



Guidelines for the Professional Advancement for Childhood Educators (PACES) Stipend Program Fiscal Year 2009-2010, Year 4

APPLICATION RELEASE

The Imperial County Children and Families First Commission will release applications on February 25, 2010 starting at 4:00 p.m. for the purpose of establishing eligibility for the award of stipends through the Professional Advancement for Childhood Educators (PACES) Stipend for Fiscal Year 2009-2010, Year 4.

9 units minimum are required from college/university courses that are applicable toward obtaining a certificate/degree in Early Childcare Education or Child Development during the 2009-2010 academic year; effective from July 1, 2009 up through June 30, 2010.

A maximum of 80 applications will be distributed on a first-come first-served basis to qualifying participants. Only one application per person will be assigned; applications should not be duplicated. Interested participants must pick-up the application in person at the Commission office.

APPLICATION DEADLINE AND SUBMISSION

Completed Applications are due by 5:00 p.m. on July 31, 2010 and must be delivered in person to the Commission office. Please be sure to submit:

- ✓ Original PACES Application
- ✓ Stipend Claim Data & Survey form
- ✓ Copy of California Drivers License or valid California ID card
- ✓ Copy of Social Security Card
- ✓ College transcripts

CONTACT INFORMATION

Assistance in English and Spanish is available. Submission of the Application does not guarantee approval of PACES stipend award. If you need assistance completing the application or if you have additional questions about the stipend, please direct all questions to the:

Imperial County Children and Families First Commission
1225 Main Street, El Centro, CA 92243
Tel: (760) 482-2991 Email: icprop10@imperialcounty.net

PACES Program Guidelines

A. Introduction

The Imperial County Children and Families First Commission (Commission) is proud to announce the Professional Advancement for Childhood Educators (PACES) Stipend program for Fiscal Year 2009-10. The purpose of this stipend is to encourage individuals in the early childcare workforce to obtain higher levels of education by awarding monetary stipends to selected participants who meet specific eligibility criteria and complete approved college courses that apply toward a degree in Early Childcare Education or Child Development. This stipend is available to qualified family childcare providers and employees from private and/or public preschool centers who are not already eligible to receive Professional Development and Retention Stipend (AB212) funds and who meet the eligibility criteria. Selected participants may receive a \$750.00 educational stipend upon completing 9 units of approved courses.

The PACES program was created as a result of the Commission's commitment to establish a stipend program that offers professional development opportunities to early childcare providers who work in Imperial County and who may need educational support. This need was identified on relevant data and information collected through the *Early Care and Education Workforce Study* conducted in Summer 2005. To obtain a copy of the publication *Early Care and Education Workforce Study*, contact the Commission by calling (760) 482-2991. A grand total of \$60,000 per year for the 2009-2010 school year has been earmarked for this initiative. This represents an additional year, fourth year, committed to the PACES Program by the Commission.

B. Selection Process

Interested individuals should first review the Eligibility Criteria established for the PACES stipend program to see if they are qualified to apply. Individuals may enroll in or may already be enrolled in college and/or university courses that are applicable toward obtaining a certificate/degree in Early Childcare Education or Child Development during the 2009-10 academic year. Applications will be made available on February 25, 2010 starting at 4:00 p.m. and distributed until they are exhausted. A waiting list will be established once all applications are exhausted; individuals on the waiting list will be contacted in the event that priority applicants do not meet criteria requirements or are not selected. The application must be completely filled out with the required documents attached and turned in to the Commission office by the due date and time. The Commission will review and screen all applications received. The Commission may, but is not required to, seek clarification and/or further proof of documentation from individuals. The first 80 applicants who meet the application criteria, enroll in no less than nine (9) course approved units from an accredited institution of higher education for example this could include courses from a community college, a 4-year university, and/or course offered on-line through these institutions during the academic year and pass the approved course with a grade of "C" or better will be selected to receive the \$750.00 stipend award. The stipend amount is predetermined at \$750.00 per successful applicant for all applicants.

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C. Eligibility Criteria and Stipulations

1. Applications will be made available to licensed family childcare home-based providers and professionals working in federal or eligible private and/or public preschools that currently do not qualify for the Professional Development and Retention Stipend (AB212) program. Applications will be made available only at the Commission office and distributed to the individual who is applying for the stipend.
2. Individuals who are eligible to receive Professional Development and Retention Stipend (AB212) funds are not eligible to receive this stipend. AB212 is a professional development and retention program that is administered by the Imperial County Early Care and Education Planning Council which is funded by the California Department of Education, Child Development Division. To learn more about the Professional Development and Retention Stipend (AB212), contact the Imperial County Early Care and Education Planning Council by calling (760) 312-6604. The Commission will verify non-eligibility for the Professional Development and Retention Stipend (AB212) program.
3. Childcare home-based or center-based providers must be licensed and must have children 0-5 (not including own children) currently enrolled under their care in order to apply. Individuals must work in the Imperial County. Commission staff will verify employment information and may seek clarification and/or further proof of occupation from the applicant's place of employment. Individuals may be required to provide a copy of the most current home or center based license.
4. Applicants must have Early Childcare Education or Child Development (at least at the Associate in Arts level) as their choice of study for eligibility of stipend award. Individuals may enroll in or may already be enrolled in courses that are applicable toward obtaining a certificate/degree in Early Childcare Education or Child Development during the 2009-10 academic year; July 1, 2009 up through June 30, 2010. Individuals must submit school transcripts (most original copy of Internet school transcript is acceptable).

General Education and ESL (English as a Second Language) courses that will help the individual gain the necessary study skills to obtain a certificate/degree in ECE or Child Development are encouraged and accepted as part of the individual's professional development. Applicable courses, however, will be limited for stipend award purposes.

5. Individuals must enroll in a minimum of nine (9) units from an accredited institution of higher education for example this could include courses from a community college, a 4-year university and/or course offered on-line during the 2009-2010 academic year; must complete the course(s) and must receive a grade of "C" or better. Stipend award is contingent to submission of final transcript or transcripts that verify coursework completion.

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6. The applicant must submit a copy of their valid California Drivers license or California Identification card and a social security card.
7. Trainings, workshops, seminars, conferences and accreditation programs are not allowable for stipend award unless the activities are unit-based and grade-based.
8. A Stipend Claim Data and Survey form will be available in the application packet; this form must be completed and returned with the completed application.
9. Selected applicants will receive the \$750.00 stipend at the end of the program year upon successful completion of all the requirements and documentation submission.
10. **Applicant Responsibility:**
 - a) Ensure Commission receives the application in a timely manner and before the deadline date;
 - b) Ensure all forms are complete and accurate;
 - c) Ensure all requests of documents are included in the packet *i.e.*, Survey, ID Card;
 - d) Applicant is responsible for the verification and accuracy of all information and must submit additional information within 10 business days of the original request; and
 - e) Applicant is responsible to communicate any changes in writing to the Commission.
11. In the event that an application is disqualified, submitted after the due date or was not received by the Commission, the next individual identified in the PACES Program Waiting List will be considered.

D. Participant Assistance and Application Submission

Applications are due by 5:00 p.m. on July 31, 2010 in person at the Imperial County Children and Families First Commission office. Applications sent via U.S. Mail or carrier will not be accepted. Do not send via Fax or electronic submission.

For questions regarding the Professional Advancement for Childhood Educators Stipend (PACES) program or if participants need assistance completing the application, please contact the Imperial County Children and Families First Commission. Assistance in English and Spanish is available. For questions regarding course enrollment/course schedule you should contact the school Career Counselor and/or Admissions office of the school you plan to attend.

To be considered for the stipend award, applications must be completely filled out with the required documents attached and submitted by the due date and time. If the individual has not completed the application correctly, has not attached the required copies, or has not turned in the application/required documents on time, the Commission may disqualify the application and the individual will not be considered for a stipend award. The Commission may consider other qualifications or criteria for eligibility.