



Stipend Program Checklist

for **Education Advancement Applicants**

- Complete & submit application by 11/2/18
 - Complete Academic Plan (AP) with Academic Advisor with **3 to 6 ECE/CD** units planned, & upload to Pinwheel by 11/2/18
 - Complete coursework in alignment with (AP) with a grade of C or better by 5/1/19
 - Send sealed, official transcript to the address below by 5/1/19:

CAPSLO Child Care Resource Connection
Attn: Quality Counts Stipend Program
805A Fiero Lane, San Luis Obispo 93401

**If college/university distributes official transcripts digitally, please contact QC Staff for further instruction*
 - Upload W-9 form with current address & physical signature to Pinwheel by 5/1/19
(Previous applicants—if information is current, we will use your W-9 on file)
 - Upload a copy of Child Development Permit if completing coursework for upgrading/renewing Permit by 5/1/19
 - Email sloqualitycounts@capslo.org to notify that ALL documents are uploaded for review
 - Check status of stipend in Pinwheel
 - Allow 3-6 weeks from approval date for processing
- ➔ See reverse for Professional Growth applicants