COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF
EARLY CARE AND EDUCATION

FISCAL YEAR 2024-25

WORKFORCE PATHWAYS LA STIPEND PROGRAM

Please do not upload these instructions to your application profile

COUNTY OF LOS ANGELES
Public Health

WORKFORCE PATHWAYS LA – STIPEND PROGRAM

TABLE OF CONTENTS

> *FUNDING IS DEPENDENT ON THE AVAILABILITY OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES/CHILD CARE AND DEVELOPMENT DIVISION (CDSS/CCDD).*

Section 1 – Key Dates for FY 2024-25

Phase 1 – Determines that you meet the employment eligibility criteria

Open Application	Monday, September 16, 2024
Application Closes	Sunday, September 29, 2024
Step 1	Create or update your California Early Care and Education Workforce Registry profile
Step 2	Submit Application
Required documents due September 29, 2024	
Step 3	Employment verified electronically or on Employment Form
Step 4	Complete your Professional Growth Plan
Step 5 - for family child care homes and licensed child care centers	Upload Facility License
Step 6 - for family child care homes	Upload agency attendance sheets for July, August, **OR** September 2024
Step 7 - for licensed child care centers in which the majority (51% or more) of the children receive a child care subsidy from a CDSS/CDE-contracted agency	Upload agency attendance sheets for July, August, **OR** September 2024

If an applicant is accepted as a FY 24-25 Workforce Pathways Participant, the participant will be invited to move onto Phase 2.

Phase 2 - Verifies that you have met your professional growth plan and continue to meet the employment criteria

Verification deadline - Friday, February 7, 2025	
Documents due according to your selected Pathway *(To be uploaded to your Workforce Registry profile)*	1. College transcript(s) 2. Initial child development permit 3. A degree (transcript showing conferral date) 4. 21 hours of professional development 5. W9 Form (submit between January 7, 2025 - February 7, 2025)
Stipends sent to qualifying applicants	Late June of 2025

Section 2 – Overview of Workforce Pathways LA

Overview

Workforce Pathways LA is a comprehensive workforce development model that works in partnership with Quality Start Los Angeles (QSLA), the LA County quality improvement consortium. The Workforce Pathways LA (Stipend Program) provides financial incentives (stipends) to early educators for achieving professional milestones like attending 21 hours of qualifying professional development, completing college courses, obtaining an initial 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 receive child care subsidized by the California Department of Social Services/Child Care and Development Division (CDSS/CCDD) and California Department of Education (CDE).

The instructions serve as a guide for completing an application to the Stipend Program. It is important to read **the instructions** carefully and provide all information and documents as requested. Note that each program period is separate; therefore, you must submit all required documents for program Fiscal Year **2024-25. Applications that have missing information and/or missing documents will be considered incomplete and will be disqualified.**

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

Section 3 – Participant Eligibility

Do You Qualify for the WPLA Stipend Program?

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

1. **Work In Los Angeles County**

2. **Work with Children Receiving Subsidy**: Work in child development center with contract from CDSS/CDE **OR** work in a licensed center in which the majority (51% or more) of the children receive a child care subsidy from a CDSS/CDE-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 **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 **September 1, 2024, through February 7, 2025**

5. **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 Social Services/California Department of Education (CDSS/CDE)-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 CDSS/CDE-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 **September 1, 2024 through February 7, 2025.**

Section 4 – Workforce Pathways

Selecting a Professional Growth Goal (Pathway)

A professional growth plan is a document that an early educator creates, reviews often and updates as needed to guide future professional growth. As a part of Workforce Pathways LA, applicants will be asked to select **one** professional growth pathway on the on-line application that they would like to achieve during the program period 2024-25. Participants of the Workforce Pathways LA can choose the following professional growth pathways:

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

Each applicant must select one professional growth pathway to focus on during the current program year 2024-25. To earn a stipend, choose the appropriate professional growth pathway below and follow the criteria.

Stipend payment is based on the successful completion of the selected pathway

Professional Development Pathway

1. **This pathway type is ONLY available for early educators who have not completed a bachelor's degree.**
2. If the applicant's selected pathway is to attend professional development, participants must complete 21 hours of approved professional development f (i.e., West Ed training, Family Child Care at Its Best Training, etc.) or Care Courses within the program period **complete between February 1, 2024 – January 31, 2025.**
3. Trainings conducted by your organization of employment or Infrastructure Certifications with expiration dates are not accepted for stipend credit. Please refer to the **"Training Organizations on the Workforce Registry"** to see a list of approved training sponsors.
4. The professional development trainings should be related to the participant's day to day work with children.
5. If the professional development training is not recorded on **"Participants 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 7, 2025**. Please note that all certificates must have the participants name, the name of the training organization, the name of the training, and the number of professional development hours completed in this training. 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."**

College Credits Pathway

1. If the applicant selected pathway is college coursework, then participants must complete:
   a. Tier I- 6 semester units or more (9 quarter units or more) **or**
   b. Tier II- 3-5 semester units (4.5-7.5 quarter units) of eligible coursework at a community college, college, or university; **AND**
2. Complete the class(es) **between February 1, 2024– January 31, 2025; AND**
3. Pass the class(es) with a grade of "C" or better; **AND**
4. Upload transcript(s) or grade reports by **February 7, 2025. All transcripts to be considered must be uploaded during the program period year 2024-25.**

All coursework must be <u>**unit-bearing**</u> and fulfill the requirements for a degree in early childhood education, early special education, child psychology, child development, and human development. Eligible coursework is limited to the following six categories:

- **ESL** - 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.
- **Child Development Permit** - 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.
- **AA/AS degree** - 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. To see a list of LA County college advisors, visit "Academic Advisors."
- **Transfer** - 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.
- **BA/BS degree** - 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.

- **Post bachelor's classes** - 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. **Elementary Teaching Credential classes will not be accepted.**

Initial CA Child Development Permit Pathway

1. If the applicant's selected pathway is to obtain an **initial** Child Development Permit, then it **MUST** be **Issued between February 1, 2024– January 31, 2025.** 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.
2. A stipend will **only** be awarded for a participant's **first** Child Development Permit. Renewals or upgrades for Child Development permits are not eligible.
3. To qualify for a stipend, participants will need to upload a copy of their initial permit by **February 7, 2025**.

Degree Pathway

1. If the applicant's pathway is to achieve a degree, participants must complete the degree between **February 1, 2024 – January 31, 2025.**
2. Associate and bachelor's degrees will be accepted for the Degree Pathway stipend only if the degree has been completed and the applicant has a copy of their transcript showing degree has been conferred. To qualify for the stipend, participants will need to upload a copy of their transcript with degree conferral date by **February 7, 2025**. Acceptable degrees for the Workforce Pathways LA - Stipend Program include: early childhood education, early special education, child psychology, child development and human development.

Section 5 – Application Process

Creating Your California ECE Registry Profile

1. **Create a Registry Profile:** Create or **update** your California Early Care and Education Workforce Registry **"CA ECE Workforce Registry"** profile. For technical 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 "** or use **Workforce Registry Resource Website AND;**

2. **Submit FY 2024-25 Application:** Go to the CA ECE Workforce Registry at **www.caregistry.org** . For instructions on how to apply, go to **"Workforce Registry - Stipend Resources"** Or follow instructions below:
   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. Once in the ECE Registry, make sure to click on "**Stipends and Pathways**."
   d. Once in "**Stipends and Pathways,"** click on **Application**.

Welcome to the

California Early Care and Education Workforce Registry!

We are excited to welcome you to the Early Care and Education Workforce Registry for professionals in California! If you do not already have an account, please join by creating your profile.

The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children.

Completing the On-Line 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.

- **Please note, you must complete a new application every year.**
- **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 your Personal Information and if necessary, update **before** moving forward with your application. *See below screenshot to help guide you.*

Selecting Your Workforce Pathway

1. Select the **Los Angeles: Workforce Pathways LA** – Online Application**:**
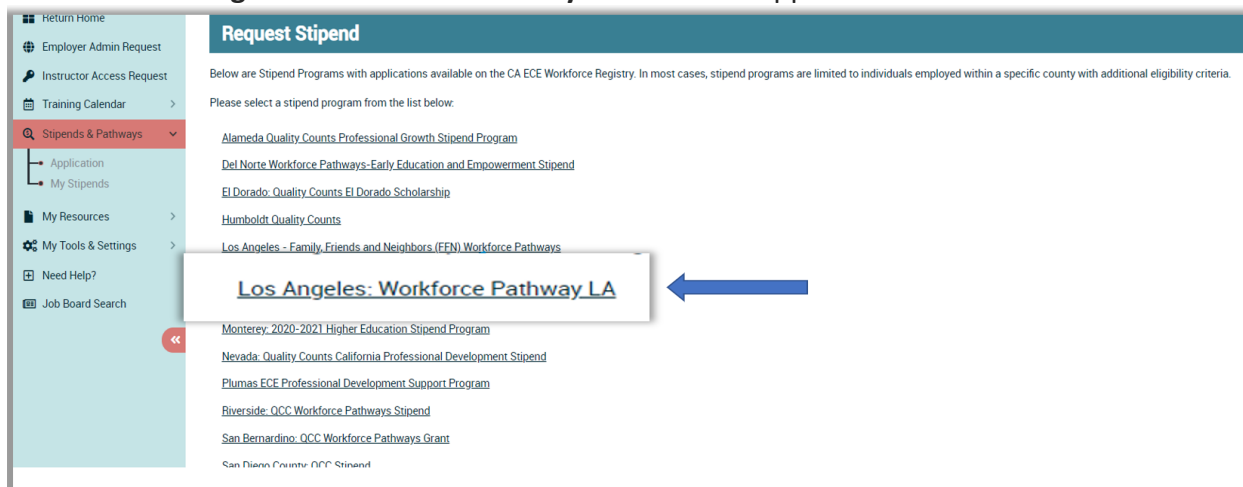
2. Please identify the qualification goal this stipend/reimbursement will help you attain.

☐ 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 Math/English Classes toward a degree

☐ Obtain a Bachelor's Degree in ECE

☐ Obtain a Child Development Permit/Renew a Permit

☐ Obtain an Associate's Degree in ECE

<u>**Stipend payment is based on the successful completion of the selected pathway.**</u>

3. Provide details below for the pathway type for which you are applying. Please ensure the details match the professional goal you have selected above.

   a. **Professional Development Pathway**

      i. Select Pathway Information, enter "various training organizations", select Pathway Detail, enter 21 and make sure these hours are <u>completed</u> throughout the stipend period for all professional development organizations. *See screen shot below to help guide you*.

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

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: •

⊕ Add Request

4. **College/University Credit Pathway:**

   a. 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.

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

You must complete between 3.00 – 6.00 semester units or 4.5 -9.00 quarter units.

Enter your student ID for the college in attendance.

You will be prompted to answer the following question when you select College Credit:

Are you enrolled in a degree program?

Please Select ⌄
Please Select
AA/AS (Associate of Arts/Science)
BA/BS (Bachelor of Arts/Science)
Other

If you are enrolled to take college coursework towards a degree, indicate which degree program you are enrolled in.

5. **Initial California Child Development Permit Pathway:**
   a. 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

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

Enter the issued date mm/dd/yyyy you are planning on acquiring your First CA Child Development Permit.

6. **College/University degree Pathway:**
   a. Select 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: •
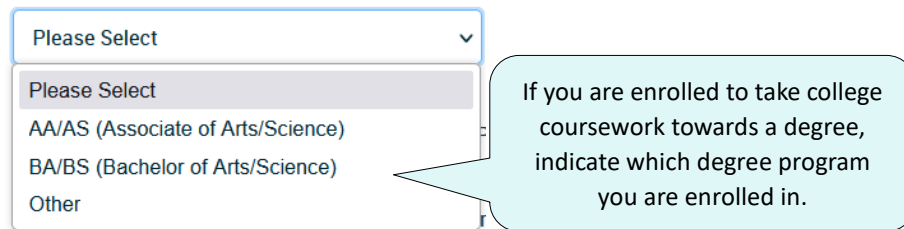
Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information, if applicable
Degree Attainment	Enter Degree Completed and College/University Name	mm/dd/yyyy	Conferral Date	Student ID

Add Request

Enter the date your degree was conferred.
If you have not graduated, enter the date 01/31/2025.

You will be prompted to answer the following question when you select Degree Attainment:

Are you enrolled in a degree program?

Please Select ⌄

| Please Select |
| AA/AS (Associate of Arts/Science) |
| BA/BS (Bachelor of Arts/Science) |
| Other |

If you are enrolled to take college coursework towards a degree, indicate which degree program you are enrolled in.

Professional Growth Plan

After submitting your Workforce Pathways LA Application, it is time to learn about how to, and create your, Professional Growth Plan on the CA ECE Workforce Registry.

1. Click on **Professional Growth Advising**, on the left menu, and then **Start a new Professional Growth Plan**

My Resources >

🏛 Professional Growth Advising ⌄

• Advisors

• Professional Growth Plan

Click here to get started.

⚙ My Tools & Settings >
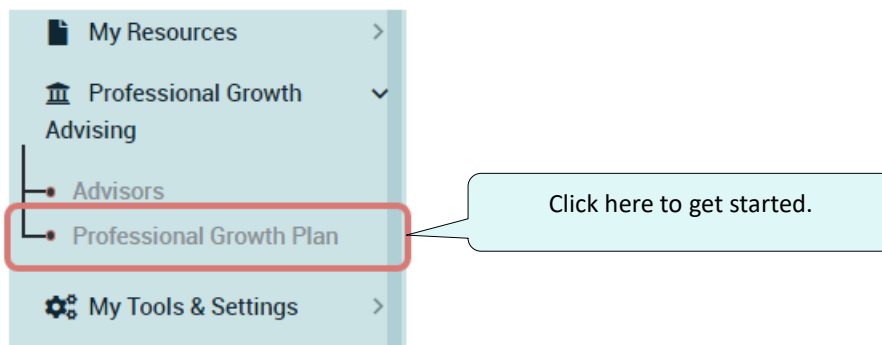
2. Click on **Start a new Professional Growth Plan**. You will be on a landing page with additional resources to support and guide you through the process of developing a Professional Growth Plan.
   a. Professional Growth Plans may include the following components:
      i. **Goals:** Milestones you wish to accomplish in alignment with your Professional and Career trajectory.
      ii. **Activities:** The things you need to complete to meet the goals you've set
      iii. **Documenting Progress:** Checking off items on your Professional Growth Plan and keeping documentation of activity progression by uploading items to your Registry Profile.

b. There are 5 different types of Professional Growth Plans identified currently in the Registry:

    i. **Self-initiated for individual use only:** This type of plan is entirely initiated by you. You will set your own goals for what you want to accomplish in your ECE career.

    ii. **Employer Requested (individual initiates sharing):** This plan aligns with the overall quality of service goals from the center/school/facility you are currently employed for. This type of plan will be accessible to your employer.

    iii. **Stipend Program Participation:** If you are eligible for your county's stipend program(s), you are **<u>required</u>** to complete a **Professional Growth Plan**. This type of plan will give Stipend Administrators a better understanding of how the pathway(s) you've applied for in their stipend program are aligned with your Professional Development and Career goals. This will support Stipend Administrators with connecting you to the right resources to help you be successful.

    iv. **Quality Counts California - Quality Improvement Plan:** This type of plan is designed to align goals with the QCC Quality Continuum Framework to improve the quality of early learning with a focus in three areas of program quality: child development and readiness for school; teachers and teaching; and program and environment quality. Typically, individuals are encouraged to select two to three Quality Improvement Goals within these areas of focus annually, recording the goal, action steps to completion, start and anticipated completion dates. Progress follow-ups may be expected at 6 and 12 months to assess adjustments and/or additional resources needed to accomplish goals.

    v. **CA Child Development Permit Upgrade/Renewal (Commission on Teacher Credentialing) Requirement**: The CTC requires a Professional Growth plan for permit renewals. This type of plan will help you and your advisor document your professional growth goals and professional growth activities you must complete over 5 years, to be able to renew your permit.

e. To get started, click here to initiate a Professional Growth Plan. If you already created a Professional Growth Plan, go to view active Professional Growth Plan.

Professional Growth Plan

A Professional Growth Plan is a useful tool to outline goals, action steps, and document progress towards professional development and career milestones.

A Professional Growth Plan is different from an Education Plan issued by an institution of higher education and is utilized to document your professional and career goals, which may be aligned with the site you are currently employed at, used to obtain and/or renew your permit, or work towards goals to complete the activities needed to be awarded a stipend (if eligible for your county's stipend program).

An Education Plan is specific to whatever program and/or institution of higher education that you are currently enrolled in and will support and guide your coursework as you work towards a degree and/or credential.

Professional Growth plans may include the following components:

- **Goals:** Milestones you wish to accomplish in alignment with your Professional and Career trajectory.
- **Activities:** The things you need to complete to meet the goals you've set
- **Documenting Progress:** Checking off items on your Professional Growth Plan and keeping documentation of activity progression by uploading items to your Registry Profile.

There are 5 different types of Professional Growth Plans identified currently in the Registry:

- **Self-initiated for individual use only:** This type of plan is entirely initiated by you. You will set your own goals for what you want to accomplish in your ECE career.
- **Employer Requested (individual initiates sharing):** This plan aligns with the overall quality of service goals from the center/school/facility you are currently employed for. This type of plan will be accessible to your employer.
- **Stipend Program Participation:** If you are eligible for your county's stipend program(s), you may be required to complete a Professional Growth Plan. This type of plan will give Stipend Administrators a better understanding of how the pathway(s) you've applied for in their stipend program are aligned with your Professional Development and Career goals. This will support Stipend Administrators with connecting you to the right resources to help you be successful.
- **Quality Counts California - Quality Improvement Plan:** This type of plan is designed to align goals with the QCC Quality Continuum Framework to improve the quality of early learning with a focus in three areas of program quality: child development and readiness for school; teachers and teaching; and program and environment quality. Typically, individuals are encouraged to select two to three Quality Improvement Goals within these areas of focus annually, recording the goal, action steps to completion, start and anticipated completion dates. Progress follow-ups may be expected at 6 and 12 months to asses adjustments and/or additional resources needed to accomplish goals.
- **CA Child Development Permit Upgrade/Renewal (Commission on Teacher Credentialing) Requirement:** The CTC requires a Professional Growth plan for permit renewals. This type of plan will help you and your advisor document your professional growth goals and professional growth activities you must complete over 5 years, to be able to renew your permit.

To learn more about the **California Early Learning Career Lattice,** click here

To learn more about the **California Child Development Permit,** click here

To get started, click here to initiate a Professional Growth Plan.

To view active Professional Growth Plans, click here.

> Click here to start your Professional Growth Plan

3. Professional Development Plan (Form)
   a. Professional Growth Plan Type: If you are using this Professional Development Plan for more than one purpose, check more than one box. Make sure you select Stipend Program Requirement, at a minimum.

1. Professional Growth Plan Type *

☐ Individual, Self-initiated

☐ Employer Recommended/Required

☑ Stipend Program Requirement

☐ Quality Counts CA - Quality Improvement Plan/Smart goals

☐ Obtain, Renew, Upgrade a CA Child Development Permit (Commission on Teacher Credentialing)

> Required: Select Stipend Program Requirement, you may select additional options

b. Select Short-Term Goal(s): These goals should align to your stipend program pathway, you must select one, you may select up to three (3):

2. Short Term Goals: What goal do you plan to complete within the next 12 months (1 year)? (Select top 3) *

- ☐ Obtain a Family Child Care Home License (from CA CDSS Community Care Licensing)
- ☐ Obtain 16 Hours of Health and Safety Training for a CCL License
- ☐ Obtain a Child Care Center License (from CA CDSS Community Care Licensing)
- ☐ Obtain training in ECE/child development
- ☐ Complete up to 21 hours of professional development
- ☐ Complete at least one to three college courses
- ☐ Complete at least six college courses
- ☐ Complete Core ECE/CD coursework
- ☐ Obtain my first Child Development Permit
- ☐ Renew my Child Development Permit
- ☐ Obtain a higher Child Development Permit
- ☐ Obtain a CA Teaching Credential
- ☐ Complete an Associate's Degree
- ☐ Complete a Bachelor's Degree
- ☐ Complete a Master's Degree
- ☐ Complete a Doctorate Degree
- ☐ Other Short Term Goal not listed, specify

> Required: Select up to three (3) short-term goals

> You can add a customized short-term goal, if you do not see it listed above

c. What do you need to achieve your short-term goal(s)?

> Required: Add text about what you need to achieve your short-term goal(s).

2.1 What do you need to achieve your short term goal? *

[text box]

d. Select Long-Term Goal(s): These goals should reflect what you want to achieve in the next 5 years. You must select one, you may select up to two (2):

3. Long term Goal: What professional development goal would you like to complete within the next 5 years? (Top 2) *

☐ Obtain a Family Child Care Home License (from CA CDSS Community Care Licensing)

☐ Obtain a Child Care Center License (from CA CDSS Community Care Licensing)

☐ Complete GED

☐ Complete on-going professional development in ECE/Child Development

☐ Complete Core ECE/Child Development Coursework

☐ Obtain your first CA Child Development Permit

☐ Renew a CA Child Development Permit

☐ Obtain a higher CA Child Development Permit

☐ Complete an Associate's Degree

☐ Complete a Bachelor's Degree

☐ Obtain a Teaching Credential

☐ Complete a Master's Degree

☐ Complete a Doctorate Degree

☐ Other Long Term Goal not listed, specify

> Required: Select up to two (2) long-term goals

> You can add a customized long-term goal, if you do not see it listed above

    e.   What do you need to achieve our long-term goal(s)?

3.1 What do you need to achieve your long term goal? *

> Required: Add text about what you need to achieve your long-term goal(s).

4. Summarized Goals: these will be populated by selecting short-term and long-term goals above:

Example 1: College Credit Pathway

4. Summarized Goals - (List of all the short and long term goals selected above)

Goal #	Goal	Goal Type
1	Complete at least six college courses	Short Term
2	Complete Core ECE/CD coursework	Short Term
3	Obtain my first Child Development Permit	Short Term
4	Complete a Bachelor's Degree	Long Term
5	Obtain a Teaching Credential	Long Term

Example 2: Professional Development Hours Pathway

4. Summarized Goals - (List of all the short and long term goals selected above)

Goal #	Goal	Goal Type
1	Complete up to 21 hours of professional development	Short Term
2	Obtain my first Child Development Permit	Short Term
3	Complete on-going professional development in ECE/Child Development	Long Term
4	Other - Take training in child development an...	Long Term

5. **Professional Growth Plan Activities:** Select from the drop-down menu on the left and fill in the information as directed.

   a. Professional Development Activity Types and Details (<u>English</u>, <u>Spanish</u>, <u>Simplified Chinese</u>)

To view a list of Activity Types and details about the type, click here, or view links above.

5. Professional Growth Plan Activities ⓘ

Activity Type	Description	Detail	Value Type	Goal Alignment	Self-Reported Status	Self-Reported Date
Please Select				- Please Select -	Please S	mm/dd/yyyy

➕ Add Activity

Required: Click Add Activity to add another activity

Please Select
Complete college/university courses
Attend conference, institute...
Provide service in a leadership role QIP
Provide service in a leadership role...
Provide service as a prof growth advisor...
Conduct educational research...
Perform systematic programs of observ...
Participate in a program of indep study...
Improve basic skills
Participate in creative endeavors
Complete Cardiopulmonary Resuscitation (CPR) or First Aid
Other

Required: Add information specific to the activity selected

WPLA activities fall into these two (2) categories for the following Pathways:
1. Professional Development Hours
2. Initial CA Child Development Permit
3. College Coursework
4. Degree Attainment

College Course/Degree Pathway Example

Start by entering College Course, College Name in progress or will be completed between February 1, 2024, to January 31,

Select Short-Term Goal that it aligns with from section 4. Summarized Goals

5. Professional Growth Plan Activities

Activity Type	Description	Detail	Value Type	Goal Alignment	Self-Reported Status	Self-Reported Date
Complete college/university cour:	Child Development/Curriculum, LACC	3	Semester	Short Term: Complete Core ECE/C	Complete	05/31/2024
Complete college/university cour:	Math 10, LACC	3	Semester	Short Term: Complete at least six	Complete	05/31/2024
Complete college/university cour:	English 1A, LACC	3	Semester	Short Term: Complete at least six	Complete	05/31/2024
Complete college/university cour:	Bachelors, CSU Northridge	60	Semester	Long Term: Complete a Bachelor'	Future	05/31/2026

⊕ Add Activity

Enter units for course and if Semester or Quarter Units

Indicate the status of the course and complete date or anticipated completion date

Add Activity: Enter activities until you have Short-Term and Long-Term Goals in Section 4. Summarized Goals completed.

PD Pathway Example

Start by entering training and College Course, College Name in progress or will be completed between February 1, 2024, to January 31, 2025

Select Short-Term Goal that it aligns with from section 4.

5. Professional Growth Plan Activities

Activity Type	Description	Detail	Value Type	Goal Alignment	Self-Reported Status	Self-Reported Date
Attend conference, institute...	Anti-Racist, Anti-Bias	4	Hours	Short Term: Complete up to 21 hc	Complete	05/31/2024
Attend conference, institute...	Child Development Various	17	Hours	Short Term: Complete up to 21 hc	In-Progress	01/31/2025
Complete college/university cour:	Infant/Toddler Caregiving, LACC	3	Semester	Short Term: Renew my Child Deve	In-Progress	12/31/2024
Complete college/university cour:	Programs/Curriculum, LACC	3	Semester	Short Term: Renew my Child Deve	Future	05/31/2025

⊕ Add Activity

Enter hours for training and units for course and if Semester or Quarter Units

Indicate the status of the course or training complete date or anticipated completion date

Add Activity: Enter activities until you have Short-Term and Long-Term Goals in Section 4. Summarized Goals completed.

6. Indicate if you are currently enrolled in a degree program and which degree you are pursuing: If you are not currently enrolled in a community college or university, select No.

6. Are you enrolled in a degree program? *

| Yes | ⌄ |

6.1 Select Degree Program *

| Associates | ⌄ |

7. Indicate if you would like to be connected to an advisor to support you in your professional growth/development.

7. My Advisement Preferences

Would you like to receive Career/Professional Growth Advisement on your Professional Growth Plan? *

| Yes | ⌄ |

7.1 What type of advisement would meet your needs? *

| Group and Individual | ⌄ |

7.2 What are the best days and times to participate in advisement? (select all that apply) *

☐ Monday - Friday: Mornings
☐ Monday - Friday: Afternoons
☑ Monday - Friday: Evenings
☑ Saturday - Sunday: Afternoons
☑ Saturday - Sunday: Mornings

| Submit Professional Development Plan | Save For Later | Cancel |

8. To continue
   a. Submit your Professional Development Plan: when all sections are completed, Submit your Professional Development Plan
      i. You will be taken to **My Professional Growth Plans**

My Professional Growth Plans

- To view/edit your Professional Growth Plan, click on the hyperlink in Status.
- To view/download your Professional Growth Plan, click View.
- To view/download your Education and Training Report, click View.

You can see details about your Professional Growth Plans and edit a plan

| Status Date	PGP ID	Status	PG Plan Type	CTC Permit on File	PGP PDF	Education and Training Report	Edit
08/29/2024	3	Submitted	Individual, Self-initiated	Yes	View	View	✎
09/05/2024	12	Submitted	Stipend Program Requirement	Yes	View	View	✎

Showing 1 to 2 of 2 entries

Start a new Professional Growth Plan
Go To Home

You can only have 4 Plans at any given time. You should limit the number of plans you have and build on them instead of starting over.

| Previous | 1 | Next |

b. Save for Later: pick up where you left off.
c. Cancel: erases the data and does not save
9. To view your Professional Growth Plans at any time
a. Click on **Professional Growth Advising** and then **Professional Growth Plan**
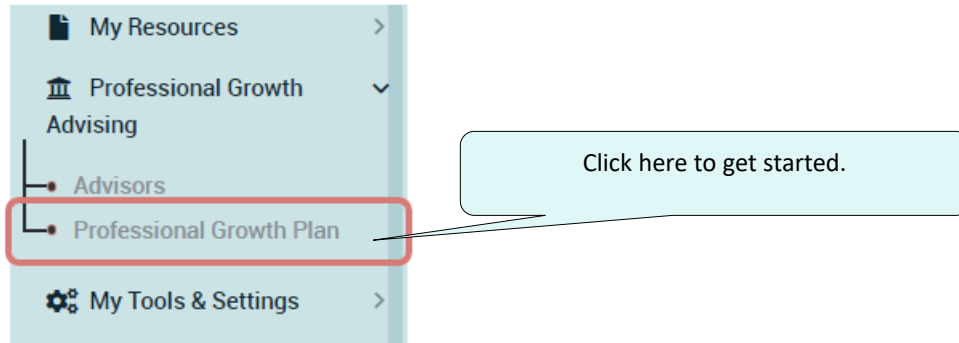
10. To view a PDF Version of your completed professional Growth Plan or Education and Training Report (with verified qualification data)

Uploading Required Documents

Employment Information

1. Employer
   a. 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"**
2. Job Title
   a. Verify that your **Job Title** has 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 most likely do not qualify for a stipend. However, job titles such as "teacher/director" are permissible.

3. Start Date
    a. Enter the first day of employment at your current employment site.
4. Ages Served
    a. Enter the ages of children with which you work.

Confirm and Continue

Click on **Confirm and Continue** to be directed to specific questions for the Workforce Pathways LA - Stipend Program.

1. Once you read about Workforce Pathways, click **Continue to On-Line Application.**
2. Statement of Understanding: Once you read the Statement of Understanding and you agree to the terms and conditions, click **Submit Stipend Application**. Completion of the application is agreement to the terms and conditions listed on the Statement of Understanding. If you do not agree to the terms and conditions, the **CANCEL** button should be selected to return to the **home** page.

After you submit your application, an **APPLIED E-MAIL** is sent to the e-mail address on your CA ECE Workforce Registry Profile. Please note that you have completed the first phase of the application and you must submit the required documents to complete your application.

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 complete the required documents.**

1. **Required of all Applicants:**

    a. All Applicants must submit Employment in Los Angeles County Verification. If your employer does not have employer admin access, they can contact the Registry team for more information or click **"Employer Administrative Access Request Submission" or "Requesting Employer/Program Administrative Access Help Sheet"**

    b. **NEW TAB AVAILABLE** on the **CA ECE Workforce Registry** for creating a "Professional Growth Plan."
        • All applicants **must** complete and submit a "Professional Growth Plan" for fiscal year 2024-2025.

    c. All underlined participants must complete and upload a current W9 Form to their profile between **January 7, 2025 – February 7, 2025.**

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

a. If the Family Child Care Home is in a Family Child Care Home Education Network (FCCHEN), complete and upload a "Family Child Care Home Education Network Verification Form" *OR*

b. 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**

3. You must <u>upload</u> a current agency attendance sheet for each subsidized child. To qualify for a stipend, at least 51% of the children in the program <u>must</u> receive a child care subsidy at the time of application submission. All agency attendance sheets must be in the same month **(July, August, OR September 2024 are accepted); AND**

4. Upload a copy of the Family Child Care Home Facility License to your profile.

5. **Required ONLY for Persons Working in Child Development Centers:**

6. 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 Social Services or California Department of Education contract" **OR**

7. Complete and upload "For programs that **do not** hold a contract with the California Department of Social Services or the California Department of Education." Enter the total number of children currently enrolled and of those children, the total number of subsidized children; **AND**

8. You must <u>upload</u> a current agency attendance sheet for each subsidized child. To qualify for a stipend, at least **51% of the children in the program <u>must</u> receive a child care subsidy at the time of application submission. All agency attendance sheets must be in the same month (July, August, OR September 2024 are accepted); AND**

9. **Upload a copy of the Child Development Center Facility License to your profile.**

Please note, if your job title is "Director/Teacher" or "Site Supervisor/Teacher," you must upload Employment Verification form signed by a program manager.

Required documents can also be accessed at https://childcare.lacounty.gov.

Section 6 – Accepted Program Participants

What is a Workforce Pathways LA participant?

- **WPLA Applicant:** An early educator who has applied for the WPLA Stipend Program is a WPLA applicant.
- **WPLA Participant**: An early educator who is eligible for the WPLA Stipend Program and has been __accepted__ to participat**e** in the current program year.

What happens after an early educator submits their application?

Upon receipt of an application, Workforce Pathways LA Stipend Administrators will screen it for completeness and ensure that meet the eligibility criteria to participate. If staff are unable to process your application, WPLA staff will send an email and applicants __MUST__ resolve the issue **within 10 business days.** Applications that have missing information and/or missing supporting documents will be disqualified. If an application is incomplete or the applicant is not eligible, applicants will be notified with an Application Disqualification email notice by *January 2025*. You may appeal this decision and appeal instructions can be found on page 16 of the instructions.

Note*: Due to the anticipated number of applications, the review process can take several weeks. WPLA asks for patience through this process. For information on how to view an application status, go to **"Screen Shots for Editing or Viewing your Stipend Application Status."***

What Do I Need to Know if I have been Accepted to Workforce Pathways LA for FY 2024-2025?

If an applicant is accepted to Workforce Pathways LA for FY 2004-2005, they must complete the following next steps:

Step 1: Upload a 2025 W9 Form
Accepted participants will need to upload a completed 2025 W9 in order to be eligible for a stipend payment. W9 uploads will only be accepted between January 7, 2025 - February 7, 2025. Workforce Pathways stipend payments cannot be processed without a 2025 W9.

Step 2: Uploading Verification Documents

If an early educator is accepted to the program, the participant will need to upload documents verifying completion of the "Pathway" they selected for the program year. As a reminder, the pathways are:

- Professional Development Pathways
- College Coursework Pathways
- Child Development Permit Pathway
- Degree Pathways

To learn more about the documents to be uploaded for each pathway, review **Section 4 - Workforce Pathways,** in the instructions. All documents verifying completion of your pathway goal must be uploaded by February 7, 2025, to be considered for a stipend. Workforce Pathways LA staff will review verification documents in Spring 2025. If a participant has completed their pathway goal and submitted verification documents by the required deadline, then the participant will be approved for a **stipend payment.** Workforce Pathways LA stipend payments will be mailed by June 30, 2025. Stipend checks are only distributed via USPS.

Section 7 – College and Career Advisement

- What Is college and career advisement?
  - College and career advisement helps early educators plan for their future in early care and education. Workforce Pathways LA advisors help early educators determine education and career goals and how to achieve them.

- What type of advisement is available to Workforce Pathways participants?
  - Workforce Pathways LA Advisement offers individual and small group sessions. Sessions are virtual and available on weekday mornings, afternoons and evenings, as well as Saturday mornings. Some sessions are even offered in Spanish!

- What are examples of college advisement topics?
  - Degrees in Early Care and Education
  - Classes for a Child Development Permit
  - Transferring from a Community College to a 4-year University
  - Understanding General Education Courses
  - Open Advisement: Come Ask your Questions

- What are examples of professional development advisement topics?
  - How to Find Free Early Care and Education Trainings
  - Gateways to a Child Development Permit
  - Open Advisement: Come Ask your Questions
- How to Register for an Advisement Clinic?
  - Registration for advisement is easy. Simply email the advisement liaison below:
    - College advisement – peachadvising@gmail.com
    - Professional Development advisement – LA.ECEAdvising@ccala.net

Also, individual advisement sessions are available for both college and professional development. Simply email the advisement team to learn more.

Section 8 – Appeal Process

Appealing an Application Denial:

If an application to Workforce Pathways LA is denied, the applicant may submit a letter of appeal. Appeals must be submitted by **E-MAIL ONLY** to WorkforcePathwaysLA@ph.lacounty.gov within **10 business days** of receiving a disqualification email notice. An appeal is not the time to submit new information or supporting documents. An appeal must include the following information:

- Date of the appeal letter
- Applicant's full name
- Applicant's Workforce Registry ID
- Reason applicant was disqualified as indicated in the denial email
- Brief description of why the decision to disqualify the application is incorrect

Appealing a Stipend Denial:

If an accepted Workforce Pathways LA participant is denied a stipend payment, the applicant may submit a letter of appeal. Appeals must be submitted by **E-MAIL ONLY** to WorkforcePathwaysLA@ph.lacounty.gov within **10 business days** of receiving a denial email notice. An appeal is not the time to submit new information or supporting documents. An appeal must include the following information:

- Date of the appeal letter
- Applicant's full name
- Applicant's Workforce Registry ID
- Reason applicant was disqualified as indicated in the denial email
- Brief description of why the decision to disqualify the application is incorrect

The Office for the Advancement of Early Care and Education's 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**

Section 9 – Contact Information

If you have any questions about Workforce Pathways LA, please feel free to reach out to the program staff. If you are eligible to participate in Workforce Pathways' LA and you do not receive an e-mail notice from a Stipend Administrator by ***January 20, 2025***, contact the Office for the Advancement of Early Care and Education staff at:

- Claudia Valle - clvalle@ph.lacounty.gov (Bilingual – Spanish Speaking)
- Elizabeth Casprowitz - ecasprowitz@ph.lacounty.gov (Bilingual – Spanish Speaking)