



KCCTO Progression of Professional Development Scholarship Child Development Associate (CDA) Credential College Courses

Updated: 1/28/2019

Scholarship Overview

Any Kansas provider currently working in a licensed child care facility is eligible to apply for the **Child Development Associate (CDA) Credential College Courses Progression of Professional Development Scholarship**. This scholarship can be used for any course from a Kansas community college or vo-tech that meets CDA Credentialing Professional Education requirements.

Type of Professional Development	Course/Training Criteria	Scholarship Applicant Responsibility	KCCTO Responsibility
<p>Child Development Associate (CDA) Credential Training:</p> <ul style="list-style-type: none"> • College credit (9 college credit hours at a community college or vo-tech) 	<p>Course must be:</p> <ul style="list-style-type: none"> • Applicable to one of the following credentials identified and approved by the Council for Professional Recognition: <ul style="list-style-type: none"> ○ Family Child Care CDA ○ Preschool CDA ○ Infant/Toddler CDA • From an accredited community college or vo-tech in Kansas • An early childhood education course included in the Child Development Associate (CDA) Credential program of study • No more than 6 credit hours per semester 	<p>Applicant must:</p> <ul style="list-style-type: none"> • Have at least a high school degree or GED • 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 • Complete an Individualized Professional Development Plan (IPDP) along with the KCCTO Scholarship application • Declare Child Development Associate (CDA) Credential track at the college or vo-tech • Complete course registration • Submit payment to the community college in accordance with the college’s policies and deadlines • Complete course • Provide verification of course completion to KCCTO • Provide verification of completion of CDA to KCCTO 	<p>KCCTO will:</p> <ul style="list-style-type: none"> • Reimburse 80% of the cost of up to 9 credit hours (limited to 6 credit hours per semester), pending receipt of verification of completion of each course • Support preparation for the CDA Verification Visit and CDA Exam



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Scholarship Policies and Procedures

This scholarship, provided by Kansas Child Care Training Opportunities, Inc. (KCCTO), will support 80% of the cost of up to 9 credit hours (limited to 6 credit hours per semester) of community college or vo-tech CDA applicable courses.

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. *If the applicant would like to be reimbursed for more than one course, the scholarship application will indicate for which courses the applicant intends to use the scholarship and will be submitted after completion of the first course. Only ONE scholarship application is required – the applicant will submit verification of course payment and completion for the additional course(s) separately.*
4. **Provide verification of course payment and completion.** All scholarship applicants must submit documentation verifying payment and completion of the course. Applicants must have completed 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% of the cost of up to 9 credit hours (no more than 6 credit hours a semester). 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.



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- **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.
- **Community College: Proof of Declaration of CDA Track** – Applicants must submit proof of declaration of the CDA Track or proof that the courses will meet the Council for Professional Recognition’s requirements for professional education (120 clock hours with at least 10 clock hours in each of the 8 Subject Areas).
 - Official letter/email from community college early childhood education authority
 - Program of Study or Course Description
 - “DARS Report” (Degree Audit Reporting System - an individualized analysis of a student's academic progress toward a specified degree) 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 early childhood education 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*)



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- b. **Admission and Registration Information** (*REASON-so that KCCTO may verify that the scholarship applicant has been accepted into the community college; declared the 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 reimburse the original payee only.

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.