WORKFORCE PATHWAYS LA STIPEND PROGRAM

CYCLE 7 • FISCAL YEAR 2026-2027



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

County of Los Angeles Public Health

WORKFORCE PATHWAYS LA – STIPEND PROGRAM

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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 2026-27

PHASE 1

Determines that you meet the employment eligibility criteria

Open Application	Wednesday, September 16, 2026
Application Closes	Wednesday, September 30, 2026
Step 1	Create or update your California Early Care and Education Workforce Registry profile
Step 2	Submit Application
Required documents due September 30, 2026	
Step 3	Employment verified electronically or on the Employment Form Dated after 9/1/2026
Step 4	Create or update your Professional Growth Plan between 9/1/26-9/30/26.
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 2026
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 2026

If an applicant is accepted as a Cycle 7 participant in the FY 2026–27 Workforce Pathways LA program, they will be invited to advance to Phase 2.

PHASE 2

Verifies that you have achieved your selected WPLA Pathway Type and met the employment criteria.

Verification deadline - Thursday, February 4, 2027	
Documents due according to your selected WPLA Pathway Type ***(To be uploaded to your Workforce Registry profile)***	• College transcript(s) • Initial child development permit • A degree (transcript showing conferral date) • 21 hours of professional development • 2027 W9 Form (signed and submitted between January 2, 2027- February 4, 2027)
Stipends sent to qualifying applicants	Beginning July 1, 2027

SECTION 2 – OVERVIEW OF WORKFORCE PATHWAYS LA

OVERVIEW

Workforce Pathways LA (WPLA) is a workforce development program that supports early educators in advancing their careers. In partnership with Quality Start Los Angeles (QSLA), WPLA provides professional growth opportunities and financial incentives to eligible early educators working in Los Angeles County.



The WPLA Stipend Program recognizes and rewards early educators who achieve important professional milestones, including:

- Completing 21 hours of approved professional development training
- Completing college coursework
- Obtaining an initial Child Development Permit
- Earning an associate or bachelor's degree

The program is available to eligible early educators who work in child care centers or family child care homes that primarily serve children receiving subsidized child care through California state-funded subsidies by the California Department of Social Services/ Child Care and Development Division (CDSS/CCDD) and the California Department of Education (CDE).

This Participant Guide provides step-by-step instructions on how to apply for the WPLA Stipend Program. Please read all instructions carefully and submit all required information and supporting documents by the stated deadlines.

Each program year is separate. Even if you have participated in Workforce Pathways LA in the past, you must complete a new application and resubmit all required documentation for Cycle 7, Fiscal Year 2026-2027.

Incomplete applications, missing information, or missing required documents will not be considered for participation.

This guide also explains the application process, appeal process, and important deadlines throughout the program year.

SECTION 3 – PARTICIPANT ELIGIBILITY

DO YOU QUALIFY FOR THE WPLA STIPEND PROGRAM?

To be eligible to apply for a stipend, all 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.

3. **Work Directly with Children:** Work directly teaching children in a classroom on a consistent and continual basis at least 15 hours per week as a teacher, teacher/director (those with dual roles), teacher aide/assistant, or substitute.

4. **On-Going Employment:** Maintain employment at an eligible child development center located in the County of Los Angeles from September 1, 2026, through December 31, 2026.

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
   - 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
   - Have a family child care home facility license in the County of Los Angeles and be in operation.

SECTION 4 – WORKFORCE PATHWAYS

SELECTING A PATHWAY TYPE

As a part of Workforce Pathways LA, applicants will be asked to select one pathway type on the online application that they would like to achieve during Cycle 7 for Fiscal Year 2026-27.

Applicants of the Workforce Pathways LA can choose the appropriate pathway type:

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

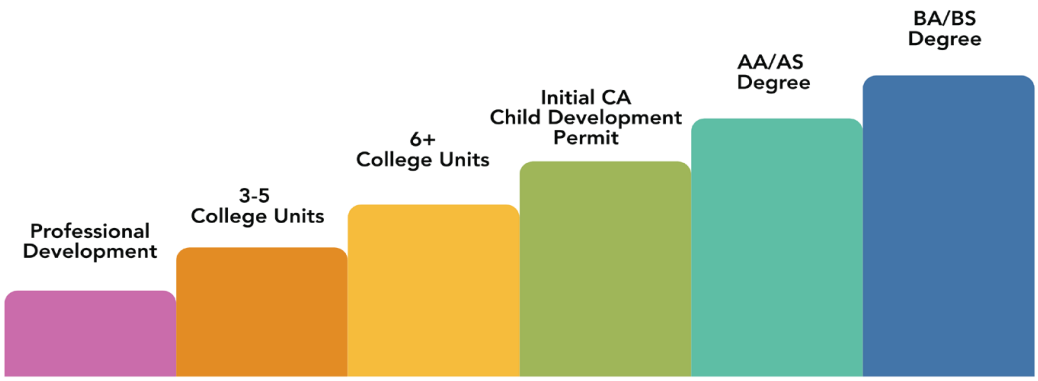
Each applicant must select one pathway type to focus on during **Cycle 7 for Fiscal Year 2026-27.** To earn a stipend, choose the appropriate pathway below and follow the criteria.

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

Stipend Program Financial Incentive

Pathway Tiers

Climbing the ladder can boost your earnings.



► 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 type is to attend professional development, participants must complete 21 hours of professional development from the approved training organization list between February 1, 2026 – January 31, 2027.**

3. **Trainings conducted by your organization of employment or Infrastructure Certifications with expiration dates are not accepted for stipend credit. Please refer to the "2026-2027 WPLA Stipend Program Accepted Training Organizations " to see a list of approved training sponsors.**

   The professional development training must be related to the participant's day-to-day work with children. It cannot be mandatory or required trainings, such as CPR, First Aid, Mandated Child Abuse Reporter Training, or other employer-required trainings. Duplicate training titles will not be counted toward the required professional development hours.

4. 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 4, 2027. Please note that all certificates must have the participant's 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 toolbar "My Tools & Settings" and click on "My Education & Training Report."

► COLLEGE CREDITS PATHWAY

1. If the applicant's selected pathway type 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, 2026– January 31, 2027; AND**
3. Pass the class(es) with a grade of "C" or better; **AND**
4. Upload official or unofficial transcript(s) by **February 4, 2027.**
   All transcripts to be considered must be uploaded during the **Cycle 7 period.**

All coursework must be **unit-bearing** and fulfill the requirements for a degree in one of the following majors.

- ☐ Child Development
- ☐ Child and Adolescent Development
- ☐ Human Development
- ☐ Early Childhood Education
- ☐ Child and Family Studies
- ☐ Early Childhood Studies
- ☐ Family Science
- ☐ Human Development and Family Science
- ☐ Child, Adolescent, and Family Studies
- ☐ Liberal Arts and Sciences: Behavioral and Social Sciences

ELIGIBLE COURSEWORK CATEGORIES

To qualify for stipend credit, all classes must be ECE enhancement courses. Coursework must fall into one of the six categories below:

☐ **English as a Second Language (ESL)**
If you need to improve your English skills to take college courses toward a child development degree, you may take ESL classes at a community college—if recommended by your college.

☐ **Child Development Permit**
If you don't yet have a Child Development Permit from the California Commission on Teacher Credentialing (CTC), you should take the required child development or general education classes. If you already have a permit, you can take classes to upgrade or renew it.

☐ **Associate Degree (AA/AS)**
If you don't have an associate degree, you may take child development or general education classes, including prerequisites for transfer to a four-year college. Check with your college advisor to confirm that a class is transferable.

☐ **Transfer Program (AA-T/AS-T Degrees)**
If you're planning to transfer to a CSU or UC, your program should lead to an AA-T or AS-T degree. These degrees ensure your classes transfer and may offer priority admission. Speak with your academic advisor to make sure your courses align with your transfer plan and Workforce Pathways LA-approved degrees.

☐ **Bachelor's Degree (BA/BS)**
If you're enrolled at a four-year university pursuing a BA or BS degree, you may take general education or degree-related classes. Unit-bearing extension or continuing education courses may also be eligible. Elementary Teaching Credential classes will not be accepted.

☐ **Post-Bachelor's Coursework**
If you already hold a BA/BS or higher, take courses directly related to your work in early childhood education. Topics may include special needs, diversity, dual language learners, parent engagement, or advanced child development. Unit-bearing extension or continuing education courses may be eligible. Elementary Teaching Credential classes will not be accepted.

► INITIAL CA CHILD DEVELOPMENT PERMIT PATHWAY

1. If the applicant's selected pathway type is to obtain an **initial** Child Development Permit, then it **MUST** be **Issued between February 1, 2026– January 31, 2027.**

   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 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 4, 2027**.

► DEGREE PATHWAY

1. If the applicant's pathway type is to achieve a degree, participants must complete the degree between **February 1, 2026 – January 31, 2027.**

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 by **February 4, 2027**. Acceptable degrees for the Workforce Pathways LA - Stipend Program include:

   - ☐ Child Development
   - ☐ Child and Adolescent Development
   - ☐ Human Development
   - ☐ Early Childhood Education
   - ☐ Child and Family Studies
   - ☐ Early Childhood Studies
   - ☐ Family Science
   - ☐ Human Development and Family Science
   - ☐ Child, Adolescent, and Family
   - ☐ Liberal Arts and Sciences: Behavioral and Social Sciences

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.

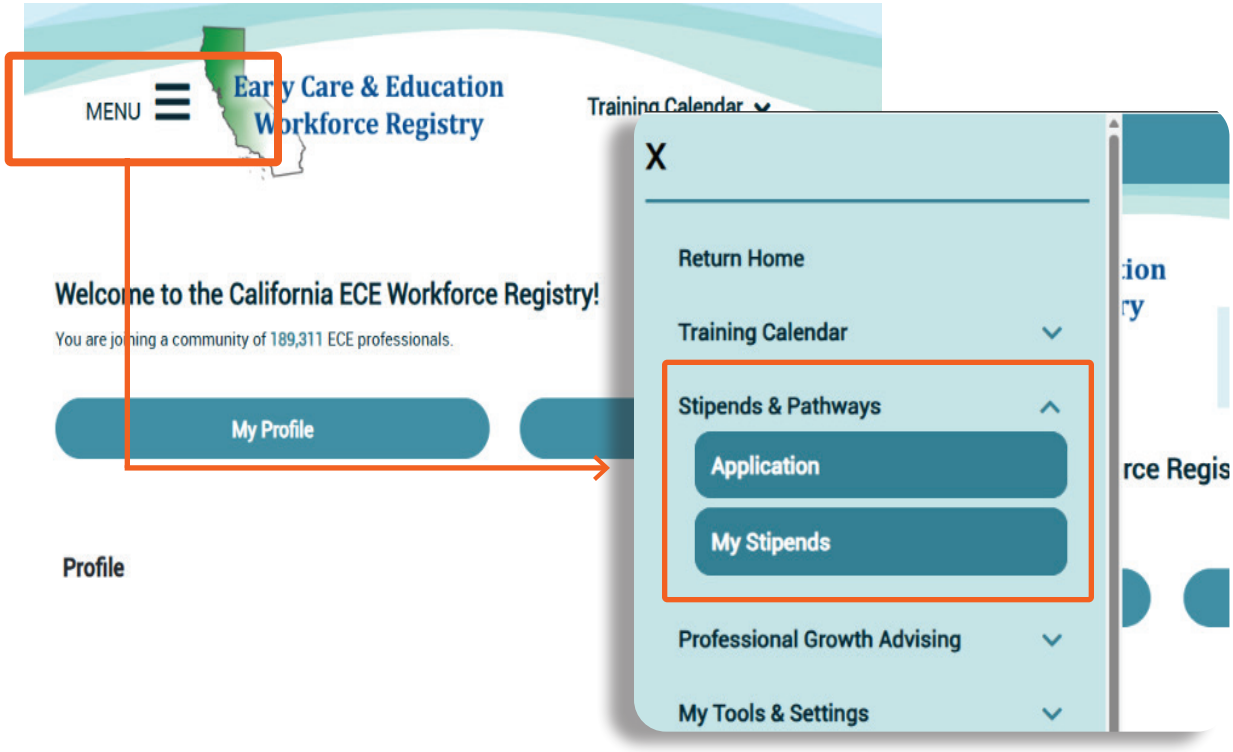
   For instructions on how to register, go to **"Creating a User Account "** or use **Workforce Registry Resource Website** **AND**



2. **Submit Cycle 7 FY 2026-27 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. Click on "**My Profile"** to update your current information. Make sure you do this every WPLA Stipend cycle.

   b. To submit your stipend application, click on "**Stipends and Pathways**" under the Menu tab in the left corner.



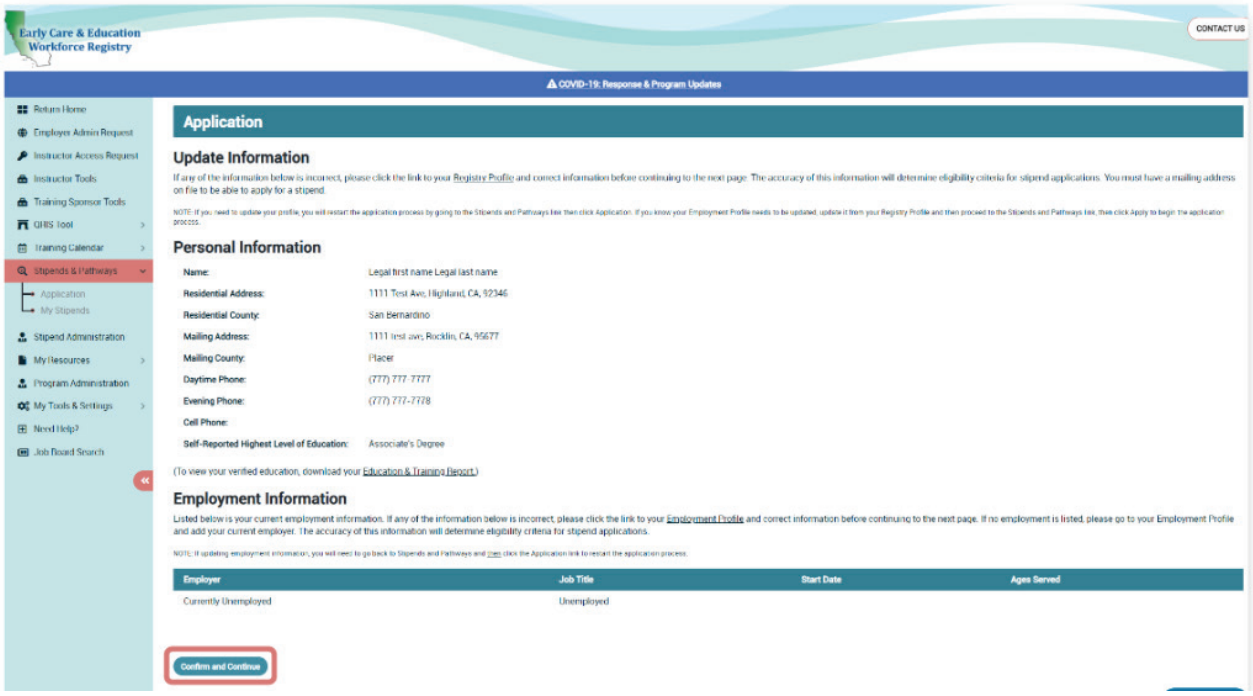
a. Once on "**Stipends and Pathways,**" click on **Application.**

► COMPLETING THE ONLINE 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. You must notify WPLA staff immediately of address changes.**
- **Failure to keep a current address on your Workforce Registry profile will result in significant delays in receiving your check.**

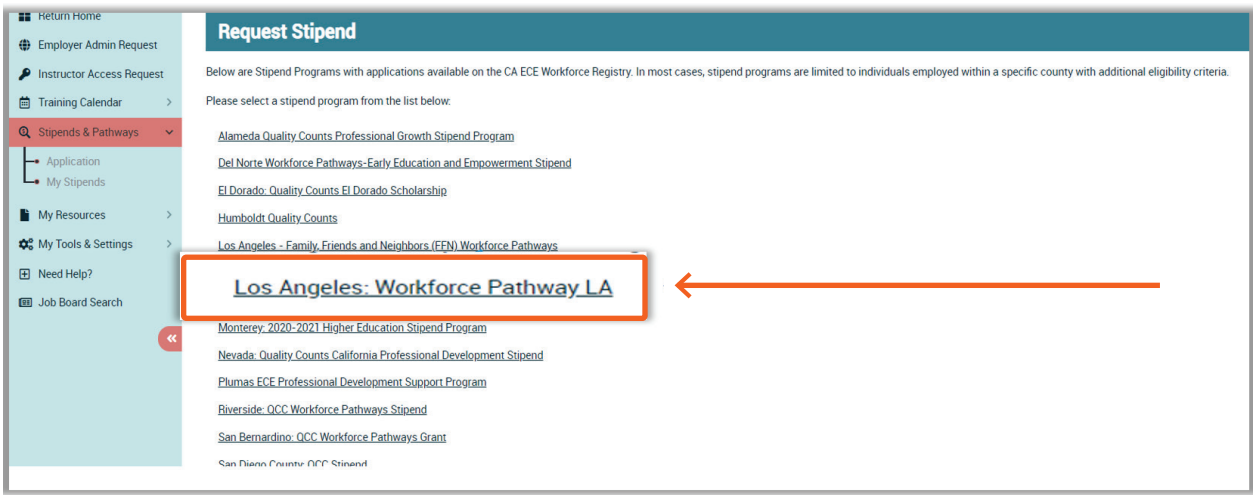
Please verify the accuracy of your Personal Information and if necessary, update **before** moving forward with your application. *See below screenshot to help guide you.*



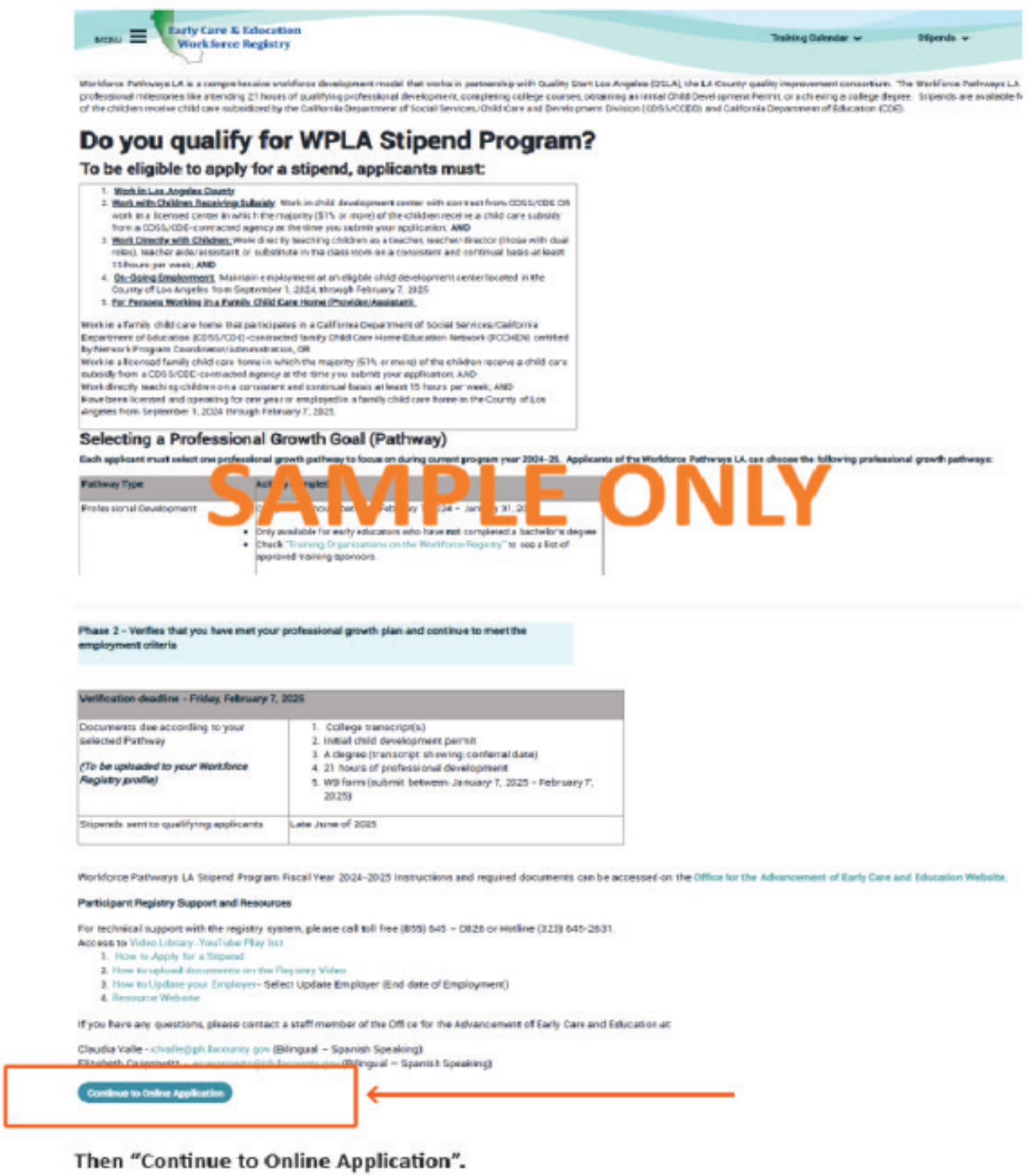
Click on **Confirm and Continue** to be directed to specific questions for the Workforce Pathways LA - Stipend Program.

► SELECTING LOS ANGELES: WORKFORCE PATHWAYS LA

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



2. The next screen will be the “Do You Qualify for Workforce Pathways Los Angeles Stipend Program?”.



Then “Continue to Online Application”.

3. Please identify the WPLA Stipend Pathway qualification goal.
   Pathway completion must be completed between **February 1, 2026, through January 31, 2027.**

- ☐ Complete 21 hours of Professional Development
- ☐ Complete Coursework Towards a Degree
- ☐ Complete Early Care and Education/Child Development (ECE/CD) classes toward a degree
- ☐ Comple 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

Stipend payment is based on the successful completion of your selected pathway type.

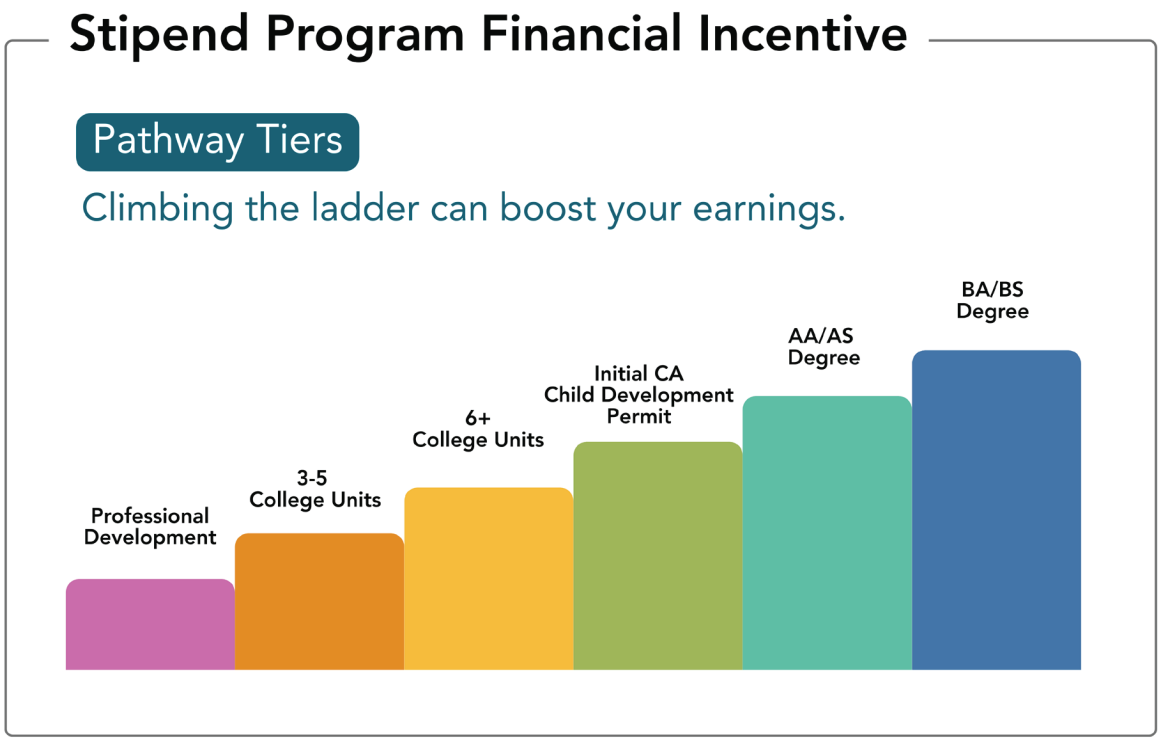
WPLA STIPEND PROGRAM PATHWAYS

1. **Professional Development**
   Completing 21 hours

2. **College Credit**
   3 or more units with a C or better

3. **Child Development Permit** (Must be your first permit)

4. **Degree** (Associate or Bachelors in Child Development or Early Childcare Education)

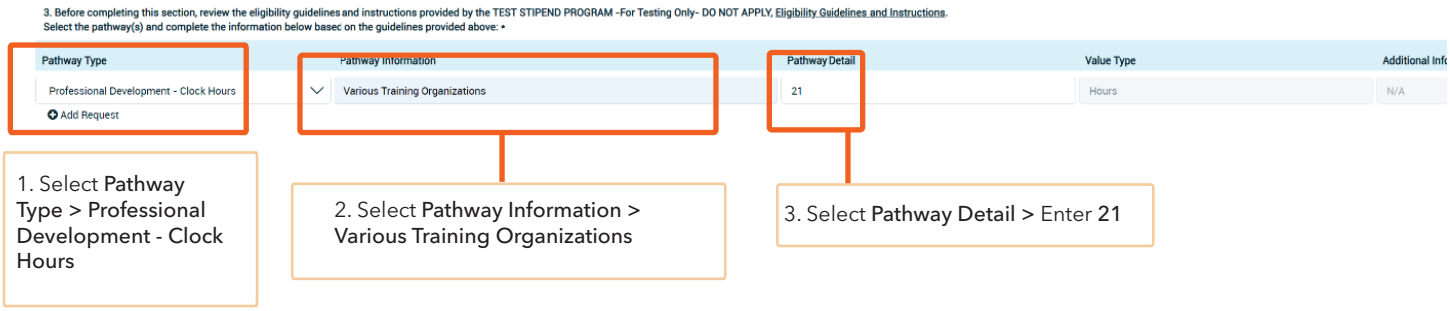


► SELECTING A PATHWAY TYPE

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

I. PATHWAY TYPE- PROFESSIONAL DEVELOPMENT

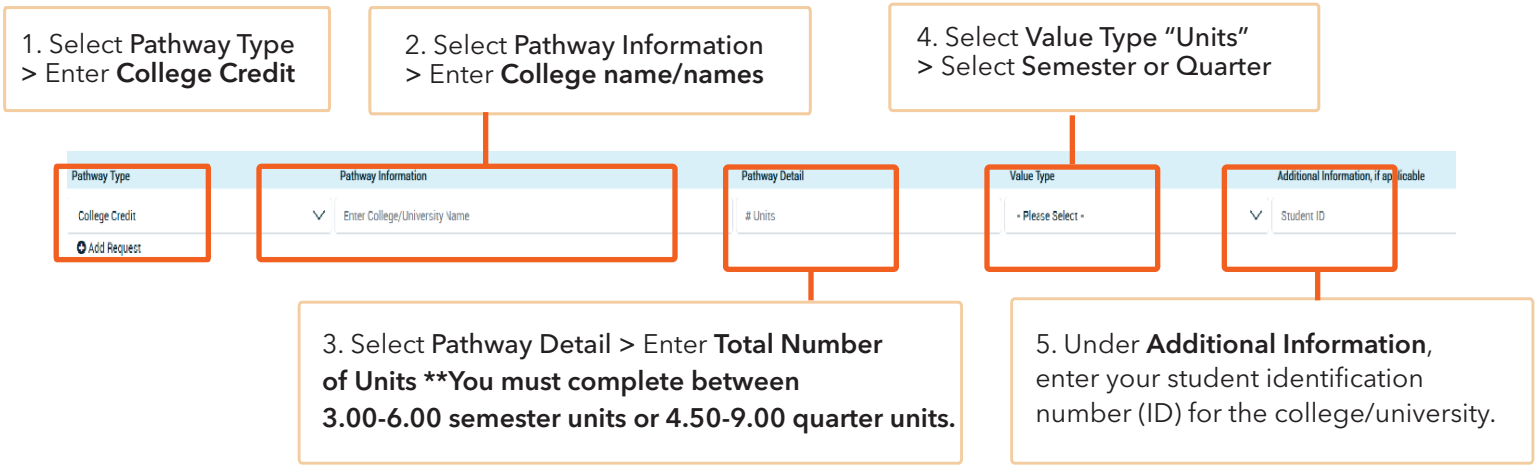
A. Select Pathway Type: Professional Developmet-Clock Hours, enter "various training organizations", select Pathway Detail, enter 21 and make sure these hours are completed throughout the stipend period for all professional development organizations. See screen shot below to help guide you.



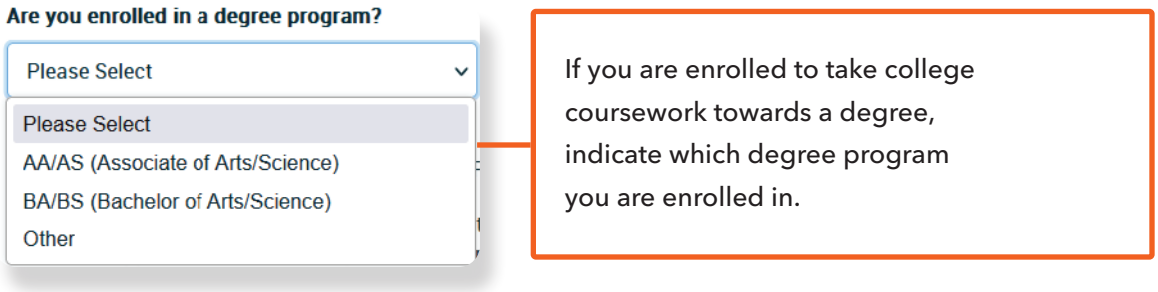
II. PATHWAY TYPE - COLLEGE/UNIVERSITY CREDIT

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

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



When you select College Credit, you will be prompted to answer the following question:



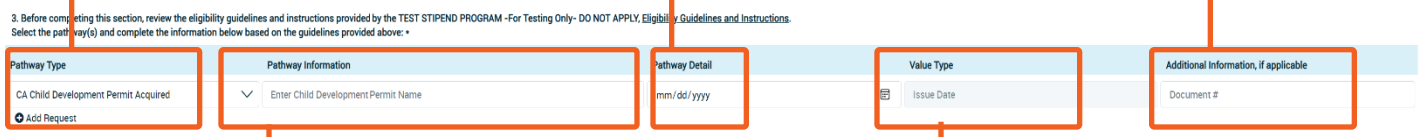
III. PATHWAY TYPE - INITIAL CALIFORNIA CHILD DEVELOPMENT PERMIT

A. Select Pathway Type: **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.

1. For **Pathway Type** > Select **CA Child Development Permit Acquired**

3. Select **Pathway Detail** > Enter the issued date mm/dd/yyyy for when you are planning on acquiring your First CA Child Development Permit

5. Under Additional Information> Enter the name of the permit you are requesting/have been issued.



2. Under **Pathway Information** > Enter **Child Development Permit Name**

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

IV: PATHWAY TYPE - COLLEGE/UNIVERSITY DEGREE

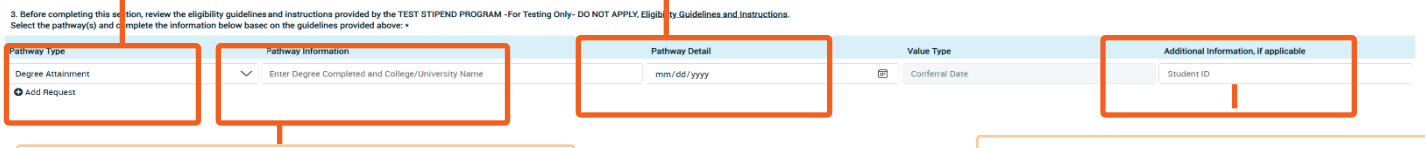
A. Select Pathway Type: **Degree Attainment**, enter *degree level*, major/field, and name of *college/university*, select *Pathway Detail* and enter conferred date mm/dd/yyyy. For *Additional information*, enter student ID for college/university in attendance. See screen shot below to help guide you.

1. For **Pathway Type** > Select **Degree Attainment**

3. Select **Pathway Detail** > Enter **conferred date mm/dd/yyyy**

Enter the date your degree was conferred.

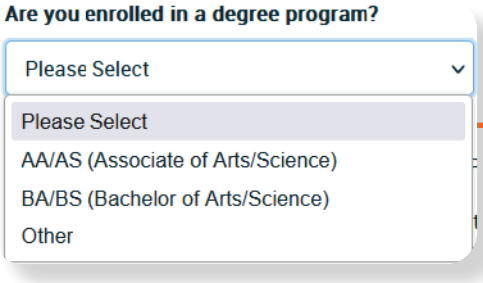
If you have not graduated, enter the date 12/31/2026.



2. Under **Pathway Information** > Enter **Level of degree, major/field, and name of college/university**

5. Under Additional Information> Enter your student ID for the college/ university in attendance.

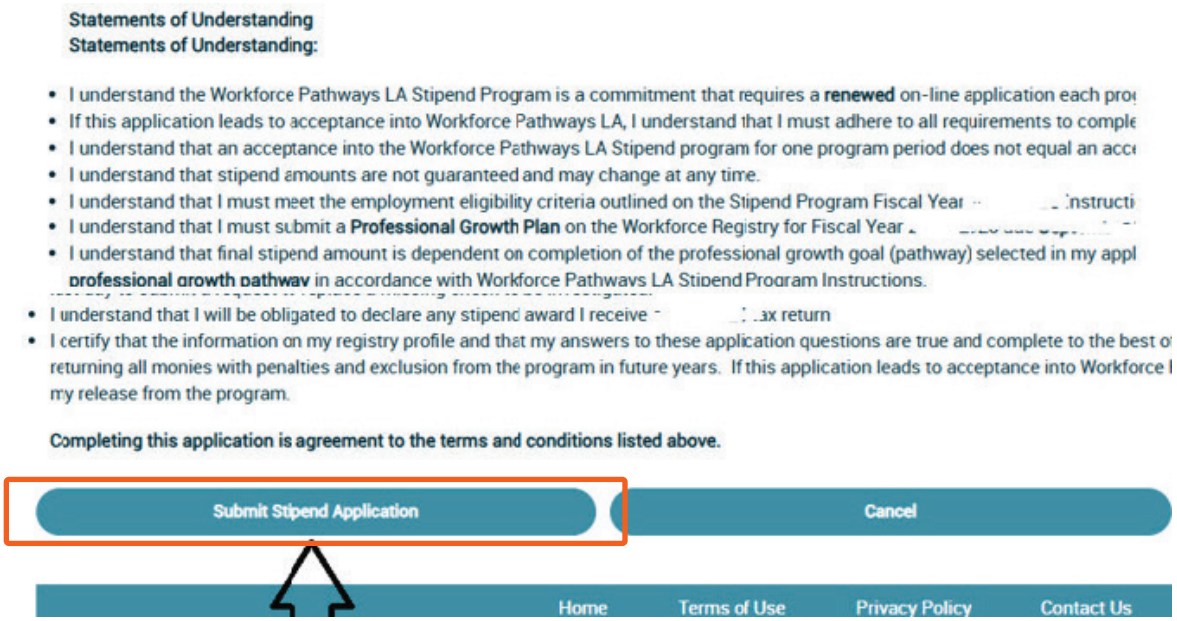
You will be prompted to answer the following question when you select Degree Attainment:



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

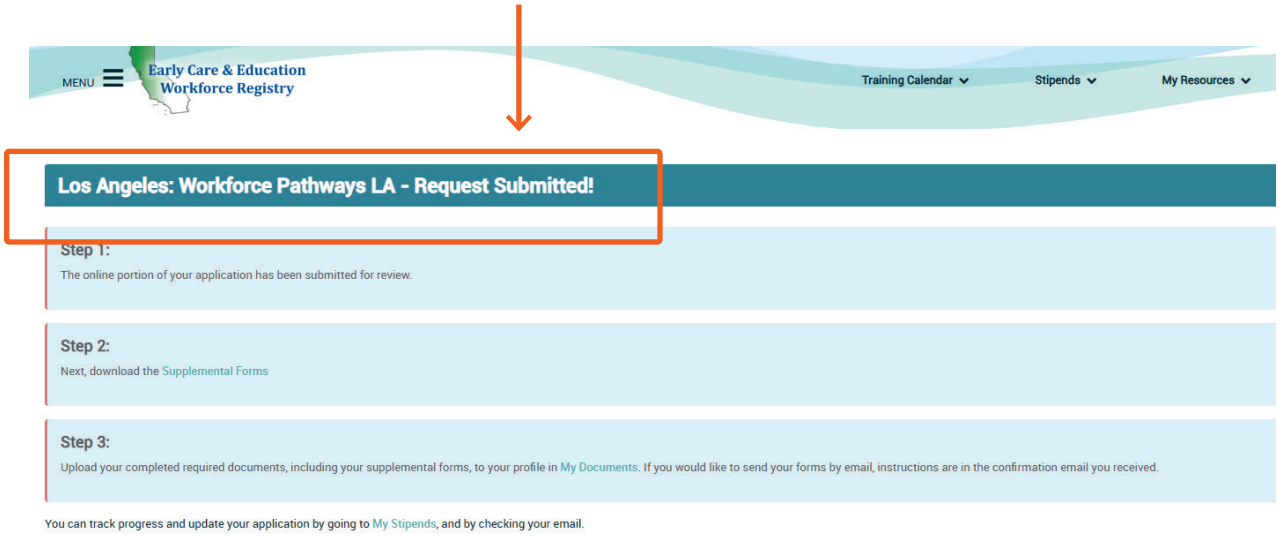
► STATEMENT OF UNDERSTANDING

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 or do not at this time want to submit your application, 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 (see below). Please note, your application is not considered complete until you complete the required documents. **Lastly, you will reach the "Los Angeles: Workforce Pathways LA-Request Submitted!" Screen.**



► PROFESSIONAL GROWTH PLAN

After submitting your Workforce Pathways LA Application, it is time to create or update your Professional Growth Plan on the CA ECE Workforce Registry.

1. Click on Professional Growth Advising, on the left menu, Professional Growth Plan.



2. Click on "Start a new 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.

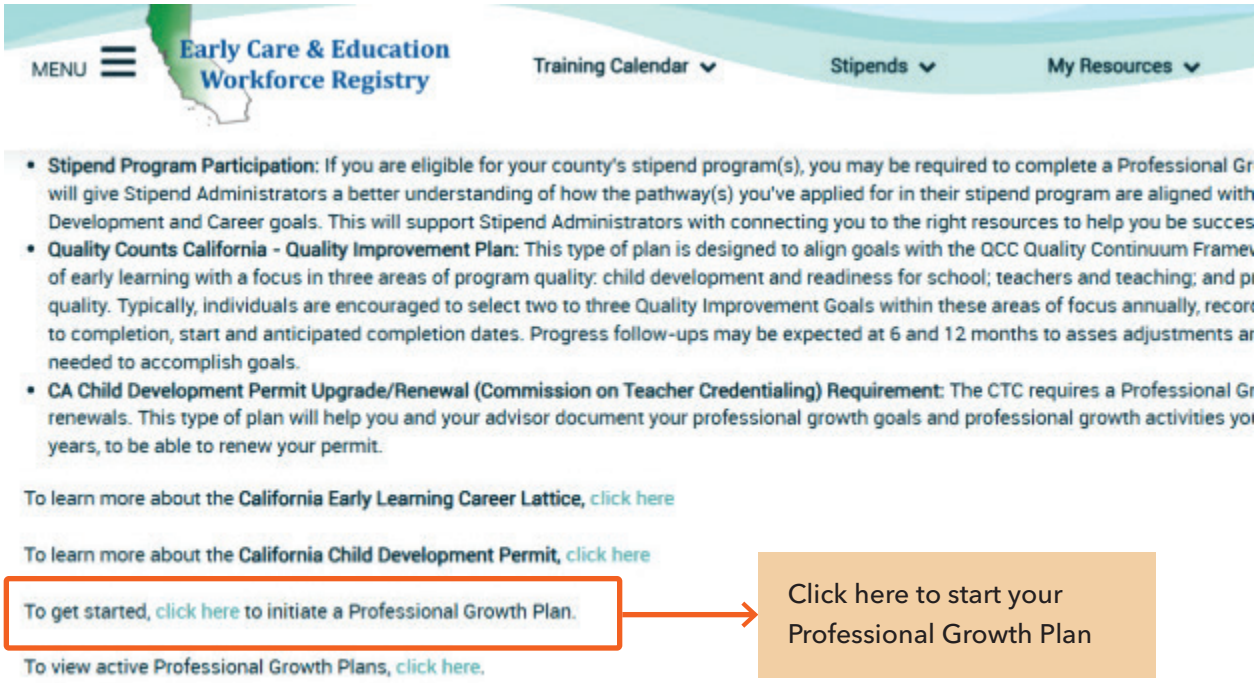
ii. **Employer Requested (individual initiates sharing):** This plan aligns with the overall quality of service goals from the center/school/facility you are currently employed for. This type of plan will be accessible to your employer.

iii. **Stipend Program Participation:** If you are eligible for your county's stipend program(s), you are 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.

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.

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



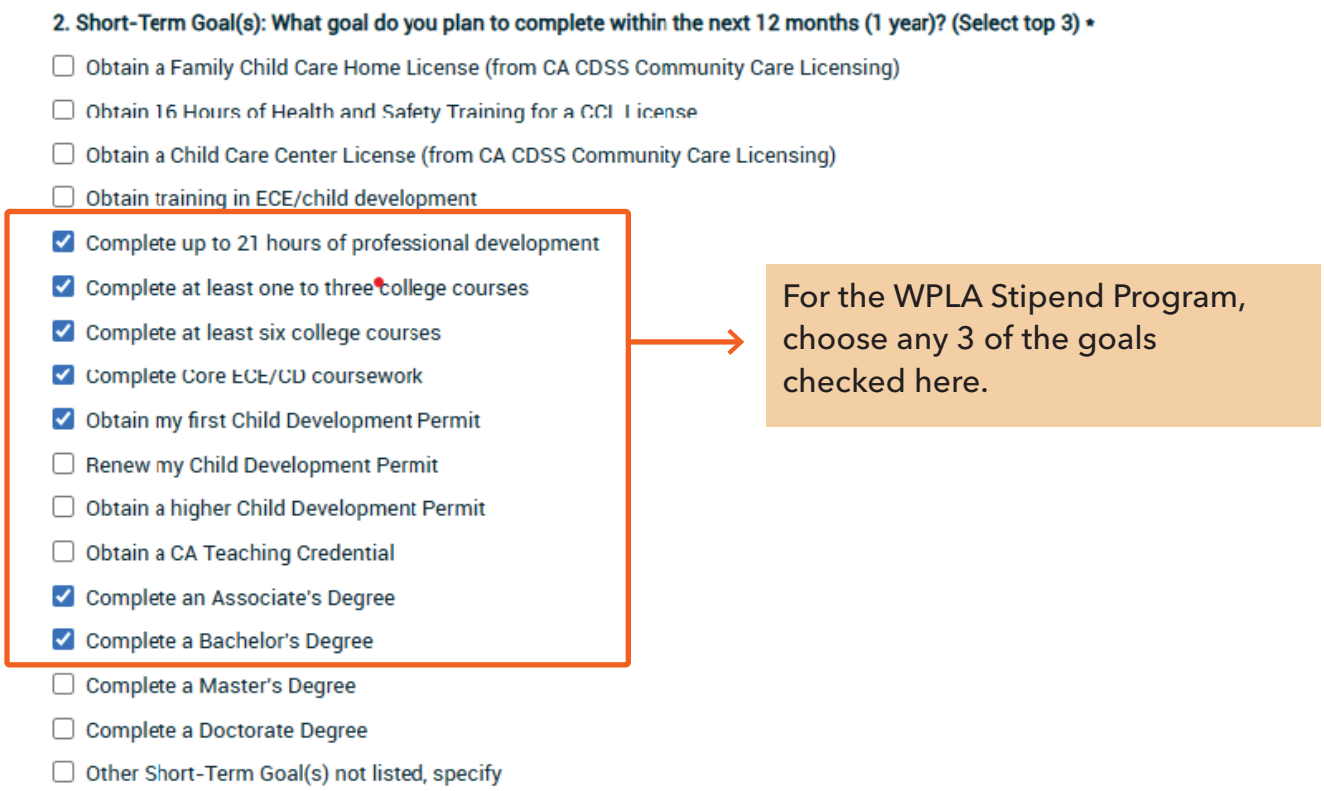
3. Professional Growth Plan (Form)

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

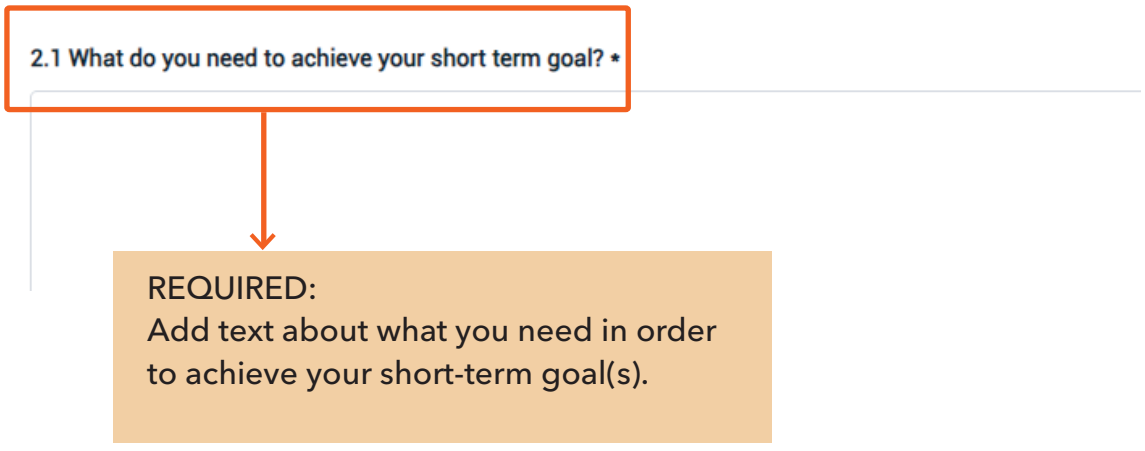
a. **Select Short-Term Goal(s):** These goals should align to your stipend program pathway, you must select one, you may select up to three (3):



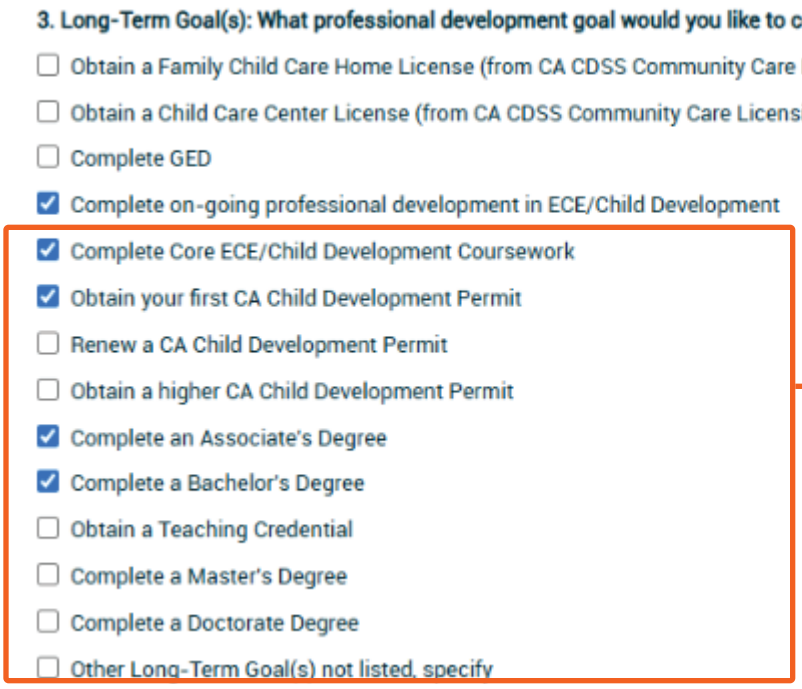
b. Select **Short-Term Goal(s): Question 2.**
Your PGP Short-Term Goals should reflect what you want to achieve in the next 12 months (1 year). Choose up to three of the goals checked below.



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

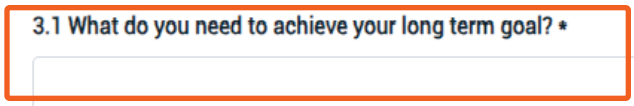


d. Select **Long-Term Goal(s): Question 3**. Your PGP Long-Term Goals should reflect what you want to achieve in the next 5 years. You must select one, you may select up to two (2):



For the WPLA Stipend Program, choose any 2 of the goals checked here.

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



REQUIRED:
Add text about what you need in order to acheive your long-term goal(s).

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

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	Complete at least one to three college courses	Short-Term
3	Complete at least six college courses	Short-Term
4	Complete Core ECE/CD coursework	Short-Term
5	Obtain my first Child Development Permit	Short-Term
6	Complete an Associate's Degree	Short-Term
7	Complete a Bachelor's Degree	Short-Term
8	Complete on-going professional development in ECE/Child Development	Long-Term
9	Complete Core ECE/Child Development Coursework	Long-Term
10	Obtain your first CA Child Development Permit	Long-Term
11	Complete an Associate's Degree	Long-Term
12	Complete a Bachelor's Degree	Long-Term

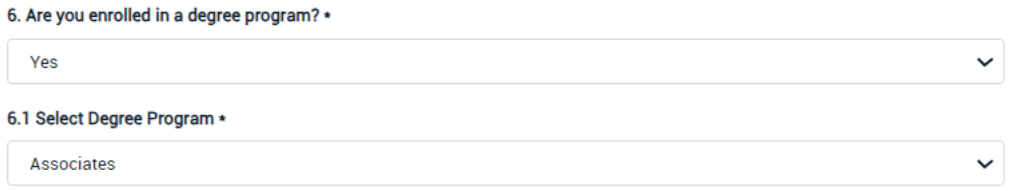
5. **Professional Growth Plan Activities:** In the *Activity Type* section for Professional Development, Permit, and Degree Pathways select *Other*. Then, in the *Goal Alignment* section, select the correct pathway from the drop-down goals.

5. Professional Growth Plan Activities and Goal(s):

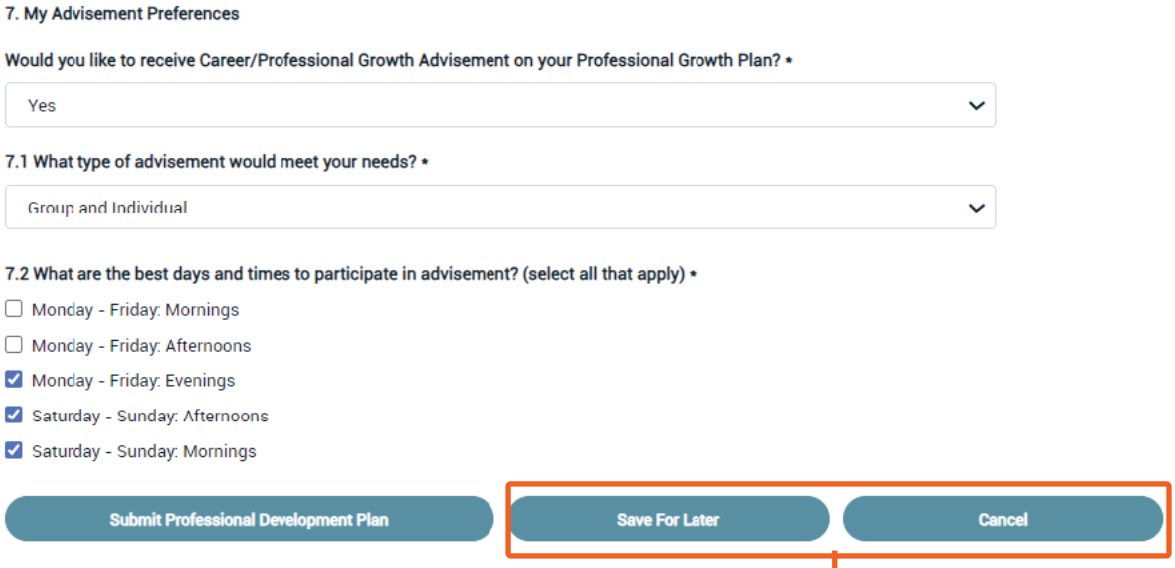
Activity Type	Description	Detail	Value Type	Goal Alignment	Self-Reported Status	Self-Reported Date	
Complete college/univers	East LA College	3	Semeste	Short-Term: Complete at l	In Progre	01/31/2026	
Other	Cal State LA: Child Developm	1	Hours	Short-Term: Complete a B	In Progre	01/31/2026	
Other	CA Child Development Permit	1	Hours	Short-Term: Obtain my fir	In Progre	01/31/2026	
Other	PD Training	21	Hours	Short-Term: Complete up	In Progre	01/31/2026	

Add Activity

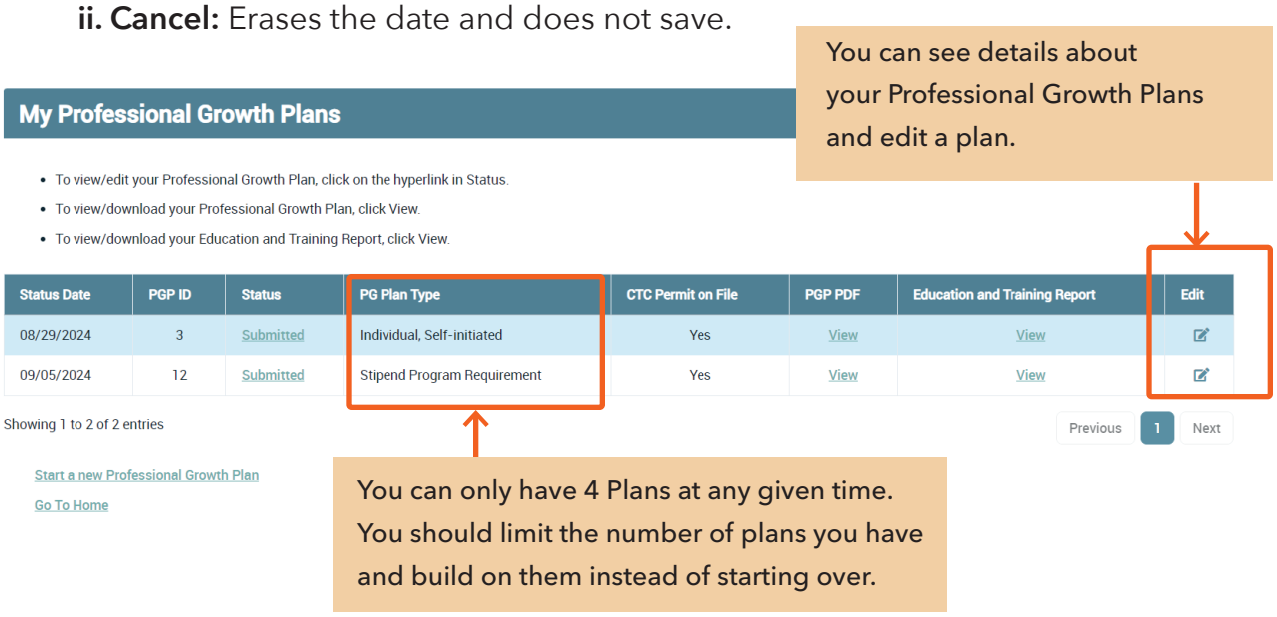
6. Indicate if you are currently enrolled in a degree program and which degree you are pursuing. If you are not currently enrolled in a community college or university, select No.



7. Indicate if you would like to be connected to an advisor to support you in your professional growth/development. When all sections are completed, click on the ***Submit Professional Growth Plan*** button below.

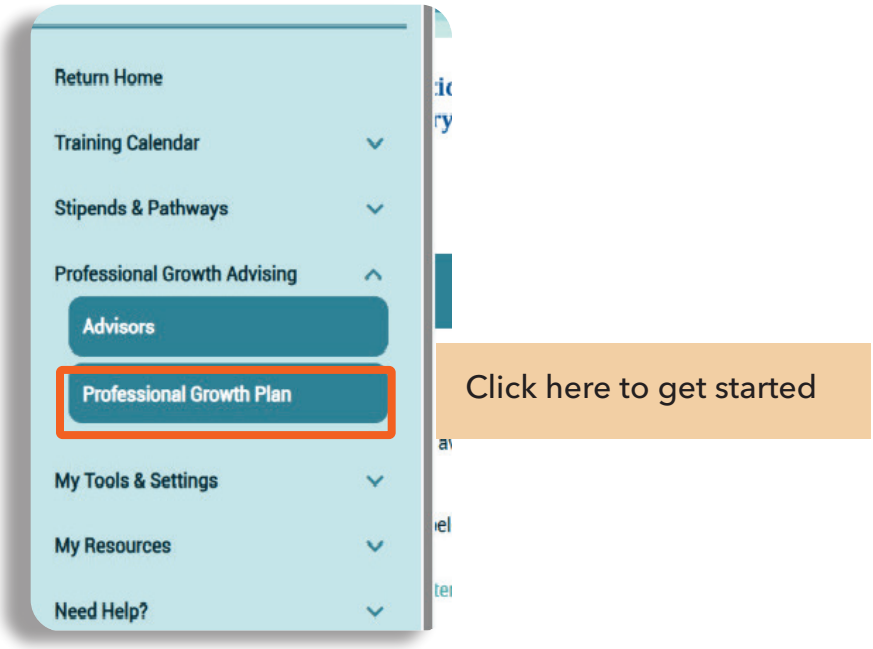


a. You will be taken to **My Professional Growth Plans**
   i. Save for Later: Pick up where you left off.
   ii. Cancel: Erases the date and does not save.

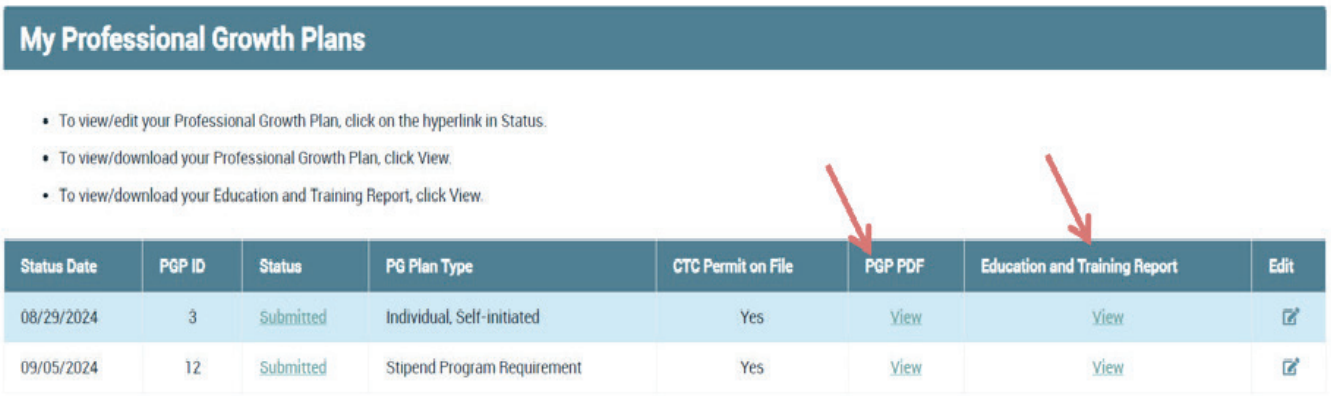


8. To view your Professional Growth Plans at any time

- Click on *Professional Growth Advising* and then *Professional Growth Plan*

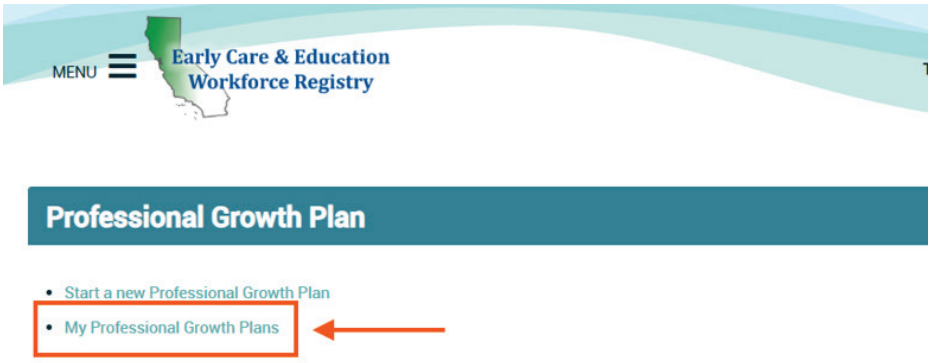


9. To view a PDF Version of your completed **Professional Growth Plan** or **Education and Training Report** (with verified qualification data)

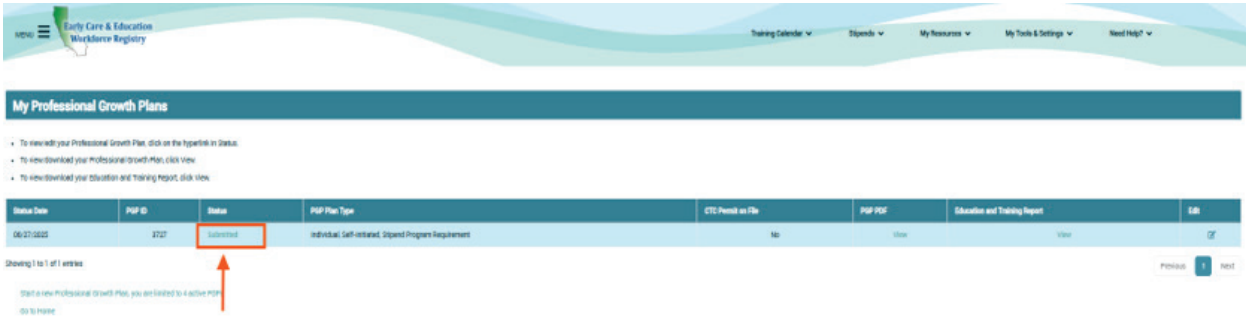


HOW TO UPDATE A PROFESSIONAL GROWTH PLAN

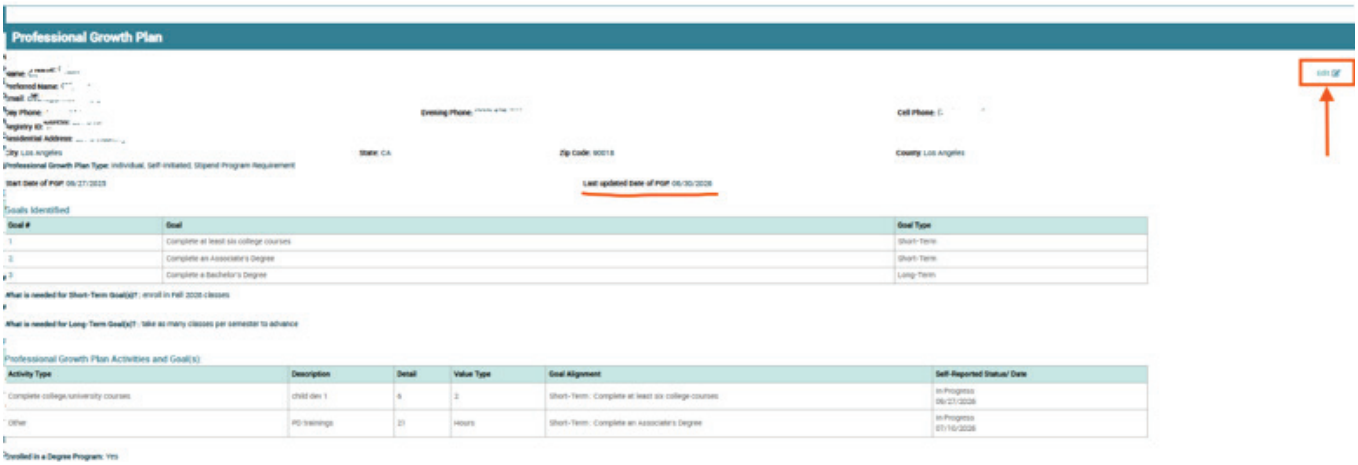
1. If you have a professional growth plan on file, please click on ***My Professional Growth Plans.***



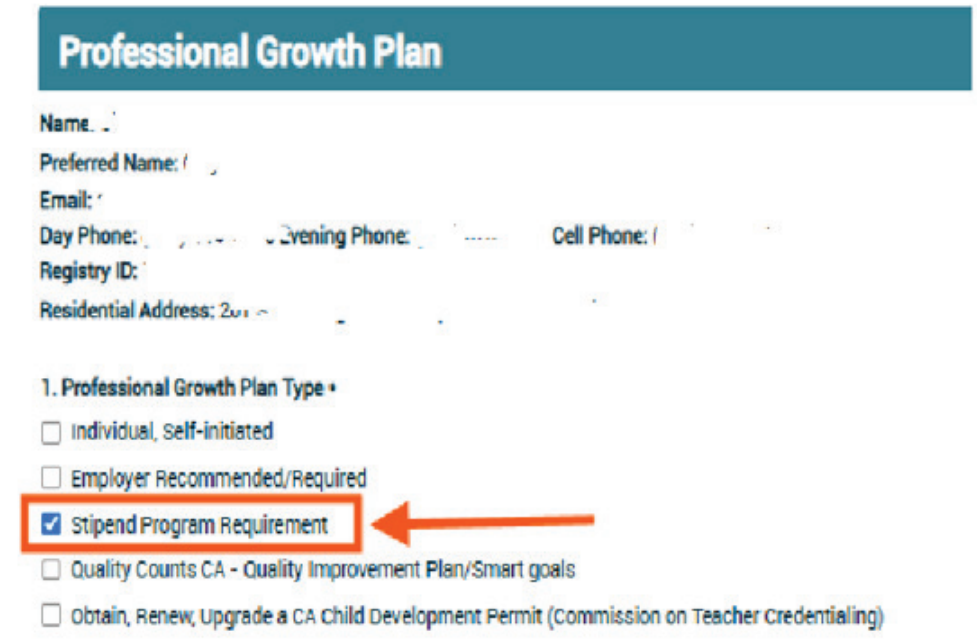
2. Click on ***Submitted.***



3. Click on *Edit*. Please update information to align with your current goals.



4. Make sure you select ***Stipend Program Requirement.***



5. To save updated information, click on ***Edit Professional Growth Plan.***



► 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 the children with whom you work.

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 2026-2027.

c. All approved participants must complete and upload a current W9 Form to their profile between **January 2, 2027 – February 4, 2027.**

2. Required ONLY for Persons working in Child Development Centers:

a. Although online 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 **Form 1** "For programs that hold a California Department of Social Services or California Department of Education contract" **OR**

b. Complete and upload **Form 2** "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**

c. You must **upload** a current agency attendance sheet for each subsidized child.

   To qualify for a stipend, at least 51% of the children in the program must receive a child care subsidy at the time of application submission. All agency attendance sheets must be from the same month (July, August, OR September 2026 are accepted); AND

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

3. **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 (FC-CHEN), complete and upload Form 3 "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 (FC-CHEN), upload Form 4 "Employment Verification Form for programs serving low-income children" AND

c. You must **upload** a current agency attendance sheet for each subsidized child. To qualify for a stipend, at least 51% of the children in the program **must receive** a child care subsidy at the time of application submission. All agency attendance sheets must be from the same month **(only July, August, OR September 2026 are accepted); AND**

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

Please note, if your job title is "Director/Teacher" or "Site Supervisor/Teacher," you must upload an 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 participate 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 it meets 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 2027.** You may appeal this decision, and the appeal instructions can be found at end of this participation guide.

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 *"Tips on how to edit on view your stipend app status"*

WHAT DO I NEED TO KNOW IF I HAVE BEEN ACCEPTED TO WORKFORCE PATHWAYS LA CYCLE 7 FOR FY 2026-2027?

If an applicant is accepted to Workforce Pathways LA for **Cycle 7 Fiscal Year 2026-2027**, they must complete the following next steps:

STEP 1: UPLOAD A W9 FORM

Accepted participants will need to upload a completed W9 form in order to be eligible for a stipend payment. W9 uploads will only be accepted between **January 2, 2027 - February 4, 2027.** Workforce Pathways stipend payments cannot be processed without a W9 form.

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 Type*** they selected for the program year. As a reminder, the pathways are:

- Professional Development Clock Hours
- College Coursework
- Initial Child Development Permit
- Degree Attainment

To learn more about the documents to be uploaded for each pathway type, review Section 4 -Workforce Pathways, in the instructions. All documents verifying completion of your pathway type must be uploaded by **February 4, 2027,** to be considered for a stipend. Workforce Pathways LA staff will review verification documents in **Spring 2027.** If a participant has completed their pathway type 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 after **July 1, 2027.** 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.

WORKFORCE PATHWAYS LA

FREE ONLINE ECE COLLEGE AND CAREER ADVISEMENT

Some sessions are offered in English, Spanish, day and evenings.



TOPICS INCLUDE

- College and Career Advisement Clinics
  - Exploring the Child Development Permit and Process
  - Early Childhood Professional Career Options and Goals
- Open Advisement-60 minute sessions with a WPLA Professional Development or Academic Advisor

$100 BONUS TO ALL APPROVED STIPEND PROGRAM PARTICIPANTS

Must meet all **Workforce Pathways LA Stipend program** requirements to receive bonus.

CONTACT THE WPLA ADVISORS AT:

For College Advisement
peachadvising@gmail.com

For Professional Development Advisement
LA.ECEAdvising@ccala.net

VISIT OUR WEBSITE FOR MORE DETAILS

CHILDCARE.LACOUNTY.GOV

PEACH An Early Childhood Higher Education Collaborative

CHILD CARE ALLIANCE LOS ANGELES

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

County of Los Angeles Public Health

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

APPEALING STIPEND AMOUNT

If you believe there is an error in your stipend amount, you must submit an appeal by **email only** to:

WorkforcePathwaysLA@ph.lacounty.gov
Deadline: Friday, June 4, 2027

An appeal is not the time to submit new information or supporting documents. Your appeal email must include:

- The date you are submitting your appeal
- Your full name and Workforce Registry ID
- Your email and phone number
- A brief description of the issue

The Workforce Pathways LA team will review your appeal along with your Workforce Registry profile and supporting documents. You will receive an email notification of the decision. **All decisions are final** and based on information in your FY 2026-27 profile.

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, 2027, contact the Office for the Advancement of Early Care and Education staff at:

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

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