Scholarship Overview

Any Kansas provider currently working in a licensed child care facility is eligible to apply for the **Pediatric First Aid and CPR Professional Development Scholarship**.

Endorsements and Credentials of Professional Development Scholarships are eligible to Kansas providers working in a licensed child care facility and meeting the requirements of the endorsement or credential type.

Type of Professional Development	Endorsement/Credential Criteria	Scholarship Applicant Responsibility	KCCTO's Responsibility
Pediatric First Aid and CPR	• Training must be accepted by KDHE Child Care Licensing	**Applicant must:** • Be currently employed at a licensed child care facility in Kansas	**KCCTO will:** • Pay for Certification Fee up to $85

| KS Director's Credential

For more information prior to applying, contact
Tara Glanton at
kccto@ksu.edu or
call 785-532-7197 | • Issued by the Kansas Association for the Education of Young Children (KSAEYC) | **Applicant must:**
• Be currently employed at a licensed child care facility in Kansas
• Meet the requirements of the application including but not limited to:
 ○ Education requirements
 ○ Work experience
 ○ Professional contributions

Additional credential requirement information can be found at
http://ksaeyc.net/wp-content/uploads/2022/06/Kansas-Early-Childhood-Directors-Credential-2022.pdf | **KCCTO will (depending on applicant need):**
• Pay $100 Credential Application Fee
• Pay $30 Membership to state approved professional association
• Pay for College Coursework in Leadership and Management (maximum of $1,300 for up to 9 credit hours)
*See Higher Education Scholarship Policies & Procedures for reimbursement requirements
https://kccto.org/providers/scholarships/#advgb-tabs-tab2 |

National Director's Credential For more information prior to applying contact Tara Glanton at kccto@ksu.edu or call 785-532-7197	• Aim4Excellence learning modules	**Applicant must:** • Be the Director of a licensed facility in Kansas • Complete a 9 self-paced, interactive online Aim4Excellence learning modules • Participate in monthly check-in calls with KCCTO Professional Development Support Specialist (PDSS) • Participate in a Cohort Zoom meetings with other professionals working towards the same goal	**KCCTO will:** • Pay $1,750 registration fee-McCormick Aim4Excellence Learning Modules • PDSS will provide direct support
Endorsements • Other ECE endorsements and credentials will be assessed on a case-by-case basis.	• To be Determined-Applicants are encouraged to call to speak with a scholarship specialist prior to application submission	**Applicant must:** • Be currently employed at a licensed child care facility in Kansas	**KCCTO will:** • Pay eligible fees

Scholarship Policies and Procedures

Application Steps

Applicants applying for this scholarship 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 course and institute of higher education.** Applicants will identify the course(s) for which the scholarship is requested and provide details about the college, course title, cost, semester start date, etc.
3. **Provide verification of course payment and completion.** All scholarship applicants must submit documentation verifying completion of the course. Applicants applying for college course(s) must complete the course with at least a C grade to be eligible for future scholarship.

How does KCCTO award scholarship funds?

<u>Pay Endorsement or Credential Application</u>

- Pediatric First Aid CPR Certification can be paid as an Advance-Pay when arrangements can be made or can be submitted for reimbursement.
- Advance-Pay for credential modules, memberships, and applications.
- KS Directors Credential: KCCTO will pay the cost of up to 9 credit hours of college coursework in Leadership and Management (maximum of $1,300). Applicants may submit a scholarship application either before or after the course start date (see: **Application Deadlines**). Applicants will indicate their reimbursement or advance-pay preference on the scholarship application. KCCTO will reimburse the original payee only.

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

All documentation must include the scholarship applicant's name.

- **KCCTO Advance-Pay** – Scholarship applicants must provide all requested course information in order to allow for payment to be made in a prompt manner.
- **Reimbursement: Confirmation of Enrollment and Payment** – Scholarship applicants must provide proof of course enrollment and payment. See *Verification of Course Payment and Completion* for details.
- **Verification of Course Completion** – Scholarship applicants must provide verification of course completion. See *Verification of Course Payment and Completion* for details.

Verification of Course Payment and Completion

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. Payment confirmation must indicate the name of the payee.

<u>Confirmation of Payment Documentation May Include:</u>
- Financial statement (sensitive information removed)
- "Authorization of Release of Information" or equivalent

<u>Verification of Completion through at Least One of the Following Methods:</u>
- "Degree Audit Reporting System" report or equivalent
- Transcript (unofficial or official)
- Official letter/email from community college authority
- "Authorization of Release of Information" or equivalent

<u>"Authorization for Release of Information"</u>
Scholarship applicants may submit verification of course payment and completion directly to KCCTO using the methods listed above, or by submitting an "Authorization for Release of Information" (or equivalent document) to the community college allowing the following information to be released to Kansas Child Care Training Opportunities, Inc. (KCCTO):

a. **Grade Information** (*REASON-so that KCCTO may verify the scholarship applicant has completed the course with at least a C grade*)
b. **Admission and Registration Information** (*REASON-so that KCCTO may verify that the scholarship applicant has been accepted into the community college; declared the major/track that is indicated on the scholarship application; registered for the course indicated on the scholarship application*)
c. **Amount for Tuition and Fees** (*REASON-so that KCCTO may verify the total tuition/fees of the course indicated on the scholarship application, in order to calculate the scholarship reimbursement amount (80% of total course cost) to award to the scholarship applicant*)
d. **Sources of Payment for Tuition and Fees** (*REASON-so that KCCTO may verify that the scholarship reimbursement shall be paid to the scholarship applicant and no other funding source*)
e. **Refund Information** (*REASON-so that KCCTO may verify that the scholarship applicant is no longer eligible for a scholarship if a course is dropped or the scholarship applicant requests to be refunded by the community college for the course tuition/fees*)

Application Deadlines

<u>Reimbursement</u>
Scholarship applications can be submitted as early as **four (4) weeks <u>before</u>** the course start date but no more than **three (3) months <u>after</u>** the course end date. The scholarship reimbursement will be awarded upon receipt of verification of completion of the course. KCCTO will only reimburse the original payee.

Failure to Submit Verification of Training Completion

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