

READ THESE INSTRUCTIONS FOR YOUR INFORMATION
DO NOT UPLOAD THESE INSTRUCTIONS TO YOUR WORKFORCE REGISTRY PROFILE

Workforce Pathways LA Stipend Program Fiscal Year 2021-2022

Instructions for Persons Working in
Child Development Centers or Family Child Care Homes

Administered by the Office for the Advancement of Early Care and Education (OAECE)
in Partnership with Quality Start LA
Funded by the California Department of Education/Early Learning and Care Division (CDE/ELCD)

***Applications will only be accepted on-line starting September 15, 2021
and will close on September 29, 2021. Due to funding, there will be
limited stipends awarded in the 2021-2022 program year.***

To apply, login to the CA ECE Workforce Registry ([click here](#)). Review your profile, update and save all changes. Now begin the online application. Select, "Stipends and Pathways." On the drop-down menu, click on "Application."

*****Applications mailed will not be accepted*****

For questions, please contact an OAECE staff member:

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WORKFORCE PATHWAYS LA - STIPEND PROGRAM



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WORKFORCE PATHWAYS LA - STIPEND PROGRAM

For Persons Working in Child Development Centers or Family Child Care Homes

Instructions

FUNDING IS DEPENDENT ON THE AVAILABILITY OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF EDUCATION/EARLY LEARNING AND CARE DIVISION (CDE/ELCD).

Schedule for Stipend Program

| | |
|----------------------------------------|-------------------------------|
| Open Application | Wednesday, September 15, 2021 |
| Application Closes | Wednesday, September 29, 2021 |
| Verification documents to be uploaded | Friday, February 11, 2022 |
| Stipends sent to qualifying applicants | Thursday, June 30, 2022 |

READ ALL INSTRUCTIONS CAREFULLY BEFORE AND WHILE COMPLETING THE APPLICATION AND PROVIDE ALL INFORMATION AND DOCUMENTS REQUESTED.

Overview

Workforce Pathways LA is a comprehensive workforce development model that works in partnership with Quality Start Los Angeles (QSLA), the County-wide quality improvement consortium. The Workforce Pathways LA Stipend Program (Stipend Program) provides financial incentives (stipends) to early educators for achieving professional milestones like attending 21 hours of California Department of Education (CDE) professional development, completing college courses, obtaining their first Child Development Permit, or achieving a college degree. Stipends are available for LA County early educators who work in center-based care or family child care homes where most of the children are subsidized by the California Department of Education/Early Learning and Care Division (CDE/ELCD).

The instructions serve as your guide for completing your application to the *Stipend Program*. It is critically important that you **read the instructions** carefully and provide all information and documents as requested. Note that each program period is separate; therefore, you must submit all supporting documents requested for this program period. **Applications that have missing information and/or missing documents will be considered incomplete and will be disqualified.**

The instructions also provide you with information on the process leading up to awarding stipends, including the appeal process and a detailed timeline.

Applying to the *Stipend Program* is a two-part process:

- 1. Application:** Determines that you meet the employment eligibility criteria.
- 2. Verification:** Verifies that you have met your professional growth plan and continue to meet the employment criteria.

STEP 1: Determining Eligibility¹ (see note below)

To be eligible to apply for a stipend, you **must**:

1. **Create a Registry Profile:** Create or **update** your California Early Care and Education Workforce Registry ([CA ECE Workforce Registry](#)) profile. For questions regarding CA ECE Workforce Registry, please contact (323) 645-2631 or toll free (855) 645-0826. For instructions on how to register, go to "[Creating a User Account](#)" **AND**
2. **Work with Children Receiving Subsidy:** Work in child development center with contract from CDE/ELCD **OR** work in a licensed center in which the majority (51% or more) of the children receive a child care subsidy from a CDE/ELCD-contracted agency at the time you submit your application; **AND**
3. **Work Directly with Children:** Work directly teaching children as a teacher, teacher/director (those with dual roles), teacher aide/assistant, or substitute in the classroom on a consistent and continual basis at least 20 hours per week. If you are working in a California State Preschool Program, you must work directly teaching children at least 15 hours per week; **AND**
4. **On-Going Employment:** Maintain employment at an eligible child development center located in the County of Los Angeles from **August 1, 2021 through February 11, 2022.**

For Persons Working in a Family Child Care Home (Provider/Assistant):

- Work in a family child care home that participates in a California Department of Education/Early Learning and Care Division (CDE/ELCD)-contracted family Child Care Home Education Network (FCCHEN) certified by Network Program Coordinator/Administration, **OR**
- Work in a licensed family child care home in which the majority (51% or more) of the children receive a child care subsidy from a CDE/ELCD-contracted agency at the time you submit your application; **AND**
- Work directly teaching children on a consistent and continual basis at least 15 hours per week; **AND**
- Have been licensed and operating for one year **or** employed in a family child care home in the County of Los Angeles from **August 1, 2021 through February 11, 2022**

STEP 2: Setting a Professional Growth Goal

A professional growth plan is a document that an early educator creates, reviews often and updates as needed to guide your future professional growth. As a part of Workforce Pathways LA, applicants will be asked to select **one professional growth goal** (on the on-line application) you would like to achieve during the program period 2021-22. The professional growth goals for Workforce Pathways LA that participants can choose one (1) include:

1. Completing 21 hours of professional development
2. Completing college course (only unit bearing courses are applicable)
3. Obtaining an initial Child Development Permit
4. Achieving an associate or bachelor's degree

As part of the Workforce Pathways LA application, all applicants must complete and upload a Professional Growth Plan and **select one goal for the current program year 2021-22.**

¹ State law limits eligibility to the *Workforce Pathways LA - Stipend Program* to persons serving a majority of children receiving CDE/ELCD subsidies. Staff working in Head Start Programs are ineligible to apply unless the classroom in which they work is blended with a State Preschool program.

STEP 3: Meeting the Stipend Requirements

Each applicant must select **one professional growth pathway** to focus on during the current program year 2021-22. To earn a stipend, choose the appropriate professional growth pathway below and follow the criteria.

1. For Pathway Type Professional Development

- a. If the applicant's selected pathway is to attend professional development, participants must complete 21 hours of professional development funded by the CDE (i.e. West Ed training, Family Child Care at Its Best Training, etc.) or Care Courses within the program period (**complete after March 31, 2021 and before February 11, 2022**).
- b. Trainings conducted by your organization of employment are not accepted for stipend credit. Please refer to the "[Training Organizations on the registry](#)" to see a list of approved training sponsors.
- c. The professional development trainings should be related to the participant's day to day work with children.
- d. If the professional development is not recorded on your Education & Training Report, you then must upload the certificate to your CA ECE Workforce Registry profile, in "My Documents" with the number of hours of the training by **February 11, 2022**. To view your report, log in to the Registry and go to the left-hand tool bar "My Tools & Settings" and click on "My Education & Training Report" or ([click here for video](#)).

2. For Pathway Type College Credits

- a. If the applicant selected pathway is college coursework, then participants must complete at least three (3) semester units (4.5 quarter units) or a maximum of six (6) semester units (9 quarter units) of eligible coursework at a community college, college, or university; **AND**
- b. Complete the class(es) after **March 31, 2021 and before December 31, 2021**; **AND**
- c. Pass the class(es) with a grade of "C" or better; **AND**
- d. Upload transcript(s) or grade reports by **February 11, 2022**.

All coursework must be **unit-bearing** and fulfill the requirements for a degree in child development, this includes extension and continuing education courses. If you have any questions regarding coursework eligible for the Stipend Program, you are encouraged to contact Renatta Cooper by telephone at (213) 639-6464. Eligible coursework is limited to the following five categories:

- If you are not proficient in English, you may take English-as-a-Second Language (ESL) classes at a community college for stipend credit if directed to do so by your college. This option is intended for applicants needing to improve their English language skills in order to enroll in college classes toward earning a degree in child development.
- If you do not have a child development permit issued by the California Commission on Teacher Credentialing (CTC), you should take required child development classes, or the required general education courses. If you already have a permit, you may take classes needed to upgrade or renew your permit.
- If you do not have an Associate Degree (AA/AS), you should take child development, English, Math or general education classes; or prerequisites to classes that are transferable for a degree in child development at a four-year college. Check with an advisor at your college or university before enrolling in a class if you are not sure it is a prerequisite or transferable class.
- If you are taking classes at a community college with the goal of transferring to a California State University (CSU) or University of California (UC) school, your educational program should indicate the AA-T or AS-T degree, whichever the school offers. This degree will ensure that the classes you take are transferrable and will give you preferred enrollment at some colleges. You should check with an academic advisor at your college to make sure you are enrolled in the correct program and that your classes fit the requirements for your degree. Acceptable degrees for the Workforce Pathways LA - Stipend Program include: Early Childhood Education, Early Special Education, Child Psychology, Child Development and Human Development.

- If you are taking classes at a four-year university with the goal of obtaining a bachelor (BA/BS) degree, classes should be in General Education towards your degree or support a degree in child development or a related field
- If you have a BA/BS or higher, you should take college or university classes that are directly related to your work with children and families in a child development program. Sample topics include special needs children, diversity, dual language learners, parent relations, adult supervision, program evaluation, and advanced child development. Unit bearing extension or continuing education courses can be counted as eligible only for individuals who already hold a BA/BS or higher.

3. **For Pathway Type First CA Child Development Permit Acquired**

- a. If the applicant's selected pathway is to obtain an initial Child Development Permit, then it **MUST be Issued between March 31, 2021 - February 11, 2022**. For information on how to obtain a Child Development Permit, visit the "[California Commission on Teacher Credentialing](#)" (CTC), click on "Credential Information," then click on "Apply for a New Document," and follow the instructions for obtaining your permit. As an alternative, contact the child development department at your community college. Community colleges can often process permit applications more quickly than the CTC. In addition, the "[Child Development Training Consortium](#)" offers support to eligible persons applying for, renewing, or upgrading their permits.
- b. A stipend will **only** be awarded for a participant's **first** Child Development Permit. Renewals or upgrades for Child Development permits are not eligible.
- c. Participants will need to upload a copy of their permit by **February 11, 2022** to qualify for the stipend.

4. **For Pathway Type Associates/Bachelor's Degree Attainment**

- a. If the applicant's pathway is to achieve a degree, participants must complete the degree **after March 31, 2021 and before February 11, 2022**.
- b. Associate and bachelor degrees will be accepted for the graduation stipend only if the degree has been completed and the applicant has a copy of their transcript showing degree has been conferred. Participants will need to upload a copy of their transcript with degree conferral date by **February 11, 2022** to qualify for the stipend. Acceptable degrees for the Workforce Pathways LA - Stipend Program include: Early Childhood Education, Early Special Education, Child Psychology, Child Development and Human Development.

If you meet the eligibility criteria **and** understand the stipend requirements continue to Step 4.

STEP 4: Completing the Application – follow the instructions below (see screen shots to help guide you)

a. **How to Apply:**

To apply for the Workforce Pathways LA - Stipend Program, go to the CA ECE Workforce Registry at www.caregistry.org.

- a. If you have a registry profile, enter your email address and your registry password.
- b. Before you apply, review your registry profile, update and save any changes. Go to **My tools & Settings**, then click on **My Profile**.
- c. If you do not have a registry profile, create one.
- d. Once in the ECE Registry, make sure to click on "**Stipends and Pathways.**"
- e. Once in "**Stipends and Pathways,**" click on **Application**.

b. **Completing the Application:**

You are now on the first page of the application. It is very important to verify the information on this page, which comes from your Registry profile. The accuracy of this information will determine eligibility criteria for stipend applications. You must have a current mailing address on file to be able to apply for a stipend. **Stipend checks are not forwarded. Failure to keep a current address on your Workforce Registry profile will result in significant delays in receiving your check.** Please verify the accuracy of the following information and if necessary, update before moving forward with your application.

a. **Personal Information**

- i. Name
- ii. Residential Address
- iii. Residential County
- iv. Mailing Address
- v. Mailing County
- vi. Daytime Phone
- vii. Evening Phone
- viii. Cell Phone
- ix. Self-Reported Highest Level of Education

b. **Employment Information**

- i. Employer
 - 1. Verify the agency name and the name of the site where you work. For instructions on how to edit employment, go to "[Update your Employer Video.](#)"
- ii. Job Title
 - 1. Verify your **Job Title** that must have the word "teacher" in it, such as Preschool Teacher, Assistant Teacher, Associate Teacher, or Substitute Teacher. If your job title is "coordinator", "supervisor", or "director", you probably do not qualify for a stipend. However, job titles such as "teacher/director" are permissible. **If you work in a California State Preschool Program (CSPP) Part Day, add "CSPP-PD" to your title.**
- iii. Start Date
 - 1. Enter the first day of employment at your current employment site.
- iv. Ages Served
 - 1. Enter the ages of children with which you work.

c. **Confirm and Continue**

- i. Click on **Confirm and Continue** to be directed to specific questions for the Workforce Pathways LA - Stipend Program.
- ii. Once you read about Workforce Pathways, click **Continue to On-Line Application.**

d. Select the **Los Angeles: Workforce Pathways LA** – Online Application:

The screenshot shows a web interface for requesting a stipend. On the left is a navigation menu with options like 'Return Home', 'Employer Admin Request', 'Instructor Access Request', 'Training Calendar', 'Stipends & Pathways', 'Application', 'My Stipends', 'My Resources', 'My Tools & Settings', 'Need Help?', and 'Job Board Search'. The main content area is titled 'Request Stipend' and contains the following text: 'Below are Stipend Programs with applications available on the CA ECE Workforce Registry. In most cases, stipend programs are limited to individuals employed within a specific county with additional eligibility criteria. Please select a stipend program from the list below:'. Below this text is a list of stipend programs with links: 'Alameda Quality Counts Professional Growth Stipend Program', 'Del Norte Workforce Pathways-Early Education and Empowerment Stipend', 'El Dorado: Quality Counts El Dorado Scholarship', 'Humboldt Quality Counts', 'Los Angeles - Family, Friends and Neighbors (FFN) Workforce Pathways', 'Monterey: 2020-2021 Higher Education Stipend Program', 'Nevada: Quality Counts California Professional Development Stipend', 'Plumas ECE Professional Development Support Program', 'Riverside: OCC Workforce Pathways Stipend', 'San Bernardino: OCC Workforce Pathways Grant', and 'San Diego County: OCC Stipend'. A blue arrow points to the 'Los Angeles: Workforce Pathway LA' link.

- e. Please identify the qualification goal this stipend/reimbursement will help you attain. **Select only one goal.**

ONLY CHOOSE ONE FROM THIS LIST.

1. Please identify which qualification goal(s) this stipend/reimbursement will help you attain? You may select up to two. *

- Complete 21 hours of Professional Development
- Complete Coursework Towards a Degree
- Complete Early Care and Education/Child Development (ECE/CD) classes toward a degree
- Complete General Education (GE) classes toward a degree
- Complete General Education Development (GED) classes
- Complete Math/English Classes toward a degree
- Obtain a Bachelors Degree in ECE
- Obtain a Child Development Permit/Renew a Permit
- Obtain an Associates Degree in ECE

- f. Provide details below for the pathway type for which you are applying. Please make sure the details match the professional goal you have selected above.

i. For Pathway Type Professional Development:

- Select Pathway Information, enter “various training organizations”, select Pathway Detail, enter total hours you plan to take at each organization or throughout the stipend period for all professional development organizations. *See screen shot below to help guide you.*

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY, Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above: *

| Pathway Type | Pathway Information | Pathway Detail | Value Type | Additional Information, if applicable |
|----------------------------------------|--------------------------------|----------------|------------|---------------------------------------|
| Professional Development - Clock Hours | Various Training Organizations | 21 | Hours | N/A |

• Add Request

ii. For Pathway Type College/University Credits:

- Select Pathway Information: **College Credit**. Enter name of college/university (if you completed credits at different locations, you may enter more than one), select Pathway Detail, enter total number of units enrolled/completed for stipend period, select Value Type “units” semester or quarter, select Additional Information, and enter your student identification number (ID) for the college/university.

If you are attending only one college, enter the college name. Attending more than one college, you need to include the name for all. *See screen shot below to help guide you.*

Enter college name or names.

Select quarter or semester. If a mix of both units convert all to semester units.

You must complete between 3 – 6 semester units or 4.5 -9 quarter units

Enter your student ID for the college in attendance.

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY, Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above: *

| Pathway Type | Pathway Information | Pathway Detail | Value Type | Additional Information, if applicable |
|----------------|-------------------------------|----------------|-------------------|---------------------------------------|
| College Credit | Enter College/University Name | # Units | - Please Select - | Student ID |

• Add Request

iii. For Pathway Type **First CA Child Development Permit Acquired**:

- Select Pathway Information **CA Child Development Permit Acquired**, enter Child Development Permit name, select Pathway Detail, enter the issued date mm/dd/yyyy you are planning on acquiring your First CA Child Development Permit (***If you do not have one issued yet, enter 02/11/2022***)

See screen shot below to help guide you.

Enter the name of the permit you are requesting/have been issued.

Enter your permit number. If you do not have one issued yet, enter 123456789

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM - For Testing Only - DO NOT APPLY. Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above. *

| Pathway Type | Pathway Information | Pathway Detail | Value Type | Additional Information, if applicable |
|--------------------------------------|-------------------------------------|----------------|------------|---------------------------------------|
| CA Child Development Permit Acquired | Enter Child Development Permit Name | mm/dd/yyyy | Issue Date | Document # |

• Add Request

If you already have your FIRST issued permit, enter the issued date here.

iv. For Pathway Type **Degree Attainment**:

- Select Pathway Information **Degree Attainment**, enter degree level and name of college/university, select Pathway Detail and enter conferred date mm/dd/yyyy. See screen shot below to help guide you.

Enter the level of degree and name of college.

Enter your student ID for the college in attendance.

3. Before completing this section, review the eligibility guidelines and instructions provided by the TEST STIPEND PROGRAM - For Testing Only - DO NOT APPLY. Eligibility Guidelines and Instructions. Select the pathway(s) and complete the information below based on the guidelines provided above. *

| Pathway Type | Pathway Information | Pathway Detail | Value Type | Additional Information, if applicable |
|-------------------|----------------------------------------------------|----------------|----------------|---------------------------------------|
| Degree Attainment | Enter Degree Completed and College/University Name | mm/dd/yyyy | Conferral Date | Student ID |

• Add Request

Enter the date your degree was conferred. If you have not graduated, enter the date 02/11/2022

- g. Statement of Understanding: Once you read the Statement of Understanding, click **Submit Stipend Application**. Completion of the application is agreement to the terms and conditions listed on the Statement of Understanding. At this time, if you do not wish to submit your application, click on **CANCEL**.

After you submit your application, an APPLIED EMAIL is sent to the email address on your CA ECE Workforce Registry Profile.

Information about Employment Verification Pop-up Box

- Many early care and education employers have administrative access to the CA ECE Workforce Registry. If your Program Manager already has administrative access, they will automatically be sent an email asking them to verify your employment.
- If your employment has not been confirmed by your current employer via the access to the Registry, a pop-up employment verification box will appear. Enter the name of the individual who is responsible to verify your employment information and their email.
- It is your responsibility as the applicant to make sure that you provide the First and Last name of your director or principal and their email address when the Employment Verification pop-up box appears. The Stipend Administrator will work/collaborate with local partners to support outreach to your employer.
- For more information click "[Employer Administrative Access Request Submission](#)."

Required Documents:

Your application has been started, but it is not yet complete. If you have successfully submitted the first part of your application, you will be on a page that says **Request Submitted**. **Please note, your application is not considered complete until you upload the required documents to your registry profile.**

a. Required of all Applicants:

1. All applicants must complete and submit the "[Professional Development Plan Form 2021-2022](#)"
2. All approved applicants must complete and upload a current W9 Form to their profile **after February 1, 2022.**

b. Required ONLY for Family Child Care Home Providers/Family Child Care Assistants:

1. If the Family Child Care Home is in a Family Child Care Home Education Network (FCCHEN), complete and upload a "[Family Child Care Education Network Verification Form](#)" **OR**
2. If the Family Child Care Home is **NOT** in Family Child Care Home Education Network (FCCHEN), upload "[Employment Verification Form for programs serving low-income children](#)" **AND**
 - You must **upload** a current agency attendance form for each subsidized child. At least 51% of the children in the program **must** be subsidized to qualify for a stipend; **AND**
 - Upload a copy of the Family Child Care Home Facility License to your profile.

c. Submit, only if needed (ONLY for Persons Working in Child Development Centers):

1. Although on-line verification of your employment is preferred, you may upload to your registry profile an Employment Verification Form signed by your Program Manager. Complete and upload "[For programs that hold a California Department of Education/Early Learning and Care Division contract](#)" **OR**
2. Complete and upload "[For programs that do not hold a contract with the California Department of Education/Early Learning and Care Division.](#)" Enter the total number of children currently enrolled and of those children, the total number of subsidized children; **AND**
 - You must **upload** a current agency attendance form for each subsidized child. At least 51% of children **must** receive a child care subsidy for you to qualify for a stipend; **AND**
 - Upload a copy of the Child Development Center Facility License

Make sure to upload your documents **separately** into **My Tools & Settings**, then click on **My Documents** on the **CA ECE Workforce Registry**. For support with uploading your documents, please call (855) 645 – 0826; review the Help Desk Articles ([click here](#)) or go to "[How to upload documents on the Registry Video](#)" or [Email](#).

STEP 6: Application Review

1. Upon receipt of your application, Workforce Pathways LA Stipend Administrators will screen it for completeness and ensure that you meet the eligibility criteria to participate. If we are unable to process your application, the Stipend Administrators will send an email and you **MUST** resolve the issue within 72 hours. Applications that have missing information and/or missing supporting documents will be disqualified.
2. If you are eligible, an email notice will be sent with instructions to you by **Friday, January 14, 2022**. If you do not receive an email notice from a Stipend Administrator by **January 21, 2022**, contact the Office for the Advancement of Early Care and Education at (213) 639-6202.
3. If your application is incomplete or you are not eligible, you will be notified with an Application Disqualification email notice in early **January 2022**. You may appeal this decision. Instructions for submitting a letter of appeal are outlined in Step 7 of these instructions.

Note: *Due to the anticipated number of applications, the review process can take several weeks. Please do not call to ask about your application. For information to view your application status, go to ["Screen Shots for Editing or Viewing your Stipend Application Status."](#)*

STEP 7: Submitting a Letter of Appeal

- If you are disqualified, you may submit a letter of appeal. **Appeals must be submitted by E-MAIL ONLY to Renatta Cooper at rcooper@ph.lacounty.gov, within 72 hours of receiving a disqualification email notice.** An appeal is not the time to submit new information or supporting documents.
- Your appeal should include the following information:
 - The date your appeal letter is written
 - Your full name and Workforce Registry ID
 - Reference to the reason you were disqualified as indicated in the letter you received from the Office for the Advancement of Early Care and Education
 - A brief description of why you think the decision to disqualify your application is incorrect
- The Office for the Advancement of Early Care and Education management team reviews appeals, including review of the original application. Decisions to grant or not grant the appeal, based on whether the applicant met the application requirements and deadlines, are made within two (2) weeks of receipt of the letter of appeal. The applicant will be notified of the decision by e-mail. **ALL DECISIONS ARE FINAL.**

