

**Office of Early Childhood (OEC) Scholarship At-A-Glance**  
**April 2017 Update: Tentatively covering requests to March 1, 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 in A below).
2. **Applicants must have a Registry account** ([www.ccacregistry.org](http://www.ccacregistry.org)), **linked to the employer** (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 the FAX cover sheet). If you are not sure what documents have been uploaded to your account, log in and go to My Tools and Settings on the left menu, and then choose My Documents to view.
3. **For credit-based courses toward a CDA credential or degree**, applicants must submit the following (see #2 FAX Cover sheet):
  - a. **For summer 2017 work:** Evidence of application for 2016-2017 *for your college or university's financial aid* (i.e. copy of college's award letter) **AND** Evidence of application for 2016-2017 federal financial aid (FAFSA confirmation page; [www.fafsa.gov](http://www.fafsa.gov)) if not referenced in the institution document **AND** CURRENT Plan of Study or Graduation Evaluation (from your college advisor; indicates which courses you must take for your degree, what has been taken and when).
  - b. **For fall 2017 through summer 2018 work:** Evidence of application for 2017-2018 *for your college or university's financial aid* (i.e. copy of college's award letter) **AND** Evidence of application for 2017-2018 federal financial aid (FAFSA confirmation page; [www.fafsa.gov](http://www.fafsa.gov)) if not referenced in the institution document **AND** CURRENT Plan of Study or Graduation Evaluation (from your college advisor; indicates which courses you must take for your degree, what has been taken and when).
4. **For Licensing Director Requirement / Connecticut Director Credential (CDC) competency coursework and CDC fees:** Individual must be an administrator of the program in the Registry, OR provide a verification letter as proof of program support for coursework / fees leading to meeting the licensing requirement or the CDC. The letter **MUST BE** from supervising authority (i.e. board, owner) or licensing indicating requirement for class. Courses must meet CDC competencies [Administration and Supervision survey (meets licensing requirement); Leadership; Personnel; Finance; and Family/School/Community].
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 2017-2018 (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
Staff member in a licensed group home or licensed child care center	 Toward (a) an I/T/PS CDA credential, (b) an associate or bachelor degree in early childhood, or (c) the credit licensing requirement for directors or CT Director Credential		 When part of an ECE associate or bachelor degree plan of study	 One time only for application; One time only for renewal	 With verification letter; one time only for application; one time only for renewal at the Initial Level	 Contact your Registry regional Education Advisor for steps.
Teaching staff in a state-funded license-exempt program working toward a bachelor degree in early childhood at an in-state college	 Toward bachelor degree in ECE only		 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			 One time only for application; One time only 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).
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](http://www.cdacouncil.org).
5. **For Connecticut Director Credential (CDC) fees (application, credentialing, renewal):** For CDC information, go to [www.charteroak.edu/certificates/directorcredential/](http://www.charteroak.edu/certificates/directorcredential/).
6. **Non Credit Instructor Supported Online CDA Credential Training via CCEI:** Individual subscription for non-credit instructor-supported CDA credential training in English or Spanish. See [www.cceionline.edu](http://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](http://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 to a specific classroom within the OEC’s Registry.

“Designated Program Administrator” refers to the one individual tagged within the OEC Registry’s program profile under Building / Managing Staff.

The above specifications must be set in the OEC Registry by an authorized administrative user for the program. See Instructions – Administrators under the login section 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/index.cfm?module=participantResources&navID=nav101> (Log in to your Registry account and go to My Resources – Resource Documents).

**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!
May 2017 to September 30, 2017	<ul style="list-style-type: none"> <li>❖ Summer 2017 (will tentatively close 08/01/17)</li> <li>❖ Fall 2017 (will tentatively close 09/30/17)</li> </ul>	<p><b>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)!</b></p> <p><b>You MUST register for your event (Course, training, etc.)</b></p> <p><b><u>Before the voucher expires.</u></b></p>
October 20, 2017 to March 1, 2018	<ul style="list-style-type: none"> <li>❖ Winter 2017 (will tentatively close 01/15/18)</li> <li>❖ Spring 2018 (will tentatively close 03/01/18)</li> <li>❖ Summer 2018 will be announced at a later date</li> </ul>	

**For Questions:** Please contact your Regional Education Advisor. **Please do NOT email documents directly to Registry staff. All documents should use the Registry FAX Cover Sheet (go to [www.ccacregistry.org](http://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	<a href="mailto:Valerie.Parks@ct.gov">Valerie.Parks@ct.gov</a>	800-832-7784 x2; 860-500-4541 direct
Margaret Westwood	Hartford, Litchfield, Tolland, Windham	<a href="mailto:Margaret.Westwood@ct.gov">Margaret.Westwood@ct.gov</a>	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](mailto: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 under My Tools and Settings.
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 college credit coursework for a CDA credential or degree, **I must complete and/or submit the following paperwork** including but not limited to: a) Federal Financial Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)); b) My college or university's financial aid; c) Updated Planned Program of 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); and d) updated transcripts.
6. I understand that **if offered grant funds (via #5) I must accept those before utilizing any OEC funds**.
7. **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.
8. I understand that **I must notify my OEC regional education advisor** by email (for info go to [www.ccacregistry.org](http://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**.
9. 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**.
10. 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.
11. I understand that **I may not request assistance** that is already being paid for by another funding source. This contract may become null and void dependent upon the circumstances if I receive funding from other sources such as: a) Pell Grants or other grant programs or assistance not limited to the above.

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 recipient qualifies for funds, staff members of the Registry may request information from the recipient’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 recipient’s scholarship status with the institution of higher education.