



KCCTO Progression of Professional Development Scholarship

Early Childhood Community College Courses

Policies and Procedures

Updated: 1/28/2019

Scholarship Overview

Any Kansas provider currently working in a licensed child care facility is eligible to apply for the **Early Childhood Community College Course Progression of Professional Development Scholarship**. This scholarship can be used for any course approved for the Kansas Director’s Credential or included in the Program of Study for an Early Childhood Associate of Arts (A.A.) degree, Associate of Science (A.S.) degree, Associate of Applied Science (A.A.S.) degree, or Early Childhood Certificate.

Type of Professional Development	Course/Training Criteria	Scholarship Applicant Responsibility	KCCTO’s Responsibility
<p>Early Childhood College Courses for:</p> <ul style="list-style-type: none"> • Associates Degree (A.A., A.S., A.A.S.) • Kansas Director’s Credential • Early Childhood Certificate 	<p>Course must be:</p> <ul style="list-style-type: none"> • From an accredited community college in Kansas • An early childhood education course included in the program of study for an Early Childhood Education major, Director’s Credential, or Early Childhood Certificate • No more than 3 credit hours per semester 	<p>Applicant must:</p> <ul style="list-style-type: none"> • Be a Kansas resident • Be currently employed at the same licensed child care facility in Kansas for at least 6 months • Be a current DCF Child Care Assistance provider • Apply and be accepted into a Kansas community college • Declare Early Childhood Education major, Director’s Credential track, or Early Childhood Certificate track • Complete course registration • Submit payment to the community college in accordance with the college’s policies and deadlines • Complete an Individualized Professional Development Plan (IPDP) along with the KCCTO Scholarship application • Complete course • Provide verification of course completion to KCCTO 	<p>KCCTO will:</p> <ul style="list-style-type: none"> • Reimburse 80% of the cost of up to 3 credit hours per semester, pending receipt of verification of completion



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This scholarship, provided by Kansas Child Care Training Opportunities, Inc. (KCCTO), will be reimbursed to the scholarship recipient following completion of up to 3 credit hours per semester. KCCTO will reimburse the scholarship recipient 80% of the cost of the course.

Application Steps

Applicants applying for this scholarship will follow these steps:

1. **Provide contact and background information.** Applicants will provide their contact information, early childhood employment history, and professional development background.
2. **Complete an Individualized Professional Development Plan (IPDP).** This document can be found on page 2 of the scholarship application.
3. **Provide details about the course and community college.** Applicants will identify the course(s) for which the scholarship is requested and provide details about the community college, course title, cost, semester start date, etc.
4. **Provide verification of course payment and completion.** All scholarship applicants must submit documentation verifying payment and completion of the course. Applicants must complete the course with at least a C grade to be eligible for a scholarship.

How does KCCTO award scholarship funds?

Reimburse 80% of the Course Cost

- KCCTO will **reimburse** applicants for 80% the cost of up to 3 credit hours. Applicants may submit a scholarship application either before or after the course start date (see: **Application Deadlines**). KCCTO will reimburse the original payee only.
 - Applicants who submit a scholarship application **BEFORE** the course(s) start date(s) will receive their reimbursement once KCCTO receives proof of completion. Proof of registration and payment must be submitted with the scholarship application.
 - Applicants who submit a scholarship application **AFTER** completion of the course(s) must include proof of registration, payment, and completion of the training with the scholarship application.

What types of documentation will be required for the scholarship application?

All documentation must include the scholarship applicant's name.

- **Individualized Professional Development Plan (IPDP)** – Applicants will download the document, follow the directions for completing the IPDP, and attach the completed IPDP to the scholarship application.
- **Proof of Community College Acceptance (Associate Degree and Early Childhood Certificate Only)** – Applicants must submit proof that they are accepted into the community college offering the course. Documentation may include:



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- Acceptance letter
- Official letter/email from community college early childhood education authority
- “DARS Report” or equivalent
- “Authorization of Release of Information” or equivalent
- **Proof of Declaration of Major/Track** – Applicants must submit proof of declaration of either an Associate degree major, Early Childhood Certificate track, or Director’s Credential track
 - Acceptance letter
 - Official letter/email from community college early childhood education authority
 - “DARS Report” or equivalent
 - “Authorization of Release of Information” or equivalent
- **Confirmation of Registration and Payment** – Scholarship applicants must provide proof of course registration and payment. See *Verification of Course Payment and Completion* for details.
- **Verification of Course Completion** – Scholarship applicants must provide verification of course completion. See *Verification of Course Payment and Completion* for details.

Verification of Course Payment and Completion

In order to continue to provide Progression of Professional Development Scholarships to Kansas providers, Kansas Child Care Training Opportunities, Inc. (KCCTO) must receive confirmation of payment and verification of completion of the courses for which scholarships are requested. Payment confirmation must indicate the name of the payee.

Confirmation of Payment Documentation May Include:

- Financial statement (sensitive information removed)
- “Authorization of Release of Information” or equivalent

Verification of Completion through at Least One of the Following Methods:

- “DARS Report” or equivalent
- Transcript (unofficial or official)
- Official letter/email from community college authority
- “Authorization of Release of Information” or equivalent

“Authorization for Release of Information”

Scholarship applicants may submit verification of course payment and completion directly to KCCTO using the methods listed above, or by submitting an “Authorization for Release of Information” (or equivalent document) to the community college allowing the following information to be released to Kansas Child Care Training Opportunities, Inc. (KCCTO):

- a. **Grade Information** (*REASON-so that KCCTO may verify the scholarship applicant has completed the course with at least a C grade*)
- b. **Admission and Registration Information** (*REASON-so that KCCTO may verify that the scholarship applicant has been accepted into the community college; declared the*

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major/track that is indicated on the scholarship application; registered for the course indicated on the scholarship application)

- c. **Amount for Tuition and Fees** (*REASON-so that KCCTO may verify the total tuition/fees of the course indicated on the scholarship application, in order to calculate the scholarship reimbursement amount (80% of total course cost) to award to the scholarship applicant*)
- d. **Sources of Payment for Tuition and Fees** (*REASON-so that KCCTO may verify that the scholarship reimbursement shall be paid to the scholarship applicant and no other funding source*)
- e. **Refund Information** (*REASON-so that KCCTO may verify that the scholarship applicant is no longer eligible for a scholarship if a course is dropped or the scholarship applicant requests to be refunded by the community college for the course tuition/fees*)

Application Deadlines

Reimbursement

Scholarship applications can be submitted as early as **four (4) weeks before** the course start date but no more than **three (3) months after** the course end date. The scholarship reimbursement will be awarded upon receipt of verification of completion of the course. KCCTO will only reimburse the original payee.

Failure to Submit Verification of Training Completion

If a scholarship applicant fails to provide verification of training completion, he or she may be ineligible for future scholarships.