



The Local Child Care Planning Council is pleased to announce the 2019-2020 professional growth incentives for employees of state subsidized child care and development programs. These funds are provided by the Early Learning and Care Division of the California Department of Education to improve the quality of early care and education programs funded by the state.

**In order to apply for these funds you must meet the following criteria:**

- work in a qualifying state subsidized child care center or Family Child Care Home Education Network.
- work directly on the floor with children a minimum of 15 hours per week
- work for at least 20 weeks between July 1, 2019 and April 17, 2020 with substantial teaching responsibilities as confirmed by job title and description.

**If you are a student worker at a campus child care program you must have a declared major in one of the following fields**

- Child Development (Liberal Studies)
- Child Development / Elementary Education (Liberal Studies)
- Liberal Studies / Elementary Education
- Early Childhood Education

**In addition you must:**

- complete 15 hours of verifiable, documentable hours of professional growth between July 1, 2019 and April 17, 2020
- submit an application along with documentation\*, a W-9, a confidential profile form by April 17, 2020.
- have your supervisor sign off on your application verifying that you work in the position you state on your application.
- At least 50% of the professional growth hours must be obtained outside your agency

Qualifying professional growth activities must be those that count towards a professional growth plan. This grant will support your lifelong learning in early childhood education and contribute to the completion of the 105 hours of professional growth within a 5 year period required to renew your permit.

While the LCCPC does not require you to work with a professional growth advisor, we **STRONGLY** recommend you do so. Any professional growth hours you have completed prior to developing a professional growth plan with your advisor, will not count towards the 105 hours you need for permit renewal.

For those of you that have worked in Child Care for 10 years or more, you may apply for an additional incentive, the Career Commitment Incentive. In order to recognize your years of commitment to children you will get additional funds added to your professional growth incentive. Make sure to check the box on the application and fill out the employment verification form.

Please let the coordinator know of your intent to apply for the Professional Growth Incentive by email: **jandersen@hcoe.org** or by phone **707-445-7006**.

Once you have completed your professional growth hours, completed the application, verified years in the field (only necessary if applying for Career Commitment Incentive) and provided the required documentation and are deemed to have met all the requirements and all your paperwork has been processed your check will be presented to you. The Local Child Care Planning Council wants to fund every eligible applicant, at the highest possible dollar amount. The actual incentive amount may be adjusted depending on the number of qualified applicants. We are estimating incentives will be approximately \$500. These awards are dependent upon available funding.

Application can be downloaded from <http://apps.humboldt.k12.ca.us/sites/lccpc/>  
Or call **707-445-7006** to receive one in the mail.

\* If you are taking a Spring Semester College course as part of your professional growth, a signed statement by the instructor with the name of the course, and number of hours worked to date, will be required.

# 2019-2020 LCCPC Professional Growth Application

***Applications submitted without documentation will not be considered***

***Must be legible and filled out in ink***

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL# \_\_\_\_\_

EMAIL \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

WORK SITE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

PERMIT HELD \_\_\_\_\_ EDUCATION HS \_\_\_\_\_ AA \_\_\_\_\_ BA \_\_\_\_\_ MA \_\_\_\_\_

I currently work at the above named site, and have worked at least 15 hours a week for 20 weeks or more between July 1, 2019 and April 17, 2020, I have completed 15 hours of professional growth, and agree to fill out a follow up survey in the Fall of 2020.

\_\_\_ check here to apply for Career Commitment Incentive (for those working in the field 10+ years)

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Signature of Supervisor verifying employment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Supervisor

**Please note submitting application does not guarantee funding.**

Return completed application to: Judi Andersen on or before April 17, 2020 by 5 p.m. at 901 Myrtle Avenue, Eureka, CA 95501-1294

For Office Use Only: Award Amount: \$ \_\_\_\_\_ .00 Check # \_\_\_\_\_

Payment Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Judi Andersen

# Employment Verification Form for participation in 2019-2020 Career Commitment Incentive

Directions to participants and employers filling out this form:

Every year of experience you are claiming on this application must be time spent working on the floor with children and signed off by someone working for the agency who is authorized to verify employment. ***You only need to fill out this form if you are claiming the additional Career Commitment Incentive for 10+ years in the field (and haven't been previously verified).***

For the purpose of this program a year constitutes at least 8.5 months (exceptions will be made for medical leaves)

A signature is required for each employer, if an agency you have worked for no longer exists, contact the coordinator to discuss alternate certifications.

Years of providing family child care count for years in the field and can be verified by tax records for those years.

Applicants Name \_\_\_\_\_

Applicants Social Security # \_\_\_\_\_

A) Employer \_\_\_\_\_

Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Total years of Employment at above agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

B) Employer \_\_\_\_\_

Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Total years of Employment at above agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

C) Employer \_\_\_\_\_

Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Total years of Employment at above agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

D) Employer \_\_\_\_\_

Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Total years of Employment at above agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

E) Employer \_\_\_\_\_

Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Total years of Employment at above agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

F) Employer \_\_\_\_\_

Job Title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_  
Month/year Month/year

Total years of Employment at above agency \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Vendor/Organization Code \_\_\_\_\_

Stipend \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

**Direct Service:** You work directly with children in a child care center, school-age child care, family care home, elementary school classroom (e.g., TK) or as an individual child care provider.

**Confidential Participants Direct Service Profile for AB212 Stipends  
California Department of Education, Early Education and Support Division  
Quality Improvement Training**

This stipend is funded through the California Department of Education (CDE), Early Learning and Care Division (EESD) with Child Care Development Fund Quality Improvement dollars. CDE is collecting statistical demographic information to help inform CDE and other stakeholders about who participates in professional development activities and inform state planning efforts. The information collected will be used only for statistical purposes. Your individual information is **confidential** and no individual identifying information will be reported.

**Please enter your Early Care & Education Workforce Registry ID number in order to allow CDE to collect and update information each time you receive a state funded stipend, without collecting your name.**

**What is your nine-digit Workforce Registry ID?** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

(You received this number when registering on the CA ECE Workforce Registry website, [www.caregistry.org](http://www.caregistry.org) and can be found on your membership card; see example below.)

