

Quality Counts Stipend Program

ENROLLMENT ELIGIBILITY

- ✓ Work in a participating **QUALITY COUNTS (QC)** or **STATE-FUNDED/CALIFORNIA DEPARTMENT OF EDUCATION (CDE)** early care and education program in San Luis Obispo County as paid staff directly responsible for the care and education of children (including site supervisors/directors)
- ✓ Work in a program that meets the requirements above for a minimum of 15 hours each week
- ✓ Have internet/computer access and a valid email address

REQUIREMENTS

PROFESSIONAL GROWTH (for Individuals)—\$500*

STEP 1: Online Enrollment Period—September 11-October 31, 2017:

- Application (*Google Form found on sanluischildcare.org*)
- Professional Growth Plan (PGP) (*uploaded to Pinwheel*)

STEP 2: Complete & Upload Application Requirements to Pinwheel

- Completed IRS W9 Form
- Proof of at least 21 eligible professional growth hours between May 1, 2017—April 30, 2018 (*i.e. proof of attendance*)
- Updated Professional Growth Plan (PGP) (*i.e. trainings completed or added*)
- Copy of Child Development Permit or Child Development Associate Credential (*if applicable*)

STEP 3: Stipend Request Period—November 1, 2017-May 1, 2018

- Email sloqualitycounts@capslo.org to notify that ALL documents are uploaded for review

EDUCATION ADVANCEMENT (for Individuals)—Tier 1 \$1200* or Tier 2 \$700*

STEP 1: Online Enrollment Period—September 11-October 31, 2017:

- Application (*Google Form found on sanluischildcare.org*)
- Academic Plan (AP) (*from Academic Advisor at college/university*)

STEP 2: Complete & Upload Application Requirements to Pinwheel*

- Completed IRS W-9 Form
- OFFICIAL COPY** of transcripts verifying units (6+ units for Tier 1, 3 units for Tier 2) earned toward AA or BA in Child Development/Early Childhood Education or to qualify for a higher level Child Development Permit between May 1, 2017 – April 30, 2018 (Grade of C or better) *submitted by mail for paper transcripts
- Copy of Child Development Permit or Child Development Associate Credential (*if applicable*)

STEP 3: Stipend Request Period—November 1, 2017-May 1, 2018

- Email sloqualitycounts@capslo.org to notify that ALL documents are uploaded for review

*SLO Quality Counts may raise or lower stipend amount based on the amount of available funds and number of eligible applicants

PROGRAM ACHIEVEMENT (MINI BLOCK GRANT for Program)—\$500

The Program Achievement Mini Block Grant is available to programs during their rating year in accordance with the CA-QRIS Implementation Guide Procedures or upon Quality Counts Coach recommendation. Classrooms will be assessed using the Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS) in accordance with the CA-QRIS Implementation Guide Procedures. This grant will be calculated using certified assessments ERS and CLASS on file, by averaging the levels of all sessions supervised. The grant award will be based on all CLASS scores reaching the minimum required in all domains as well as the total line item average score on the ERS. ***ONLY SITE SUPERVISORS/DIRECTORS MAY REQUEST**

- **ERS (ITERS, ECERS or FCCERS): Average of 5.0**
- **CLASS**
 - **Pre-K: Emotional Support – 5.0; Classroom Organization – 5.0; Instructional Support – 3.0**
 - **Toddler: Emotional and Behavioral Support – 5.0; Engaged Support for Learning – 3.5**
 - **Infant: Responsive Caregiving – 5.0**

STEP 1: Communicate with your Quality Counts Coach regarding your rating schedule

STEP 2: Achieve familiarity the ERS and CLASS tools (i.e. online or in-person training)

STEP 3: Quality Counts (QC) schedules assessment window November 1, 2017—May 1, 2018

STEP 4: Upon completion of assessments and if scores are achieved, QC will award program achievement mini block grant

PINWHEEL PARTICIPATION (MINI BLOCK GRANT for Program)—\$250 or \$500

The Pinwheel Participation Mini Block Grant is awarded if applicable data, at the designated frequencies listed on the checklist, is entered into the SLO Quality Counts Pinwheel data system. Site Supervisors or Directors will request a mini block grant during the request period, and data entry will be verified. ***ONLY SITE SUPERVISORS/DIRECTORS MAY REQUEST**

Centers with 3 classrooms or less/Family Child Care Homes: \$250

Centers with 4 classrooms or more: \$500

STEP 1: Communicate with Quality Counts Staff to obtain Pinwheel Data Checklist by November 1, 2017

STEP 2: Upload applicable data to Pinwheel

STEP 3: Email sloqualitycounts@capslo.org no later than May 1, 2018 to notify that all data is uploaded and ready for review

IMPORTANT DATES

Online enrollment period (Application + PGP or AP) — September 11, 2017 – October 31, 2017

Complete professional growth hours/college courses by—April 30, 2018

Send in official transcripts by—May 1, 2018

Upload supporting documents and/or data to Pinwheel by—May 1, 2018

Stipend request period—November 1, 2017—May 1, 2018

FREQUENTLY ASKED QUESTIONS (FAQ)

Who is eligible to apply?

For **individual stipends** (Professional Growth and Education Advancement), any person working in a participating Quality Counts or state-funded/California Department of Education (CDE) Early Care and Education program in San Luis Obispo County as paid staff directly responsible for the care and education of children can apply. Positions such as food service workers, family advocates, home visitors and interns are not eligible to apply. For **mini block grants** (Program Achievement and Pinwheel Participation), only site supervisors or program directors should request to participate on behalf of their programs.

I requested my stipend. Am I guaranteed approval and payment?

Stipends are not guaranteed upon submission of documentation. Stipends will be processed in the order received and awarded based on the availability of funds. Applicants will be approved and notified by Quality Counts staff via email. Please add sloqualitycounts@capslo.org to your contact list!

I have a training that will be completed after the May 1, 2018 deadline. Will this count toward my stipend?

Documents will not be accepted after the May 1st deadline. Please hold on to the certificate and apply it toward the next stipend period.

I completed academic coursework and at least 21 professional growth hours. Can I apply for both of the stipends for individuals?

Applicants may choose only one area of focus—Professional Growth **OR** Education Advancement.

Can I submit my documents in-person or by mail?

With the exception of official transcripts, ALL documents must be uploaded to Pinwheel (<http://sloqualitycounts.ipinwheel.org>) using your personal login information. Please contact your QC Coach should other arrangements need to be made.

My agency/supervisor paid my registration fee to attend a professional growth opportunity. Are these hours eligible for the stipend program?

This program is intended to support Early Care and Education providers with the out-of-pocket cost of attending professional growth opportunities on their own time. If an applicant's agency/supervisor paid for their registration and time (i.e. wage/salary), these hours DO NOT apply for the stipend program. However, they do count toward the professional growth hours required to maintain a child development permit and Quality Counts rating (i.e. teacher qualifications).

I applied for a stipend and received an approval notification. How will I receive payment?

Individual recipients who have been awarded will receive a check by mail in the order of approval. If you are a CAPSLO employee, your stipend will be processed through payroll. Keep in contact with QC staff for more information on CAPSLO employee stipend disbursement. Mini block grants will be awarded to the program.

How do I demonstrate familiarity with ERS and CLASS?

Applicants for the program achievement mini block grant will attend a(n) ERS and CLASS training provided by Quality Counts. Please refer to the QC Professional Development & Training Calendar or www.sanluischildcare.org for dates.

Continued on next page

Updated September 2017

FREQUENTLY ASKED QUESTIONS (FAQ) CONTINUED

Is the Professional Growth Plan (PGP) required by the stipend program the same as the Professional Growth Plan and Record Form used by the California Commission on Teacher Credentialing (CCTC)?

The Quality Counts Professional Growth Plan was formatted specifically for the stipend program, in order to align with our training calendar and quality commitment planning. Applicants do not have to meet with a Professional Growth Advisor for our PGP, as required for the Professional Growth Plan and Record Form from CCTC . However, it is required that participants communicate with their QC coach and supervisor when creating their PGP. The Professional Growth Plan should be uploaded to Pinwheel no later than **October 31, 2017** for Professional Growth Stipend applicants.

Are General Education units acceptable for the Education Advancement Stipend?

The Quality Counts Stipend Program is intended to assist current members of the Early Care and Education workforce who are participating in Quality Counts in completing an Associate's or Bachelor's degree in Child Development (CD)/Early Childhood Education (ECE) or achieving a Child Development Permit. Therefore, it is our priority to reimburse CD/ECE units. General Education (GE) units will only be reimbursed if the course is taken during the last semester or quarter towards the degree, as well as in the event that a GE course is required for an applicant to move up on the Child Development Permit matrix.