



Stipend Program Checklist

for **Professional Growth Applicants**

- Complete & submit application by 11/2/18
 - Complete & submit Professional Growth Plan (PGP) with at least **21 planned hours** by 11/2/18
 - Attend trainings, conferences etc. in alignment with PGP
 - Update QC Staff with any changes to PGP (i.e. trainings attended that are not on your plan)
 - Upload certificates (with name) to Pinwheel by 5/1/19, ensuring you have completed a minimum of 21 hours on personal (non-work) time
 - 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 Professional Growth or 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 Education Advancement applicants