



KCCTO Progression of Professional Development Scholarship New Facility Accreditation Policies and Procedures

Updated: 2/22/2023

Scholarship Overview

The **Facility Accreditation** scholarship is available for child care programs licensed by the Department of KS Health and Environment.

Type of Accreditation	Scholarship Applicant Responsibility	KCCTO Responsibility
<p>Facility Accreditation</p> <ul style="list-style-type: none"> • NAFCC For more information prior to applying contact Bray Jermark at kccto@ksu.edu or call 785-532-7197 • NAEYC For more information prior to applying contact Tara Glanton at kccto@ksu.edu or call 785-532-7197 • Other ECE accreditations 	<p style="text-align: center;">Applicant must:</p> <ul style="list-style-type: none"> • Facility must be a licensed child care program in Kansas • Complete training registration • Complete training • Participate in cohort monthly virtual peer community calls (NAFCC) • Provide verification of training completion to KCCTO 	<p style="text-align: center;">KCCTO will:</p> <ul style="list-style-type: none"> • Pay registration costs of accreditation courses up to a max per facility. <ul style="list-style-type: none"> ○ NAFCC \$945 ○ NAEYC \$2,182 (average) ○ Other- Pay eligible fees



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Application Steps

Applicant applying for any type of ECE facility accreditation will follow these steps:

1. **Provide contact and background information.** Applicants will provide the facility information, their contact information, early childhood employment history, and professional development background.
2. **Provide details about the training/accreditation event.** Applicants will identify the type of training/accreditation 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/accreditation.** All scholarship recipients must submit documentation confirming completion of the training/accreditation event.

How does KCCTO award scholarship funds?

Training Registration Cost

- KCCTO will **reimburse** applicants for the cost of the training/accreditation registration. Applicants may submit a scholarship application either before or after the training/accreditation 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/accreditation 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)



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- **KCCTO Advance-Pay: Registration Information** – Applicants must provide:
 - Confirmation of registration (after KCCTO has arranged for payment with the training/accreditation organization – the applicant will email confirmation of registration to the email address indicated in the award)
- **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.

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.