

Kern County

Early Care and Education Retention Project

Year 9 Application Phase 1

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 child care 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

- You have been employed at the same State funded child development program in Kern County for at least 15 hours per week for 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; **and**
- You completed or are currently enrolled in at least 1 CD/ECE class (2 semester units or 3 quarter units) during the Summer 2009 or Fall 2009 with a grade of C or better.
- If 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; **and**
- You did not take any college level courses during the Summer 2009 semester/quarter **but** attended at least 4 hours of an ECE/CD workshop or conference between April 18, 2009 and November 6, 2009.
- Original Professional Growth certificate must be submitted with application.
- \$400 per person regardless of level.

Professional Association Membership Reimbursement - you may qualify if:

- You meet all of the Basic Eligibility requirements; **and**
- You joined a professional organization related to early childhood, between April 18, 2009 and November 6, 2009.
- Reimbursements are up to \$60 (union dues are not eligible for reimbursement).

Applications sent to other addresses will not be processed. Incomplete applications will be returned.

Return the completed application and all required documents to:

Mail to:

Early Care and Education Retention Project
1300 17th Street
Bakersfield, CA 93301

OR Hand deliver to:

University Square 3rd floor
Monday through Friday, 8:00 a.m. to 4:30 p.m.
2000 K Street
Bakersfield, CA 93301

Faxed or e-mailed applications will not be accepted

APPLICATION DEADLINE Friday, November 6, 2009

For more information contact Hortensia Romero, Project Coordinator at 661/636-4406

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

**Early Care and Education Retention Project
Year 9, Phase 1 Application**

Type or print clearly in blue or black ink

Last Name _____ First Name _____ Middle Initial _____

Home Address _____ Apartment # _____

City _____ State _____ Zip Code _____

Mailing address (if different from above) _____

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. Please answer all questions.

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

Hourly/Monthly wage \$ _____

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)

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

___ Education Award ___ Professional Growth Award ___ Membership Reimbursement

___ Level 1 ___ PG certificate (attach copy of membership
___ Level 2 card or receipt for payment)
___ Level 3

Please read, certification

I (applicant) certify that all information is true and correct. I understand that **falsification** of **information** will result in my **forfeiture** of the awarded and will obligate me to **repay** the **awarded**. In addition, I will be **precluded** from receiving **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

___ Copy of professional growth certificate (min. of 4 hours)

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

For first time applicants

___ Copy of 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

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

Phase 1 Application cycle

September, 2009	release of application
November 6, 2009	application deadline
January 31, 2010	deadline for check mailing

- Applications are due by November 6, 2009, or post marked by this date. **No applications will be accepted if delivered or post marked after November 6, 2009.**
- An individual can receive **two** Education Awards in a **fiscal** year if they continue to take CD/ECE or General Education courses during this time. Please read Frequently Asked Questions for eligible classes.
- An individual may be eligible if they had worked for the same agency for one full year by November 6, 2009.
- Long-term substitutes can now be considered for an award **IF** they can provide a letter from their employer verifying that they had 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 four (4) hours of ECE/CD workshops/conferences between April 18, 2009 and November 6, 2009. **Original Professional Growth certificate must be included with the application.** (Originals will be returned to applicant) Professional growth workshops provided by or conducted 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. No reminder phone calls or letter will be made. NO EXCEPTIONS!**
- 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, etc.
- Absence Policy (Maternity or Disability leave): An allowance of six 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.
- 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).

Answers to more questions are located on the Frequently Asked Questions inside! Please read!
In order to process your application it must be correctly completed.
Please take extra time to read and follow all instructions.

For Official Use Only:	
Date received _____	Date processed _____
Eligible for education incentive <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a	Verified Level <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 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**

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) _____

Instructor signature _____

Name of College /University _____

Date _____

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

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) _____

Instructor signature _____

Name of College /University _____

Date _____

EARLY CARE AND EDUCATION RETENTION PROJECT
Frequently Asked Questions
Year 9, Phase 1

PLEASE READ AS NEW INFORMATION HAS BEEN ADDED SINCE PREVIOUS YEARS
Please note the Recognition Award has been eliminated from this project.

1. **How will I know if I receive an award or need more information to be submitted?**
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 please call (661) 636-4406.
2. **I received an education award in past years can I apply again?**
YES. You may apply for the Education Award if you completed or are currently enrolled in at least 2 CD/ECE unit classes during the Summer 2009 semester or 3 CD/ECE unit classes during the Fall 2009 quarter with a grade of C or better.
3. **I received a Professional Growth Award in the past years can I apply again?**
Yes. You may apply for the Professional Growth Award if you did not take any college level courses during the Summer 2009 semester/quarter, but you attended at least 4 hours of an ECE/CD workshop or conference between April 18, 2009 and November 6, 2009.
4. **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)**. IP (In Progress) courses will only be accepted if a Course Confirmation card is signed by the instructor and submitted with the application.
Internet generated transcripts must have the applicant's name and birth date, to be accepted. **Ineligible courses include** - Work Experience, Continuing Education, ESL, Cooperative Education, and Family Child Care Management.
5. **I wish to turn in my application before the class is completed or semester will end. How do I show that I will be completing my course?**
Attached to the application is a Course Confirmation Card. Have your college instructor complete the card – you can then submit it with your application.
6. **I work in a child development program but do not work directly with children 15 hours per week. Am I eligible?**
NO. As specified in the legislation AB212, 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.

Continued On Other Side

7. **Long-term Substitutes** can now be considered for an award **IF** they can provide a letter from their employer verifying that they had worked at least 15 hours per week every week for one full program year and have met all other eligibility qualifications.
8. **I am a Master Teacher or Site Supervisor – do I need to submit my transcripts?**
If you are only applying for the Professional Growth Award or Membership Reimbursement you do not need to submit your transcripts, **unless you're a first time applicant. However** – you do need to include a copy of your Child Development Permit indicating your position. **If you are applying for an Education Award you still need to submit your transcripts.**
9. **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. The event attended must have taken place between April 18, 2009 and November 6, 2009.
10. **What type of workshops or conferences qualify for the Professional Growth Award?**
An individual must have participated with at least four (4) hours of a workshop/conference related to the ECE/CD field to be eligible for the Professional Growth Award. Events sponsored by the individual's employer and/or attended on "paid time" are not eligible. **Original Professional Growth certificate** must be submitted with the application-but will be returned to applicant. ***CPR/First Aid and Foster Care courses do not count as professional growth.**
11. **I was off of work for a period of time during this year, am I still eligible?**
An allowance of six 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 an applicant ineligible. Applicants must be currently working in an eligible program by the date signed by the supervisor to be considered for an Award.
12. **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.
13. **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.
14. **Do I need to answer all the questions on the application?**
YES. All the blanks must be filled in to be considered for an Award. **Incomplete applications will be returned.**
15. **Where should I send my application?**
Mail to: Early Childhood Council of Kern, 1300 17th Street, Bakersfield, CA 93301 or as directed by your agency. Or hand deliver to: 2000 K Street, 3rd Floor, Monday through Friday 8:00 a.m. to 4:30 p.m. Applications sent to other addresses will not be processed.
No faxed or e-mailed applications will be accepted.
16. **Do I have to complete all the paperwork I receive after submitting my application?**
YES – all eligible applicants will receive forms that need to be completed and returned by the deadline given. **No exceptions to the deadlines will be provided.**