



PROFESSIONAL DEVELOPMENT & SCHOLARSHIP INCENTIVE PROGRAM
2011-2012

School Readiness Providers in Pasco or Hernando County Only

Program Overview:

The Early Learning Coalition of Pasco and Hernando Counties, Inc. is committed to providing quality programs to the children and families in our delivery area. Well prepared early education professionals are the key to the success of our programs. The **Professional Development & Scholarship Incentive Program** is designed to assist early educators who are employed by contracted early learning centers and/or home day care providers with the costs associated with enhancing their knowledge in the field of early education through attendance at local early childhood education trainings, conferences, courses and classes. Providers must be a contracted School Readiness Provider unless the teacher works in both a VPK and a School Readiness Classroom. This Incentive will also allow providers and their staff to attend trainings that are 50 miles or more from the provider's center by assisting with the costs of travel (one vehicle) and hotel accommodations for two (2) individuals and the registration fees associated with these conferences.

Applicant may be reimbursed up to 50% of registration costs, to a maximum annual reimbursement of \$450.00, based on budget allocations determined by the Coalition Board. To confirm reimbursement, the applicant/provider must submit a proposal to the Coalition, via email, for pre-approval prior to attending a professional development and/or training activity and subject to filing all necessary paperwork. The approved funds will be reimbursed to the provider within 30 days of the Quality Committee meeting at which the application was approved. **This incentive will not include Coalition sponsored trainings or conferences.**

Approved professional development and scholarship activities include:

- State-mandated training courses, including the 10 hour and 30 hour courses required by the Department of Children and Families
- Other Department of Children and Families in-service training courses
- Early Childhood Education Conferences
- Training and/or courses related to early childhood education

**ALL RECEIPTS MUST HAVE ITEMS HIGHLIGHTED
IN ORDER TO BE PROCESSED**

Application Criteria: There are two (2) different ways to apply (choose one):

A. For one (1) person:

1. Completed application from Provider
2. Letter of Interest

3. Early Learning Provider must be in business and contracted for at least one (1) full year prior to the date of application
4. Two Letters of Recommendation from community members
5. Copy of applicant's current resume
6. The applicant is responsible for pre-payment (payment must be made between July 1-June 1) of all registration activities and payment of associated fees
7. Itemized receipt from the hotel showing double occupancy
8. MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
9. Copy of registration receipt and conference information such as registration receipt
10. Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)
11. **The completed application must be received no later than June 1, 2012**

B. For more than one (1) person:

1. Completed application from Provider
2. Letter of Interest
3. Early Learning Provider must be in business and contracted for at least one (1) full year prior to the date of application
4. Copy of latest licensing report
5. Pre and Post Assessments must be current
6. Child Developmental Screening (Ages and Stages) must be current
7. Two Letters of Recommendation from community members
8. Must have scored above 85% in most recent Monitoring tool
9. Copy of applicant's current resume
10. The applicant is responsible for pre-payment (payment must be made between July 1-June 1) of all registration activities and payment of associated fees
11. Copy of registration receipt and conference information such as registration receipt for each individual
12. Itemized receipt from the hotel showing double occupancy
13. MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
14. Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)
15. Copy of Director/Owner resume (at least 5 years experience in early learning)
16. **The completed application must be received no later than June 1, 2012**

Eligibility

The applicant must be an early learning provider employee contracted to provide School Readiness services for the Early Learning Coalition of Pasco and Hernando Counties, Inc. The applicant must be in full compliance with the contract deliverables.

Applicant must maintain a contract with the Early Learning Coalition of Pasco and Hernando Counties, Inc., for at least a year after the award has been approved.

Submit Completed Application and Supporting Documentation To:

**Early Learning Coalition
of Pasco and Hernando Counties, Inc**
15506 County Line Road
Spring Hill, FL 34610

Attention: Sharon Hayes, Quality Supervisor



**PROFESSIONAL DEVELOPMENT & SCHOLARSHIP INCENTIVE
PROGRAM APPLICATION 2011-2012**

Name: _____ Email: _____

Employer: _____ Phone Number: _____

Employer's Address: _____

Course/Conference/Certification Information

Title of Course, Conference, or Certification: _____

Course or Conference Dates and Location, if applicable: _____

Test Date, if applicable: _____

Course/Certification Costs: _____

Reimbursement amount requested: _____

Fees Paid by: _____ Participant _____ Employer

Name and Address for reimbursement check, if approved:

Required documentation attached (as appropriate)

Application Criteria for Reimbursement for one (1) Person:

- ___ Completed application from Provider
- ___ Letter of Interest
- ___ Proof that Early Learning Provider must be in business and contracted for at least one (1) full year prior to the date of application
- ___ Two Letters of Recommendation from community members
- ___ Copy of applicant's current resume
- ___ The applicant is responsible for pre-payment (payment must be made between July 1-June 1) of all registration activities and payment of associated fees
- ___ Copy of registration receipt and conference information for each individual
- ___ Itemized receipt from the hotel showing double occupancy
- ___ MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
- ___ Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)

Application Criteria for Reimbursement for More than one (1) Person:

- ___ Completed application from Provider
- ___ Letter of Interest
- ___ Proof that Early Learning Provider must be in business and contracted for at least one (1) full year prior to the date of application
- ___ Copy of latest licensing report
- ___ Pre and Post Assessments must be current
- ___ Child Developmental Screening (Ages and Stages) must be current
- ___ Two Letters of Recommendation from community members
- ___ Must have scored above 85% in most recent Monitoring tool
- ___ Copy of applicant's current resume
- ___ The applicant is responsible for pre-payment (payment must be made between July 1-June 1) of all registration activities and payment of associated fees
- ___ Copy of registration receipt and conference information for each individual
- ___ Copy of Director/Owner resume (at least 5 years experience in early learning)
- ___ Itemized receipt from the hotel showing double occupancy
- ___ MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
- ___ Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)

Provider Applicant must maintain a contract with the Early Learning Coalition of Pasco and Hernando Counties, Inc., for at least a year after the award has been approved.

Applicant's Signature

Date