



KCCTO Progression of Professional Development Scholarship In-Service Training Policies and Procedures

Updated: 12/13/2022

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 early childhood online or in-person training for personal or professional growth opportunities, annual licensure requirements, or CDA professional education requirements.

Type of Professional Development	Course/Training Criteria	Scholarship Applicant Responsibility	KCCTO Responsibility
In-Service Training <ul style="list-style-type: none"> • Online Training • In-Person Training 	Training must be: <ul style="list-style-type: none"> • Kansas Department of Health and Environment (KDHE) approved, OR • Offered by an agency with authority to offer CEUs and content approved for CEUs 	Applicant must: <ul style="list-style-type: none"> • Be currently employed at a licensed child care facility in Kansas • Complete training registration and provide verification to KCCTO • Complete training • Provide verification of training completion to KCCTO 	KCCTO will: <ul style="list-style-type: none"> • Pay online or in-person registration costs of courses up to maximum per person \$200 per year (July-June) • Maximum per facility \$750 per year (July-June) • Pay registration costs for up to 120 clock hours of training (maximum of \$400) for CDA training programs



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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. **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.
3. **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

- 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.
 - 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.

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

All documentation must include the scholarship applicant's name.

- **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:
 - Confirmation of registration (after KCCTO has arranged for payment with the training organization – the applicant will email confirmation of registration to the email address indicated in the award)



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- **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 or registration closing to allow time for payment processing.

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.