



# KCCTO Progression of Professional Development Scholarship

## First Aid CPR Training and Certification

### Policies and Procedures

Updated: 4/2/2025

## 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**.

Type of Professional Development	Endorsement/Credential Criteria	Scholarship Applicant Responsibility	KCCTO's Responsibility
<b>Pediatric First Aid and CPR</b>	<ul style="list-style-type: none"><li>• Training must be accepted by KDHE Child Care Licensing</li></ul>	<b>Applicant must:</b> <ul style="list-style-type: none"><li>• Be currently employed at a licensed child care facility in Kansas</li></ul>	<b>KCCTO will:</b> <ul style="list-style-type: none"><li>• Pay for Certification Fee up to \$85</li></ul>



# KCCTO Progression of Professional Development Scholarship Endorsements and Credentials Policies and Procedures

## Scholarship Policies and Procedures

### Application Steps

Applicants applying for this scholarship will follow these steps:

1. Complete an Individual Professional Development Plan (IPDP) to be submitted with the application.
2. **Provide contact and background information.** Applicants will provide their contact information, early childhood employment history, and professional development background.
3. **Provide details about the training organization.** Applicants will identify the training organization for which the scholarship is requested and provide details about the cost and date of training.
4. **Provide verification of training payment and completion.** All scholarship applicants must submit documentation verifying completion of the training.

### How does KCCTO award scholarship funds?

#### Pay First Aid CPR Application

- First Aid CPR Certification is issued as an Advance-Pay if you have been approved and register with a vendor approved by KCCTO.
- Reimbursements are made by request to Child Care Centers and must have a minimum of 4 applicants. A facility application for up to 10 staff is available by request.

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

All documentation must include the scholarship applicant's name.

- Individual Professional Development Plan (IPDP)
  - NOTE: if you have submitted a plan with a previous scholarship this state fiscal year (June 30, 2024- to date) you will be able to select this as an option on the application. If you do not submit an IPDP and one has not already be obtained from you the scholarship will not be processed until the IPDP has been submitted.
- **KCCTO Advance-Pay**—Scholarship applicants must provide all requested training information so that payment can be made promptly.
- **Reimbursement: Confirmation of Enrollment and Payment** – Scholarship applicants must provide proof of training enrollment and payment. See *Verification of training Payment and Completion* for details.
- A W-9 is required. Details are provided in the application process.

#### Confirmation of Payment Documentation May Include:

- Financial statement (sensitive information removed)
- “Authorization of Release of Information” or equivalent
- **Verification of training Completion and Certification** – Scholarship applicants must provide verification of course completion. See *Verification of Course Payment and Completion* for details.



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

- Pediatric First Aid and pediatric cardiopulmonary resuscitation (CPR) Certification Card

**NOTE: regulation requirements:**

- **Family child Care Home**, K.A.R. 28.4.114a(c)(1) Initial and ongoing professional development training. Certifications shall include a practical application component and be demonstrated in front of an instructor certified by a nationally recognized first aid and CPR training organization.
- **Preschool and Child Care Center**, K.A.R. 28.4-428a(c)(2) Education and training requirements. Certifications shall include a practical application component and be demonstrated in front of an instructor certified by a nationally recognized first aid and CPR training organization.
- **School-Age Program**, K.A.R. 4-592(c)(1), Each operator shall ensure that there is at least one staff member on the premises who is readily available to each child or youth at all times and who has a current certification in first aid and a current certification in CPR appropriate to the age of children and youth attending the program.

## Application Deadlines

### Reimbursement

Scholarship applications can be submitted as early as **four (4) weeks before** the course start date but no more than **three (3) months after** 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 completion of paid in-advance training, he or she may be ineligible for future scholarships.