



KCCTO Progression of Professional Development Scholarship

Continuing Education Units (CEUs) Training

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 **Continuing Education Units (CEUs) Training Progression of Professional Development Scholarship**. This scholarship can be used for any community-based training, statewide conference, or online training approved for CEUs and offered by Kansas organizations that have authority to offers CEUs.

Type of Professional Development	Course/Training Criteria	Scholarship Applicant Responsibility	KCCTO Responsibility
Continuing Education Units (CEUs): <ul style="list-style-type: none"> • Community-Based Training • Statewide Conference • Online Training 	Training must be: <ul style="list-style-type: none"> • Offered by an agency with authority to offer CEUs and content approved for CEUs (e.g. CEUs associated with a conference or IACET approved training event) 	Applicant must: <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 • Complete an Individualized Professional Development Plan (IPDP) along with the KCCTO Scholarship application • Complete training registration • Complete training • Provide verification of training completion to KCCTO 	KCCTO will: <ul style="list-style-type: none"> • Pay training registration costs and CEU fees



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This scholarship, provided by Kansas Child Care Training Opportunities, Inc. (KCCTO), will support the full cost of registration for online training, community-based training, and statewide early childhood conferences offering CEUs.

Application Steps

Applicants applying for any of the three types of training events 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 event.** Applicants will identify the type of training for which the scholarship is requested and provide details about the title, cost, date, location, etc. of the training.
4. **Provide verification of completion of the training.** All scholarship recipients must submit documentation confirming completion of the training event.

How does KCCTO award scholarship funds?

Training Registration Cost LESS THAN \$50

- KCCTO will **reimburse** applicants for the cost of the training registration. Applicants may submit a scholarship application either before or after the training event (see: **Application Deadlines**). KCCTO will reimburse the original payee only.
 - Applicants who submit a scholarship application **BEFORE** the training event 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 training event must include proof of registration, payment, and completion of the training with the scholarship application.

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 OR **advance-pay** the training organization **BEFORE** the training event (see: **Application Deadlines**). Applicants will indicate their reimbursement or advance-pay preference on the scholarship application.
- In addition to online and community-based training events with registration costs of \$50 or more, the following statewide early childhood conferences are eligible for **advance-pay** scholarships:
 - CCPC: Child Care Provider Coalition of Kansas
 - KAIMH: Kansas Association for Infant & Early Childhood Mental Health
 - KSAEYC: Kansas Association for the Education of Young Children



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- KDEC: Kansas Division for Early Childhood
- Mad Hatter: Kansas Child Care Training Opportunities

Interested in a statewide conference not listed here? Contact KCCTO before submitting a 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.
- **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)
- **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 training event but no more than **three (3) months after** the training event. The scholarship reimbursement will be awarded upon receipt of verification of completion of 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.



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Failure to Submit Verification of Training Completion

In order to continue to provide Progression of Professional Development Scholarships to Kansas providers, Kansas Child Care Training Opportunities, Inc. (KCCTO) must receive verification of completion of the courses/training 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.