

# KCCTO Progression of Professional Development Scholarship National Conference Policies and Procedures

## 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 national conferences for personal or professional growth opportunities, annual licensure requirements, or CDA professional education requirements.

Category	Details
Professional Development	ECE National Conference
Training Requirements	Offered by an agency with authority to offer CEUs and content approved for CEUs
Applicant Must:	<ul style="list-style-type: none"> <li>• Be currently employed at a licensed Kansas child care facility.</li> <li>• Complete training registration and provide verification to KCCTO</li> <li>• Provide verification of training completion to KCCTO</li> </ul>
KCCTO Will:	<ul style="list-style-type: none"> <li>• Pay attendance costs of up to \$1,000 per person/calendar year (including registration, membership fees, CEU fees, travel, and lodging) SEE Page 4 for travel and lodging reimbursement details.</li> <li>• Maximum per facility \$2,000 per year (July-June)</li> </ul>

## Scholarship Policies and Procedures

Application Steps:

1. Complete a Cape Profile
2. IPDP is required. Note: an IPDP must be valid within the past 12 months.
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 event. Applicants will identify the type of training for which the scholarship is requested and provide details about the type, cost, date, location, etc. of the training.
5. Provide verification of registration, payment, and completion of the training. All scholarship recipients must submit documentation confirming completion of the training event.

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

## Application Deadlines

### Reimbursement

**NOTE: If the event has already occurred, ALL DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION.**

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, or by June 30, 2026. The scholarship reimbursement will be awarded upon receipt of verification of completion of the training. KCCTO will reimburse the original payee only.

### **Submit Verification of Training Completion**

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 national conference 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 national conference travel expenses are provided for airfare and travel to and from the airport.
- Airfare must be at the most reasonable rate and will NOT be reimbursed at a “preferred seat rate”. Exceptions 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.

\*Food and beverage expenses are not eligible for reimbursement.

