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Caswell County Partnership for Children

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Professional Development Incentive Program Guidelines FY 2017-18: Criteria & Policies

The Caswell County Partnership for Children (CCPFC) will offer Professional Development Incentives (PDI) for FY2017-18 to child care providers employed for at least 20 hours per week in a Caswell County regulated child care program based on their education level & years of service at the same facility.

PDI Criteria: To be eligible for an Incentive, the child care provider must meet ALL of the following at **minimum**:

1. Work in a Division of Child Development & Early Education (**DCDEE**) **regulated** facility in **Caswell County**.
2. Work with children between the ages of **birth to 5 years**.
3. Work at least **20 hours** per week.
4. Be employed in the **same** child care facility or Pre-K site, at a minimum, from October 2, 2017 – present.
5. Work as **direct teaching staff** or staff responsible for curriculum and/or lesson plans. This includes, but is not limited to, those individuals who spend a majority of their day working with children (e.g. lead teachers, teacher assistants, directors, and/or family child care home providers). Attach a job description for any other position to be considered.
6. Have a minimum education of 1) high school diploma or GED **and** 2) NC Early Childhood Credentials (EDU 111 and EDU 112 or EDU 119.) (*Credentials completed as of May 19, 2018.*)
7. **Early Educator Certificate (EEC) is REQUIRED!** (*Expired EEC acceptable for establishing education level.*)
8. **Required for EEC Levels 1-4, Optional for EEC Levels 5 -12:**
 - a. Documentation of College Level **Professional Development Plan**. Any documentation of contact (meeting, phone call, email) with a college or university advisor about which courses you plan to take in the future or upcoming semester will be accepted. **Include at minimum, date, advisor name, and summary of discussion.**
 - b. Earn at least **3 credit hours** with a grade of 'C' or better in a **birth to five focused course** completed between May 13, 2017 and May 19, 2018 (*May include Summer '17, Fall '17, Winter '18 and/or Spring '18*). **Course must not have been previously rewarded.**
9. **Obtain an appointment** between **April 9 and May 21, 2018** to submit your completed, signed original application, required documentation, including the CCPFC Exception Form, if applicable, to the CCPFC Office. **All materials must be complete in order to be accepted. Incomplete applications or those without required documentation will not be accepted!**

Call 336-694-1538 or email ccpfcfinance@esinc.net to set up your personal appointment!

For providers who demonstrate that they meet the eligibility criteria and submit a completed application by the due date, with supporting documentation, including exception requests, **incentives will be awarded** based on the following **elements**:

A. Education level B. Length of employment at same facility C. College credits (*not previously rewarded*)

PDI Policies:

1. When requested, CCPFC reserves the right to make exceptions to requirements listed if proper documentation is provided. **All exception requests must be submitted using the form with the application by due date.**
2. The funding for Professional Development Incentives is contingent upon the approval and availability of Smart Start funding provided through the CCPFC.
3. Incentive details included here are **ESTIMATES**; **final funding levels will be adjusted according to available funding. Each incentive element is subject to be capped.**
4. **If the provider's employment status changes** (*i.e. leaves the facility, hours are reduced, no longer works with children birth – 5 years*), **the provider is required to notify CCPFC in writing of the change when it occurs.**
5. **Awards will only be made to providers employed at the same facility at the time of funding disbursement.** If it is determined that the provider is not employed at the child care facility at the time of funding disbursement or that the provider does not meet the eligibility criteria, the provider will be required to return the funds awarded by CCPFC by a date established by CCPFC.
6. Each provider is responsible for submitting a complete application at his/her appointment, no later than May 21, 2018.
7. Funding awards will be made no later than June 30, 2018.

PDI Guidelines FY 2017-18: Element Details

Element A.1. honors level of education already achieved based on the Early Educator Certification (EEC) levels.

Providers that do not have ECE/CD degree must have earned a minimum of 3 semester credit hours with a 'C' or better between May 13, 2017 and May 19, 2018 in a birth to five focused course as described below. No exceptions will be provided to this requirement for FY 2017-18.

FY 2016-17 Awards:	EEC Level	Education Required
\$2,250	13	Doctorate Degree plus or including at least 18 birth to five focused semester hours
\$2,000	12	Doctorate Degree plus or including at least 12 birth to five focused semester hours <i>or</i> Master's Degree plus or including at least 18 birth to five focused semester hours
\$1,800	11	Master's Degree plus or including at least 12 birth to five focused semester hours <i>or</i> Bachelor's Degree plus or including at least 18 birth to five focused semester hours
\$1,600	10	Bachelor's Degree plus or including at least 12 semester hours in birth to five focused coursework <i>or</i> 90 semester hours toward a Bachelor's Degree including at least 18 birth to five focused semester hours
\$1,400	9	Doctorate Degree plus or including at least 6 birth to five focused semester hours <i>or</i> Master's Degree plus or including at least 6 birth to five focused semester hours <i>or</i> Bachelor's Degree plus or including at least 6 birth to five focused semester hours
\$1,200	8	Associate Degree plus or including at least 24 birth to five focused semester hours <i>or</i> Doctorate Degree (less than 6 birth to five focused semester hours) <i>or</i> Master's Degree (less than 6 birth to five focused semester hours) <i>or</i> Bachelor's Degree (less than 6 birth to five focused semester hours)
\$1,050	7	Associate Degree plus or including at least 18 birth to five focused semester hours <i>or</i> 57 semester hours of general education including at least 24 birth to five focused semester hours
\$900	6	Associate Degree plus or including at least 12 birth to five focused semester hours <i>or</i> 45 semester hours of general education including at least 18 birth to five focused semester hours
\$750	5	Associate Degree plus or including at least 6 birth to five focused semester hours <i>or</i> 70 semester hours of general education including at least 6 birth to five focused semester hours
\$600	4	36 semester hours of general education including at least 12 birth to five focused semester hours <i>or</i> Associate Degree (less than 6 birth to five focused semester hours) <i>or</i> 70 semester hours of general education (less than 6 birth to five focused semester hours) *Must have earned a minimum of 3 credit hours with a 'C' or better between May 13, 2017 and May 19, 2018 in a birth to five focused course as described below.
\$450	3	24 semester hours of general education including at least 6 birth to five focused semester hours *Must have earned a minimum of 3 credit hours with a 'C' or better between May 13, 2017 and May 19, 2018 in a birth to five focused course as described below.
\$300	2	18 semester hours of general education including at least 4 birth to five focused semester hours <i>or</i> Early Childhood Certificate <i>or</i> CDA Credential (Child Development Associate Credential) earned for at least 12 semester hours <i>or</i> 12 birth to five focused semester hours *Must have earned a minimum of 3 credit hours with a 'C' or better between May 13, 2017 and May 19, 2018 in a birth to five focused course as described below.
\$150	1	6 birth to five focused semester hours *Must have earned a minimum of 3 credit hours with a 'C' or better between May 13, 2017 and May 19, 2018 in a birth to five focused course as described below.

Element A.2. honors any **Business Administration** education FCCH Owners/Center Directors (ONLY) may have obtained by providing a 'bump' up the EEC scale levels based on the following:

+1 Level for Certificate or Diploma	+2 Levels for Associate Degree	+3 Levels for Bachelor's Degree
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Element A.3. honors **Infants and Toddler Direct Teaching Staff** by providing a 'bump' up **2 Levels** of the EEC scale levels

Element A.4. honors **FCCH Providers** by providing a 'bump' up the EEC scale levels based on the following:

+1 Level for 1 or 2 Stars	+2 Levels for 3 Stars	+3 Levels for 4 or 5 Stars
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Element B. honors years of service as of **April 1, 2018**. FY16-17 awards were **\$70 per year** of service up to **20** years, including \$50 for only 6 months. *(Only ½ amounts awarded if not ECE/CD degree!)*

Element C. Education incentives reward college credits in an approved course. Successfully complete 3 credit hours with at least a grade of "C" or better in an approved college level course:

- in a program leading to a degree in Early Childhood Education or Child Development
- in courses designated as UNC Core Hour courses and pre-curriculum remedial courses
- at a community college, or two or four year college or university
- *for FCCH Owners/Center Directors only:* in a program leading to degree in Business Admin or related area

Grades below "C", withdrawals, incomplete classes, or less than 3 credits will not be considered for this incentive. For any other course to be considered, provider must submit a request using the CCPFC Exception Form along with the completed application. CCPFC reserves the right to deny an incentive for a course it does not consider as described above.

In FY16-17 providers earned **\$185 per college credit hour** for each qualifying course successfully completed.

Amounts provided here are actual amounts from last fiscal year, only estimates for this year.

Question or clarifications? Call, email or visit **Caswell County Partnership for Children:**

336-694-1538, ccp4child@esinc.net, [1084 NC Hwy 86 North in Yanceyville](#)

Developed in collaboration with Justine A. Wayne, MSW, MSPH of Justine Can Do It, LLC, updated September 2017