KCCTO Progression of Professional Development Scholarship
National Conference
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 **National Conference Training Progression of Professional Development Scholarship**. This scholarship can be used for early childhood online or face-to-face statewide or national conferences 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
National Conference	**Training must be:** • Offered by an agency with authority to offer CEUs and content approved for CEUs	**Applicant must:** • 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:** • Pay attendance costs of up to $2,400 per person/calendar year (including registration, membership fees, CEU fees, travel, and lodging**) SEE Page 4 for travel and lodging reimbursement details.** • Maximum per facility $4,800 per year (July-June)

Scholarship Policies and Procedures

Application Steps

Applicants applying for any of the three types of training events will follow these steps:

1. An IPDP is required.
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 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.
4. Provide verification of registration, payment, and completion of the training. All scholarship recipients must submit documentation confirming completion of the training event.
5. A W-9 is required. Details are provided in the application.

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.
  - o 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.
  - o 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:
  - o Copy of email confirming registration and payment
  - o Official letter from training organization authority verifying registration and payment
  - o PayPal confirmation of payment (or other financial statement with all other sensitive information removed)
- **KCCTO Advance-Pay: Registration Information** – Applicants must provide:

- o 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)
- **Verification of Training Completion** – All scholarship recipients must provide verification of completion of the training event. Documentation may include:
  - o Certificate of Completion
  - o 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.

Travel and Lodging Expenses

Travel and lodging expenses are approved for REIMBURSEMENT only: You will be reimbursed after providing proof of payment and attendance/completion of the conference.

Travel Expenses

- In-state travel expenses are calculated based on the state mileage rate for the distance to and from your home address to the conference location.
- Out-of-state travel expenses are provided for airfare or car rental.
- Airfare must be at the most reasonable rate and will NOT be reimbursed at a "preferred seat rate". Exception may be made with documentation to show that this was the only seating remaining available. Late booking fees will NOT be reimbursed.
- Mileage to and from the departing airport with the submission of MapQuest will be reimbursed.

- Airport Parking will be reimbursed. If extra days are taken during an out-of-state stay, only the applicable conference period will be paid.
- Taxi, shuttle, or rideshare expenses will be paid to and from the airport to the conference hotel.
- NOTE: Car rental fees must be equal to or less than the cost of airfare and expenses to the event.

Lodging Expenses

- Approved hotel expenses should be equal to or less than the per night cost of the conference-recommended hotel (if applicable).
- Allowable dates include one night prior to the conference start date to check out on the morning of the conference end date.