



## Professional Development Incentive Program Eligibility Requirements & Application FY 2011-2012



The Caswell County Partnership for Children (CCPFC) offers Professional Development Incentives for FY 2011 – 2012 to child care providers who are employed for at least **20 hours per week** in a Caswell County regulated child care facility (center or home) based on their **education level & years of service** at the same facility.

To be eligible for any Incentive, the child care provider must meet the following **minimum criteria**:

1. Be employed in a NC Division of Child Development & Early Education **regulated** child care facility in Caswell County.
2. Work with children between the ages of **birth to 5 years for at least 20 hours** per week.
3. Be employed in the **same** child care facility, at a minimum, from July 1, 2011 – present.
4. Work in a capacity of **direct teaching staff** or those 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, teachers, teacher assistants), directors, program coordinators, and family child care home providers.
5. Have a minimum education of 1) a high school diploma or GED **and 2) NC Early Childhood Credentials (EDU 111 and EDU 112) or EDU 119.** (*must have completed credentials as of Spring 2011*)
6. Submit a completed *Application for the Professional Development Incentive* and return it to the CCPFC Office by **5p.m. on Friday, February 10, 2012.** **The completed application should include the following:**
  - Application** (Sections: 1. Provider and 2. Facility)
  - W-9 Form**
  - Transcripts/ grade notifications for all Spring 2011, Summer 2011, and/or Fall 2011 courses completed** *between January 1, 2011 and December 31, 2011.* (*copies accepted*)
  - Copy of all certificates and/or degrees earned.** **If a provider has received the Early Educator Certification (EEC), they can submit the EEC certificate in lieu of certificates and degrees earned.**
  - Documentation of employment at the same facility for at least 20 hours each week from July 1, '11 to Dec 31, '11 and for start date.** Acceptable documentation includes:
    - **Pay stub copies** (that reflect that he/she was employed at the same facility for 20 hrs min/week)
    - **Tax record or Hiring letter/ documentation of staff orientation** for start date
    - **Payroll report from the facility**
    - **If home provider, calendars that reflect hours of operation for July 1, '11 – Dec 31, '11.**
  - If during any week an employee did **not** work the required minimum of 20 hours, documentation explaining *why* must be submitted. Acceptable documentation includes:
    - A copy of the policy from the facility personnel handbook that describes the benefits that are provided to employees (*for example, facility does or does not offer paid vacation or sick leave*), in addition to a written verification and explanation from the Director that the employee could not work the required hours for that time period.
    - During the summer months some facilities, such as NC Pre-K or Head Start Programs, are closed. Staff, although employed, may not be actively working during the summer months. If this is the case for your facility, attach a copy of the operating schedule or program information from the program operation manual and have the director include a statement to the effect that you are still employed but do not have the option to work during the summer because of program closure.
  - NC Division of Child Development & Early Education Documentation for any exceptions to education requirements.**
7. When requested, CCPFC Director reserves the right to make exceptions to the requirements listed if proper documentation is provided. All exception requests must be submitted in writing with the application by due date.
8. The funding for Professional Development Education and Retention Incentives is contingent upon the approval and availability of Smart Start funding provided through the CCPFC.
9. Incentives included here are **ESTIMATES; final funding levels will be adjusted according to available funding.**
10. **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 the CCPFC in writing of the change when it occurs.**
11. **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 to CCPFC by a date established by CCPFC.
12. Each provider is responsible for ensuring that their application is complete and received by the due date.
13. Funding awards will be made no later than June 30, 2012.

For providers that meet the eligibility criteria and submit a completed application by due date, **incentives will be awarded** based on the following **three elements**: A. Education level, B. length of employment at same facility, C. college credits. **Element A.** honors level of education already achieved and is based in part on the revised Early Educator Certification (EEC) levels below.

(Providers that do not have ECE/CD degree must have completed a minimum of 3 semester credit hours in Spring 2011, Summer 2011, and/or Fall 2011 in a birth to five focused course as described below)

Award	EEC Level	Education Required
\$1,400	13	Doctorate Degree plus or including at least 18 birth to five focused semester hours
\$1,200	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
\$1,075	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
\$975	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
\$875	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
\$775	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)
\$675	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
\$575	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
\$475	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
\$375	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) <b>*Must have completed a minimum of 3 semester credit hours in Spring 2011, Summer 2011, and/or Fall 2011 in a birth to five focused course as described below.</b>
\$275	3	24 semester hours of general education including at least 6 birth to five focused semester hours <b>*Must have completed a minimum of 3 semester credit hours in Spring 2011, Summer 2011, and/or Fall 2011 in a birth to five focused course as described below.</b>
\$175	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 <b>*Must have completed a minimum of 3 semester credit hours in Spring 2011, Summer 2011, and/or Fall 2011 in a birth to five focused course as described below.</b>
\$75	1	6 birth to five focused semester hours <b>*Must have completed a minimum of 3 semester credit hours in Spring 2011, Summer 2011, and/or Fall 2011 in a birth to five focused course as described below.</b>

**Element B.** honors years of service according to the following chart:

Base Incentive:	Years	<i>(Only ½ amounts listed below awarded if not ECE/CD degree!)</i>							
\$50	6 months	\$250	5	\$375	10	\$500	15	\$625	20
\$100	1	\$275	6	\$400	11	\$525	16	\$650	21
\$150	2	\$300	7	\$425	12	\$550	17	\$675	22
\$200	3	\$325	8	\$450	13	\$575	18	\$700	23
\$225	4	\$350	9	\$475	14	\$600	19	\$700	24

**Element C.** rewards college credits earned. Education incentives are available for anyone enrolled in an approved course. Providers must successfully complete with at least a grade of "C" or better an approved college level course:

- in a program leading to a degree in Early Childhood Education or Child Development
- at a community college, or two or four year college or university
- in courses designated as UNC Core Hour courses and pre-curriculum remedial courses

*Grades below "C", withdrawals, or incomplete classes will not be considered for this incentive.* Any other course will be evaluated by CCPFC staff. To be considered, the provider must submit a request in writing for the course to be considered, along with a statement of how this course information will be used in the child care setting. This information should be submitted along with the completed application.

*The Caswell County Partnership for Children reserves the right to deny a incentive for a course it does not consider as described above.* For each qualifying course successfully completed, providers will earn **\$120 per college credit hour**.



2) I plan to take the following continuing education unit trainings: *(include date offered, # credits & location)*

Date	Training Name	# CEU	location	Date	Training Name	# CEU	location

## Long Term Professional Development Goals

“I plan to work toward the following: *(Please check all that apply)*

- NC Early Educator Certification – Level: \_\_\_\_\_
- NC Early Childhood Administrative Credentials
  - I     II     III
- Early Childhood Education Certificate
- Early Childhood Education Diploma
- Early Childhood Education or Child Development Associate Degree
  - Early Childhood Associate/Concentration Teacher Associate
  - Early Childhood Associate/Concentration Special Education
- Child Development Associate (CDA)
- BA/BS Degree in Early Childhood Education or related field
- Graduate Studies in Early Childhood Education or related field
- Other \_\_\_\_\_

Enter below at least one step needed for completing each goal above with a target date for completing this step:

	GOAL	Date to be achieved?	How will the completion of this goal be documented?	Was this goal completed? If not, why?	Follow-up Date
(ex.)	Enroll in EDU 119	Aug-11	Registration papers from Piedmont Com College.	YES and received a B!	Nov 2012
(ex.)	Apply for EEC for free	Sept-11	Copy of application, certificate & level awarded.	No, missed deadline for free; applied in Oct, but paid fee.	Nov 2012
1					
2					
3					

*“This professional development plan & my signature below indicate my commitment to remain in the field of child care and continue to build my knowledge of the Early Childhood Education profession in order to provide the highest quality care possible to the children I serve.”*

\_\_\_\_\_  
Child Care Provider Signature/Date Plan Created

\_\_\_\_\_  
CCPFC Staff Signature /Date Plan Reviewed

\_\_\_\_\_  
Initials/Date of 1<sup>st</sup> Follow-up

\_\_\_\_\_  
Initials/Date of 2<sup>nd</sup> Follow-up

Please check off what of **documentation is attached** for 1) hours worked and 2) hire date:  
 Number of hours per week worked: \_\_\_\_\_ Hire Date for this facility: \_\_\_\_\_

paystubs  payroll report  other\*\*:  
 paystubs  hire letter  other\*\*  
 (\*\*requires prior approval!)

Current incentive period includes Spring 2011, Summer 2011, and/or Fall 2011 courses completed *between Jan 1, 2011 and December 31, 2011*. **You must attach a copy of your transcript from the college or university you are attending.**

For Element C, list college courses you have completed: *(Please enter course codes, credits, & grades below)*

Spring '11	Credits	Grade	Summer '11	Credits	Grade	Fall '11	Credits	Grade

In order to receive the FY 2011-2012 Professional Development Incentive:

- Before **5 PM on Friday, February 10, 2012**, I will complete and submit to the CCPFC:
  - this Application
  - copies of all certificates, degrees, and credentials
  - copies of transcripts, if applicable
  - a copy of pay stubs, hire letter, and/or tax forms needed
- I understand that other forms may be required by the CCPFC. If so, I will complete and submit these for incentive payments to be made.

My signature below verifies the following:

- All of the information provided in this application & supporting documentation is complete & accurate;
- Caswell County Partnership for Children will report receipt of the Professional Development Incentive award to the Internal Revenue Service as required by law and that I will be responsible for payment of any taxes; and
- I have read and agree to abide by the criteria for award of the Professional Development Incentive as included on the Eligibility Requirements.

Child Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2. To be completed by Child Care Facility Director**

Name of Child Care Provider: \_\_\_\_\_

*I certify that the information provided in this application by the child care provider is accurate. I certify that the provider is currently employed in my child care program. I understand that the recipient of the Smart Start Professional Development Incentive must be working in a Caswell County regulated child care facility, working with children birth to 5 years of age and employed a minimum of 20 hours per week. I understand that if it is found that this information is falsified, the provider will be required to return the funds awarded to the Caswell County Partnership for Children.*

\_\_\_\_\_  
**Signature of Facility Director/Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name of Facility Director/Owner**

**Section 3. To be completed by CCPFC Staff**

**Application received:** \_\_\_\_\_

*Please circle one for each and attach a copy of the NC DCD printout:*

*Child Care Facility Information*

Star Rating:	1	2	3	4	5	GS-110	Temp	Educational Points:	1	2	3	4	5	6	7
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**Technical Assistance/Follow-up required:**  Yes  No **If yes, revised application/supporting documentation due:** \_\_\_\_\_

**Application approved by Executive Director:**  Yes  No \_\_\_\_\_  
 Signature/Date