

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

Type of Professional Development	Course/Training Criteria	Scholarship Applicant Responsibility	KCCTO Responsibility
<b>In-Service</b> <ul style="list-style-type: none"> <li>• Community-Based Training</li> <li>• Statewide Conference</li> </ul>	<b>Training must be:</b> <ul style="list-style-type: none"> <li>• Kansas Department of Health and Environment (KDHE) approved</li> </ul>	<b>Applicant must:</b> <ul style="list-style-type: none"> <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>• Complete training</li> <li>• Provide verification of training completion to KCCTO</li> </ul>	<b>KCCTO will:</b> <ul style="list-style-type: none"> <li>• Support cost of training registration</li> </ul>
<b>In-Service</b> <ul style="list-style-type: none"> <li>• Online Training</li> </ul>	<b>Training must be:</b> <ul style="list-style-type: none"> <li>• Kansas Department of Health and Environment (KDHE) approved</li> </ul>	<b>Applicant must:</b> <ul style="list-style-type: none"> <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>• Complete training</li> <li>• Provide verification of training completion to KCCTO</li> </ul>	<b>KCCTO will:</b> <ul style="list-style-type: none"> <li>• Pay registration costs of courses up to 10 clock hours (\$150 maximum)</li> </ul>



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## Scholarship Policies and Procedures

This scholarship, provided by Kansas Child Care Training Opportunities, Inc. (KCCTO), will support the full cost of registration for both community-based training and statewide early childhood conferences, or pay the registration costs of online training up to 10 clock hours (\$150 maximum).

### 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 registration, payment, and 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 (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 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



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- KSAEYC: Kansas Association for the Education of Young Children
- 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](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 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.