

Office of Early Childhood (OEC) Scholarship At-A-Glance

December 2018 Update: Tentatively covering requests to March 1, 2019

This reflects changes effective December 2018

This document contains important information to review BEFORE you make a scholarship request including eligibility, priorities, eligible expenses, and Terms of Agreement.

Remember: The system will check your account for key information and allow you through screens for which you may be eligible. If your information is incomplete OR if your information does not match any of the current eligibility, the system will not allow you to submit an application.



Please DO ensure you have reviewed this document AND ensure your account contains all accurate, factual, and up-to-date information!














Please do NOT falsify information to become eligible. This constitutes fraud and has negative consequences!

Applicants must meet the preliminary eligibility below **PRIOR** to requesting a scholarship:

1. Applicants must be **employees of family child care homes, and center and school-based programs** directly and currently serving children birth to 5 years old located in **Connecticut**. Note: School-age providers employed in licensed programs receiving state funds may be eligible (see definition page 3).
2. **Applicants must have a Registry account** (www.ccacregistry.org), **with confirmed employment** (for licensed and unlicensed family home providers currently receiving Care4Kids follow the instructions under the login section to accurately create your account) and **ensure qualifications are up to date** (see homepage – General Information – Forms for information on uploading or faxing using the FAX cover sheet). If you are not sure what documents have been uploaded to your account, log in and go to Document Management on the left menu.
3. **For credit-based courses toward a degree**, applicants must submit the following either by upload into your own account or by FAX using the OEC Registry FAX cover sheet:
 - a. Evidence of application for 2018-2019 *for your college or university's financial aid* (i.e. copy of college's award letter) **AND**
 - b. Evidence of application for 2018-2019 federal financial aid (FAFSA confirmation page; www.fafsa.gov) if not referenced in the institution document **AND**
 - c. CURRENT Plan of Study or Graduation Evaluation (from your college advisor; indicates which courses you must take, what has been taken and when) **AND**
 - d. Have up-to-date transcripts on file in their Registry account.
4. **For Licensing 3 Credit Director Requirement:** Individual must be tagged as the administrator of the program in the Registry.
5. Applicants must **apply electronically after logging in to their Registry account** and know **the exact item being requested**, i.e. vendor name; number and title of course; CDA application / renewal method (online or paper), name of fee, etc.

Proposed eligible groups, roles and expenses for **December 2018 to March 1, 2019** (see details and definitions on pages 3-4 for more information)

I have an up-to-date Registry account where it confirms I am employed at my program. I am a...	I may be eligible for:					
	Credit-Based Coursework	Tuition-Related Fees	Pathways Exam Fees	CDA Credential fees	Connecticut Director Credential Fees	Non Credit Online Instructor Supported CDA Credential Training
Administrator or teaching staff in a licensed group home (DCGH) or licensed child care center (DCCC)	 For the Administrator only: The 3-credit licensing requirement for directors	 For the Administrator only : As part of eligible credit-based coursework for the 3 credit course to meet licensing		 For teaching staff: One time for application fee; One time for renewal fee		
Teaching staff member in a state-funded program working toward a bachelor degree in early childhood	 Toward bachelor degree in ECE	 As part of eligible credit-based coursework	 When part of an ECE bachelor degree plan of study			
Licensed or unlicensed family home provider <u>currently receiving Care4Kids</u>	 Toward family child care setting CDA credential; associate or bachelor degree in early childhood; and stand-alone courses supporting running a business	 As part of eligible credit-based coursework		 Must be Family Child Care Setting; One time for application fee; One time for renewal		 Contact your Registry regional Education Advisor for steps.

Detail for Eligible Requests

1. Credit-based coursework:

a. Coursework must be at **regionally accredited institutions**.

- i. The OEC does not have relationships with all colleges and universities, and reserves the right to deny a request for a relationship where the need may be fulfilled with a currently listed college or university.
- ii. Contact your regional education advisor if you have questions about the vendor or cannot identify the course you wish to take from the application listing.

b. The OEC supports **degree attainment** and **degree progression** (i.e. an individual may request support moving from a CDA credential to an associate degree program or from an associate degree to a bachelor's degree program; a second associate degree is not eligible). Master's degree work is not an eligible expense at this time.

2. **Tuition-related fees:** Matriculation, Degree Application, Graduation, Transfer Credit, Special Credit Registry, College, Technology, "Other" fee (contact your Registry regional education advisor first).
3. **Pathways Exam fees:** You must commit to the date and time of the exam when you request your scholarship.
4. **Child Development Associate (CDA) Credential fees:** Online application / renewal; Paper application / renewal. For CDA credential details, go to www.cdacouncil.org.
5. **Non Credit Instructor Supported Online CDA Credential Training via CCEI:** Individual subscription specifically for non-credit instructor-supported CDA credential training in English or Spanish. See www.cceionline.edu for details and talk to your regional education advisor. Note that successful completion of this program meets the 120 content hours required by the Council for Professional Recognition; all other requirements must still be met (see www.cdacouncil.org).

Definitions for center and school-based personnel:

"Teaching staff members" refers to all direct teaching roles including but not limited to the following OEC Registry's Staff Confirmation page roles: lead teacher, classroom teacher, assistant teacher. These individuals will show as assigned to a specific classroom or classrooms in the OEC Registry's program profile under Building / Managing Rooms and Staff.

"Teacher" refers to an individual with primary responsibility for a group of children. This person must be designated as a Teacher and will show as assigned to a specific classroom within the OEC Registry's program profile under Building / Managing Rooms and Staff.

"Administrator" refers to the one individual tagged within the OEC Registry's staff confirmation page and/or program profile under Building / Managing Staff.

Above specifications are set in the OEC Registry by an authorized administrative user for the program. See Instructions – Program Administrators under the login section at www.ccacregistry.org for details.

Scholarship use is monitored for appropriate use, misuse and fraud. Funds cannot be approved to pay for an event (course, exam, etc.) that has already incurred cost to the scholarship fund (i.e. Pathways Exam missed or did not pass; course dropped after the add/drop period or did not pass). Individuals may appeal scholarship request outcomes and probation / termination of eligibility status. Refer to the **Scholarship Use Policies and Appeal Process** at https://www.ccacregistry.org/forms_documents/Scholarship_Use_Policy_And_Appeal_Process.pdf (Go to www.ccacregistry.org, then Policies and Appeals).

When are the Application Dates?

❖ Please use the **TENTATIVE** schedule below to plan your requests; All OEC scholarship assistance requests are dependent upon funding.

Apply during this time...	...for these terms / timeframes	Critical to Remember!
December 2018 to March 1, 2019	❖ Spring 2019 (will tentatively close 03/01/19) Note that scholarship for Summer courses is typically open mid-May each year. Summer 2019 will be announced at a later date when the budget and priorities have been set.	Plan your timing well: Commitment vouchers are non-transferable by individual, institution, term and course/fee, and are valid for 60 days from approval (see “Student-Use Expiration Date” on top left of your commitment voucher)! You MUST register for your event (Course, training, etc.) <u>Before the voucher expires.</u>

For Questions: Please contact your Regional Education Advisor. **Please do NOT email documents directly to Registry staff. All documents can either be uploaded directly to your account (see submit Documentation on the homepage) or faxed with the Registry FAX Cover Sheet (go to www.ccacregistry.org – General Information – Forms – and fax the completed sheet with documents to 860-713-7040)**

Regional Education Advisor	Covers these counties	Email	Phone
Val Parks	Fairfield, Middlesex, New Haven, New London	Valerie.Parks@ct.gov	800-832-7784 x2; 860-500-4541 direct
Margaret Westwood	Hartford, Litchfield, Tolland, Windham	Margaret.Westwood@ct.gov	800-832-7784 x3; 860-500-4543 direct

Terms of Agreement for the OEC Scholarship Assistance Fund

Scholarship applicants must agree to the following in order to request and receive Scholarship Assistance from the Office of Early Childhood:

1. I understand there is **no on-going guarantee of funds**. The approval of my scholarship request is based on the availability of funds and the priorities set by the funding agencies and organizations.
2. I understand that all communication regarding the status of my scholarship assistance will go to the **email address I provided upon log in**. It is **my responsibility** to check that address for receipt of information regarding my request for assistance. Email may come from Cfmail@ccacregistry.org or another similar address.
3. I understand **I must keep my Registry profile information current** including but not limited to my mailing address, my email address, my telephone numbers (*home or work*) and my employment by logging in to my Registry account and editing My Profile.
4. I understand that **I must make each specific request directly through my account online**.
5. I understand that prior to applying to the OEC for aid for degree-based college credit coursework, **I must complete and/or submit the following paperwork** including but not limited to:
 - a. Evidence of federal financial aid application (FAFSA; www.fafsa.ed.gov)
 - b. Evidence of application for my college or university's financial aid
 - c. Updated Planned Program of Study in early childhood education or child study (See your advisor at your college / university for the list of specific coursework you need to complete your degree and a schedule of when you plan to take them / have taken them).
6. I understand that **if offered grant funds (via #5) I must accept those before utilizing any OEC funds**. OEC scholarship funds are to be used AFTER any grants but before any loans. The exception is if your early care and education employer has contributed grant funds, in which case OEC assistance precedes the program's funds.
7. Funds are paid directly to the college / university after the OEC is invoiced. Funds cannot be paid to the student.
8. **I understand the commitment voucher is the guarantee that payment will be made on my behalf**. My commitment voucher will be sent to the institution I indicate and an email confirmation will be sent to me. I can view my commitment voucher information when logged into my Registry account under My Scholarship Requests.
9. I understand that **I must notify my OEC regional education advisor** by email (for info go to www.ccacregistry.org - Contact Us), alerting any **changes to my scholarship award, including but not limited to:**
 - a. *inability to use a commitment voucher*
 - b. *dropping or adding an activity or course*
 - c. *not registering for or canceling an activity or course*
10. I understand that **if I do not successfully complete the coursework or activity for which I requested scholarship**, I will not be eligible to receive further scholarship assistance without a thorough review of my circumstances, and may permanently lose eligibility. **The full Scholarship Use Policy and appeal Process documentation is located under My Resources – Resource Documents after log in.**
11. I understand that **I am responsible for purchasing training and/or non-textbook course materials** and supplies not covered by the commitment voucher, and that the OEC does not guarantee textbook expenses with all vendors.
12. **I agree to the terms of the OEC FERPA policy as stated below:**

One of the mandates of the Office of Early Childhood ("OEC") is to "develop and implement...a coordinated and comprehensive state-wide early childhood care and education system of professional development for providers and staff of early childhood care and education programs, including child day care centers, group day care homes and family day care homes that provide child day care services, that makes available to such providers and their staff, within available appropriations, scholarship assistance, career counseling and training and advancement in career ladders...." Conn. Gen. Stat. § 17b-733. Pursuant to that mandate, the OEC has created the Early Childhood Professional Registry ("Registry").

In order to determine whether a particular scholarship fund applicant qualifies for funds, staff members of the Registry may request information from the applicant's institutions of higher education. Such requests are made pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which allows schools to disclose records, without consent, to appropriate parties in connection with financial aid to a student. In return, in accordance with OEC's scholarship use policy, the OEC may also share information regarding the scholarship fund applicant's scholarship status with the institution of higher education.