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## Caswell County Partnership for Children

1084 NC Highway 86 / PO Box 664, Yanceyville, NC 27379

p: 336-694-1538 f: 336-694-7666 e: [ccp4child@esinc.net](mailto:ccp4child@esinc.net)

[www.caswellchildren.org](http://www.caswellchildren.org) [www.facebook.com/CaswellPartnershipForChildren](https://www.facebook.com/CaswellPartnershipForChildren)

### 2018-19 Professional Development Incentives Frequently Asked Questions

The Caswell County Partnership for Children (CCPFC) will offer Professional Development Incentives (PDI) for FY 2018-19 to child care providers who are 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. Below are answers to some of the most frequently asked questions.

1. WHICH staff are eligible for a PDI?  
**Unfortunately, only staff who work directly with children birth to age 5 years. Those who are cooks, van drivers, center aides or other support staff are NOT eligible.**
2. How do you determine my education level?  
**Instead of reviewing pages & pages of transcripts ourselves, we use the Early Educator Certificate (EEC) which has already done this for us! Thus, EEC is REQUIRED! (Expired EEC accepted for establishing education level.)**
3. If I don't have an Associate Degree in Early Childhood Education or Child Development (ECE/CD) yet, am I still eligible for a PDI?  
**Providers without at least an Associate Degree in ECE/CD must have completed at least one college course with a grade of "B" or better in a birth to five focused course during Summer 2018, Fall 2018, Winter 2019 &/or Spring 2019. Due to the focus of the program, no exceptions will be considered for this requirement.**
4. What is a College Professional Development Plan?  
**Any documentation of contact (meeting, phone call, email) with a college or university advisor about which courses you plan to take, leading towards your degree, will be accepted.**
5. WHEN are the application and ALL the attachments due?  
**Wednesday, May 22, 2019 by 4 pm! Obtain an appointment between April 8 and May 22, 2019 to submit your completed, signed original application, required documentation, including the CCPFC Exception Form, if applicable. If you are completing courses in Spring 2019, you must have received your grades/transcript prior to your appointment. All materials must be complete in order to be accepted. Incomplete applications or those without required documentation will not be accepted!**
6. May I fax or email my application?  
**No, you must submit a SIGNED ORIGINAL Application with ALL sections completed in order to be considered for a PDI. Be sure to get the center director signature too!**
7. I have not met one of the criteria and would like to request an exception – how do I do that?  
**Complete a CCPFC Exception Form at the end of the Application to request any and all exceptions in one place and submit with the application by due date. We recommend that you contact us before submitting your application and request for an exception to discuss your circumstances.**
8. What is the PDI based on?  
**Incentives are calculated by adding together amounts for the following 3 elements:**
  - A. Level of education already achieved** based on the Early Educator Certification (EEC) levels and any Business Administration education FCCH Owners/Center Directors (ONLY) may have. In addition, a special boost is provided to Infant/Toddler teachers and Family Child Care Home Owners/Operators.
  - B. Years of service** at same facility, including first 6 months
  - C. Approved college credits earned** for degrees in Early Childhood Education or Child Development; for FCCH Owners/Center Directors only, in Business Administration
9. If I received an incentive last year, will I receive the same amount this year?  
**No, the PDI final budget allocation changes each year. Once the total PDI funding is known & number of qualified applicants determined, we use formulas based on established priorities to determine the levels for each year. This all happens at the end of the fiscal year in order to provide the maximum incentive possible.**
10. WHEN should I expect my check? What if I leave my center before PDI checks are given out?  
**Due to the process described above, incentives are distributed no later than June 30, 2019. You will not be awarded a PDI if you are not still employed at the same child care program when checks are distributed.**