KCCTO Progression of Professional Development Scholarship
Higher Education Courses
Policies and Procedures

Scholarship Overview

Any Kansas provider currently working in a licensed child care facility is eligible to apply for the **Higher Education Progression of Professional Development Scholarship**. This scholarship can be used for early childhood courses at accredited institutions of higher education in Kansas.
*First-time higher education applicants will receive preferential consideration for awards.

Type of Professional Development	Course Criteria	Scholarship Applicant Responsibility	KCCTO's Responsibility
Early Childhood College Courses for: • Continuing Education • CDA Preparatory Courses • Early Childhood Certificate • Associate degree (A.A., A.S., A.A.S.) • Bachelor's degree (B.A, B.S.)	**Course must be:** • From an accredited institute of higher education in Kansas • An early childhood education course • Scholarship maximum of 6 credit hours per semester	**Applicant must:** • Be currently employed at a licensed child care facility in Kansas (excluding Head Start) • Be currently employed in a qualifying licensed exempt facility, e.g., USD • Use any other available financial aid (including the KS Promise Scholarship) before applying for this scholarship • Complete course enrollment • Complete course with a "C" grade or higher • Verify course completion to KCCTO	**KCCTO will:** • Pay 100% of the cost of tuition and fees of up to 6 credit hours per semester, pending verification of use of any other available financial aid or scholarships All Awards Are Based on funding Availability

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Updated: 7/17/2024

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Application Prerequisite

Before applying, you must complete an Individual Professional Development Plan, IPDP. Tools for completing the plan are available on the Scholarship page.

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 must complete the course with at least a C grade to be eligible for future scholarships.

How does KCCTO award scholarship funds?

Pay 100% of the Course Cost

- KCCTO will pay for 100% of the cost of up to 6 credit hours. 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 and documentation of grants that may be applied to student accounts 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.

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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.

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

Verification of Completion through at Least One of the Following Methods:
- "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

"Authorization for Release of Information"
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, 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.