Child Development workshop/conference 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 courses do not count as professional growth for this project.
 - Original professional growth certificates must be submitted with your application. It will be returned to you.

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 do need to include a copy of your Child Development Permit indicating your position each time you apply for either an Education or a Professional Growth award.
- **Do I need to submit Official Transcripts?**
No - Internet generated transcripts are acceptable but must have your name and the college / university name printed on them to be accepted. Transcripts must include the course name, term during which it was taken and the grade received.
- **I attended a conference but did not receive a Professional Growth Certificate**
Included with the application is a Verification of Professional Growth Hours form. You must 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 large conferences that do not provide certificates. Most all workshops provide certificates therefore those originals must be submitted with your application.

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.**
- **What is the State Vendor Number?**
The State Vendor Number is the State Contract Number not your center license number. The individual responsible for signing your application and verifying your information should complete this information.
- **Who is authorized to sign my application before I submit it?**
Please check with your director to see who is authorized to “sign off” on applications. 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, 2000 24th 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, 2011 to December 31, 2011) you will receive a Form 1099 for your taxes.