

KCCTO Progression of Professional Development Scholarship First Aid CPR Training and Certification Policies and Procedures

Scholarship Overview

Kansas ECE Educators currently working in a licensed child care facility are eligible to apply for the **First Aid CPR Scholarship**.

Pediatric First Aid and CPR Scholarship	
Category	Details
Professional Development	Pediatric First Aid and CPR
Training Requirements	Training must meet licensing requirements
Applicant Must:	<ul style="list-style-type: none"> Be currently employed at a licensed Kansas child care facility.
KCCTO Will:	<ul style="list-style-type: none"> Pay certification fee

Scholarship Policies and Procedures

Application Steps:

1. Complete a Cape Profile
2. Complete an Individual Professional Development Plan (IPDP) to be submitted with the application.
3. Provide contact and background information. Applicants will provide contact information, early childhood employment history, and professional development background.
4. 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.
5. Provide verification of training payment and completion. All scholarship applicants must submit documentation verifying completion of the training.

How Does KCCTO Award Scholarship Funds?

KCCTO awards scholarship funds in two different ways, depending on the type of training:

Advance-Pay (KCCTO Pays First)



- This option may be used for First Aid & CPR certification.
- If you are approved for the scholarship and
- You register with a KCCTO-approval code or other instruction provided in approval email
- KCCTO will pay the FA CPR Instructor directly before you take the class.
- This means you do not pay upfront for the training.

Reimbursement (You Pay First)

- Enroll and pay for the training program yourself.
- Complete the course.
- Submit the required scholarship application.
 - You may submit the application before completing the training.
- If your application is approved, funds may be provisionally awarded.
- After completing the training, submit proof of registration and proof of completion.
 - All documents must clearly show the applicant's name.
- KCCTO will review and verify your documents.
- Receive reimbursement.
 - Reimbursement will be issued only after all required documents have been submitted and approved, including a completed W-9 form.

Individual Professional Development Plan (IPDP)

- Required for all applicants.
- If you already submitted one earlier this state fiscal year (since June 30, 2025), you can select that option in the application.
- If no IPDP is on file, your scholarship will not be processed until it is submitted.

Training Information (Advance-Pay Only)

- You must provide:
 - Course name
 - Training provider/vendor
 - Dates
 - Cost
- This ensures KCCTO can make payment promptly.

Confirmation of Enrollment & Payment (Reimbursement Only)

You must provide proof that you:

- Enrolled in the training (if the application is submitted prior to completing the course)
- Paid for the training
- Acceptable documents may include:



- A financial statement (with sensitive information removed)
- Payment receipt

W-9 Form (Required for Reimbursements)

- A completed W-9 form must be received.
- Reimbursement cannot be processed without it.
- W-9 Form (Required for Reimbursements)

Verification of Course Completion

- You must submit a certification card indicating completion that includes Pediatric First Aid and Pediatric CPR
- No payment (or reimbursement) is finalized without proof of completion.

Application Deadlines

Reimbursement

Scholarship applications can be submitted as early as *four (4) weeks before* the course start date, but documentation should be submitted no more than *two weeks 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.

