



# KCCTO Progression of Professional Development Scholarship Child Development Associate (CDA) Credential In-Service Training

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 In-Service Training Progression of Professional Development Scholarship**. This scholarship can be used for any KDHE approved community-based or online training offered by Kansas organizations.

Type of Professional Development	Course/Training Criteria	Scholarship Applicant Responsibility	KCCTO Responsibility
<p><b>Child Development Associate (CDA) Credential Training:</b></p> <ul style="list-style-type: none"> <li>• In-Service (online or community-based training)</li> </ul>	<p><b>Training must be:</b></p> <ul style="list-style-type: none"> <li>• Applicable to one of the following credentials identified and approved by the Council for Professional Recognition:               <ul style="list-style-type: none"> <li>○ Family Child Care CDA</li> <li>○ Preschool CDA</li> <li>○ Infant/Toddler CDA</li> </ul> </li> <li>• Kansas Department of Health and Environment (KDHE) approved</li> </ul>	<p><b>Applicant must:</b></p> <ul style="list-style-type: none"> <li>• Have at least a high school degree or GED</li> <li>• Be a Kansas resident</li> <li>• Be currently employed at the same licensed child care facility in Kansas for at least 6 months</li> <li>• Be a current DCF Child Care Assistance provider</li> <li>• Complete an Individualized Professional Development Plan (IPDP) along with the KCCTO Scholarship application)</li> <li>• Complete training registration</li> <li>• Provide verification of training completion to KCCTO</li> <li>• Provide KCCTO verification of completion of CDA</li> </ul>	<p><b>KCCTO will:</b></p> <ul style="list-style-type: none"> <li>• Pay registration costs for up to 120 clock hours of training (maximum of \$400)</li> <li>• Support preparation for the CDA Verification Visit and CDA Exam</li> </ul>



# KCCTO Progression of Professional Development Scholarship

## Child Development Associate (CDA) Credential Training

### In-Service Policies and Procedures

Updated: 1/28/2019

## Scholarship Policies and Procedures

This scholarship, provided by Kansas Child Care Training Opportunities, Inc. (KCCTO), will support the full cost of registration for up to 120 clock hours of community-based or online training (maximum of \$400).

### Application Steps

Applicants 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 training.** If the applicant wishes to use the scholarship funds for the KCCTO CDA Training Track, KCCTO staff will work with the applicant to create a training plan. If the applicant wishes to use scholarship funds for which training events (community-based or online) from other organizations, the applicant will be required to **create a training plan** outlining all training or courses for which scholarship funds are requested. A training plan template can be found on page 2 of the scholarship application.
4. **Provide verification of payment and completion of the training or course(s).** All scholarship applicants must submit documentation verifying registration, payment, and completion of the training or course(s).

### How does KCCTO award scholarship funds?

#### KCCTO CDA Training Track Cost **WAIVED**

- KCCTO will **waive the \$120 cost** of the KCCTO CDA Training Track for applicants who choose the CDA Training Track instead of in-service clock-hour training from other organizations. Applicants will indicate on the scholarship application their intent to utilize the KCCTO CDA Training Track.

#### In-Service Clock Hour Training Registration Cost **LESS THAN \$50**

- KCCTO will **reimburse** applicants for the cost of the training registration. Applicants will submit a training plan on the scholarship application indicating which training events (community-based or online) for which they intend to use scholarship funds. Once the scholarship recipient submits proof of registration, payment, and completion of **all training on the training plan**, KCCTO will reimburse the applicant for the total cost of the training registration(s). KCCTO will reimburse the original payee only.
  - Applicants who submit a scholarship application **BEFORE** the first training event will receive their reimbursement once KCCTO receives proof of registration, payment, and completion of all courses on the training plan.
  - Applicants who submit a scholarship application **AFTER** completion of the last training event must include proof of registration, payment, and completion of all training on the training plan with the scholarship application.



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## In-Service Clock Hour Training Registration Cost \$50 OR MORE

- KCCTO will either **reimburse** the applicant for the cost of the training registration **AFTER** the applicant completes the training (see: ***In-Service Clock Hour Training Registration Cost LESS THAN \$50***) OR **advance-pay** the training organization **BEFORE** the training event (see: ***Application Deadlines***). Applicants will indicate on the scholarship application their reimbursement or advance-pay preference and submit a training plan indicating the training events (community-based or online) for which they intend to use scholarship funds.

## 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.
- **Training Plan** – Applicants wishing to use scholarship funds for training events (community-based or online) from other organizations will download the document, indicate all training to be taken using scholarship funds, and attach the completed training plan to the scholarship application.
- **Reimbursement: Confirmation of Registration and Payment** – Applicants must submit proof of registration and payment. Payment confirmation must include the name of the payee. KCCTO will reimburse the original payee only. Documentation may include:
  - Copy of email confirming registration and payment
  - Official letter from training organization authority verifying registration and payment
  - PayPal confirmation of payment (or other financial statement with all other sensitive information removed)
- **KCCTO Advance-Pay: Registration Information** – Applicants must provide:
  - Website link for the training event registration
  - Training organization contact information
  - Confirmation of registration (after KCCTO has arranged for payment with the training organization – the applicant will email confirmation of registration to [kccto.inc@gmail.com](mailto:kccto.inc@gmail.com))
- **Verification of Training Completion** – All scholarship recipients must provide verification of completion of the training event. Documentation may include:
  - Certificate of Completion
  - Training Transcript

## Application Deadlines

### Reimbursement

Scholarship applications for reimbursement of registration costs can be submitted as early as **four (4) weeks before** the first training event on the training plan but no more than **three (3) months after** the last training event on the training plan. The scholarship reimbursement will be awarded upon receipt of



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verification of registration, payment, and completion of all the training. KCCTO will reimburse the original payee only.

#### KCCTO Advance-Pay

Scholarship applications for advance-payment of registrations costs must be for training events no more than **three (3) months** in the future and must be submitted **at least four (4) weeks** before the training event to allow time for payment processing.

#### Failure to Submit Verification of Training/Course 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.

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