

# PROFESSIONAL DEVELOPMENT / PROGRAM IMPROVEMENT FUND GUIDELINES & REQUIREMENTS (July 2009 – June 2010)



## Child Care Resource & Referral, John A. Logan College

Based on available funding, Child Care Resource & Referral, John A. Logan College, is offering funds to support individual pursuit of professional development and program improvement in early care and education and is supported through the Federal Child Care & Development Block Grant (CCDBG), administered through the Illinois Department of Human Services.

### 1. WHO CAN APPLY?

- Individual practitioners employed by center based programs and family home programs (including child care center directors, early childhood teachers/assistant teachers, school age teachers/assistant teachers, family home providers and their assistants) who currently provide care as defined by the Illinois Department of Children and Family Services (IDCFS) and are listed on the CCR&R database. Funds may also be used for support staff (driver, cook, janitor) when appropriate (e.g., food sanitation, CPR/First Aid courses).
- Center Directors, Association and Network leaders on behalf of child care practitioners.
- Practitioners who apply must currently provide services in Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Johnson, Massac, Perry, Pope, Pulaski, Saline, Union, White, Williamson counties.

**Priority will be given to programs currently caring for children whose care is paid for by the IDHS Child Care Assistance Program (subsidy), with a greater priority to those with 25% or more of their enrollment consisting of IDHS funded children. However, you do not have to serve IDHS funded children to apply.**

### 2. HOW CAN I APPLY?

**One REQUEST per Professional Development/Program Improvement Funds Application may be made.**

- **Individuals** can request funds for: Tuition, Workshop/Conference/Off-Site Training, Credentialing, and Assessment by completing and submitting a **Professional Development/Program Improvement Funds Application** in its entirety, according to the instructions, and provide all required documentation. (Relates to Application, Pages 2 & 3, Step 3, A-C).
- **Programs/Agencies** can request funds for Accreditation or Assessment by completing and submitting a **Professional Development/Program Improvement Funds Application** in its entirety, according to the instructions, and provide all required documentation. (Relates to Application, Page 3, Step 3, D).
- Directors and Association Leaders can request funding for On-Site/Group Trainer Fees on behalf of a **group**. Applying for On-Site/Group Training requires completing a **Professional Development/Program Improvement Funds Application**. In addition, **each individual attendee must complete and submit a Professional Development/Improvement Funds Participant Form** in its entirety, according to the instructions, and provide all required documentation. (Relates to Application, Page 4, Step 3, F)

**\*\*Application submission does not guarantee that funds will be awarded\*\***

### 3. WHAT CAN I REQUEST FUNDING FOR?

- A. Tuition** (Relates to Application, Page 2, Step 3, A). Individual applicants may apply for funds to be used toward: The maximum amount of funds that can be reimbursed to an individual from PD/PI Funds during July 1, 2009 – June 30, 2010, is \$500.

After funding approval, copies of course work completion must be submitted with a grade "C" or better to the CCR&R Program in order to be eligible for future funding through Child Care Resource and Referral.



Tuition Funding	Maximum
Cost of tuition for undergraduate or graduate level course.	\$500
Books required for course	\$100

**B. Credentialing Programs** (Relates to Application, Page 3, Step 3, B). Individual applicants may apply for funds to be used toward: The maximum amount of funds that can be requested by an individual from PD/PI Funds during July 1, 2009, – June 30, 2010, is \$500

For more information on **CDA** call 1-800-424-4310, **IDC** call 1-800-863-0499, **CCP** call 1-800-543-7161. For more information on the field of early care and education you may also visit [www.ilgateways.com](http://www.ilgateways.com).

After funding approval, you must submit proof of payment (cashier's check, cancelled check, invoice, etc.), along with proof the CDA Advisor meets the CDA Council eligibility criteria and if applicable, documentation from your Credential Advisor for hours spent providing consultation services. Documentation must be sent to Child Care Resource and Referral to be eligible for future funding.

Credentialing Programs	Maximum
Child Development Associate (CDA)	
• Assessment	\$325
• Second Setting	\$225
Illinois Director Credential (IDC)	
Gateways ECE Credential (circle level) 2 3 4 5	
Gateways Infant / Toddler Credential (circle level) 2 3 4 5	
• Application Fee	\$75
• Transcript Evaluation/Review Fee	\$350
• Portfolios Assessment/Evaluation Fee	\$150
• Level Advancement Fee	\$75
Certified Child Care Professional (CCP)	
• Assessment Fee	\$495
Credential Renewal Fee	\$50
Credentialing Information Packet	\$50
Credential Advisor (documentation needed from your Advisor for hours spent providing consultation services)	\$500
CARE Courses	\$500
Membership Fee (limited to CDA renewal candidates)	\$55

**C. Workshop/Conference/Off-Site Training** (Relates to Application, Page 2, Step 3, C). Individual applicants may apply for funds to be used toward: The maximum amount of funds that can be reimbursed to an individual from PD/PI Funds during July 1, 2009 – June 30, 2010, is \$500.

Workshops, conferences or off-site training must be related to early care and education or management. You may not request Professional Development Funds to attend a workshop, conference or off-site training in which Child Care Resource and Referral is the fiscal agent (i.e., registration fees are collected by the CCR&R).

After funding approval, receipts and a copy of the training certificate for the workshop(s) you were approved must be submitted within 30 days after the event as proof of agreed upon expenses to be eligible for future funding through Child Care Resource and Referral.

Workshop/Conference/Off-Site Funding	Maximum
Workshop/Conference/Off-Site Training registration fees (Please attach a copy of the conference announcement and/or outline and description of the conference)	\$500
Lodging (based on a minimum of double occupancy per room)	\$100 per night

**D. Accreditation** (Relates to Application, Page 3, Step 3, D). Agencies/Programs may apply for funding to be used toward: The maximum amount funds that can be requested by a program from PD/PI Funds from July 1, 2009, - June 30, 2010, is up to \$500 for materials/equipment during accreditation process and/or up to two minigrants per year to be used toward the various application steps.

For more information on Accreditation log onto each programs website: [www.nafcc.org](http://www.nafcc.org), [www.naeyc.org](http://www.naeyc.org), [www.necpa.net](http://www.necpa.net), [www.coanet.org](http://www.coanet.org), [www.naccp.org](http://www.naccp.org).

After funding approval, submit proof of payment (cashier's check, cancelled check, invoice, etc.) within 30 days of payment to Child Care Resource and Referral to be eligible for future funding.

<b>Accreditation Agencies</b>		<b>Maximum</b>
<b>NAFCC - National Association for Family Child Care</b>		
• Self Study Step		\$300
• Application Step		\$500
• Re-Accreditation Step		\$500
<b>NAEYC - National Association for the Education of Young Children</b>		
• Step 1: Enrolling in Self Study	Program Capacity: _____	\$500
• Step 2: Becoming an applicant	Program Capacity: _____	\$500
• Step 3: Becoming a candidate	Program Capacity: _____	\$500
<b>NECPA National Early Childhood Program Accreditation</b>		
• Application		\$500
• Verification Fee	Program Capacity: _____	\$500
<b>COA Council on Accreditation (School Age Accreditation)</b>		
• Application Fee		\$250
• Accreditation Fee		\$500
• Site Visit Fee		\$500
<b>NAC National Accreditation Commission for Early Care &amp; Education</b>		
• Application		\$500
• Validation Fee		\$500
Accreditation Mini-Grant (equipment & materials)		\$500
Accreditation Annual Report Fee		\$500
Accreditation Information Packet		\$100
Accreditation Advisor (documentation needed from your Advisor for hours spent providing consultation services)		\$500

**E. Assessment Tools** (Relates to Application, Page 3, Step 3, E). Agencies/Programs may apply for funding to be used toward Assessment tools, ERS resource materials, and/or advisors including:

<b>Assessment Tools</b>	<b>Maximum</b>
Family Child Care Environment Rating Scale (FCCERS-R)	\$500
Infant/Toddler Environment Rating Scale – Revised Edition (ITERS-R)	\$500
Early Childhood Environment Rating Scale – Revised Edition (ECERS-R)	\$500
School Age Care Environment Rating Scale (SACERS)	\$500
Program Administration Scale (PAS)	\$100
Business Administration Scale (BAS)	\$100
ERS Resource Materials (books, VHS/DVD)	\$500
Assessment Advisor (documentation needed from your Advisor for hours spent providing consultation services)	\$500

**F. On-Site In-Service/Group Trainer Fee** (Relates to Application, Page 4, Step 3, F).

For this request, Directors or Association Leaders must submit a Professional Development/Program Improvement Funds Application – including goals, objectives and an outline for the training – on behalf of the group. In addition, upon completion of the event each individual attending must complete a Professional Development/Program Improvement Funds Participant Form. Applicants may apply for funds to be used toward: The maximum amount of funds that can be requested by a program/association from PD/PI Funds during July 1, 2009 – June 30, 2010, is \$500.

- A presenter and/or consultant to provide on-site training and/or technical assistance to staff or association members. Funds are not available for a staff member to present within their own program. (Maximum \$500)

After funding approval, submit proof of payment for the presenter/consultant, a Professional Development Funds/Program Improvement Funds Participant Form, and a participant sign-in sheet within 30 days after the completion of the On-Site In-Service/Group Training to be eligible for future funding through Child Care Resource and Referral.

**4. HOW IS PAYMENT MADE?** (Relates to Application, Page 4, Step 4)

Payments can be made and mailed directly to Councils, Associations, individuals or early care and education programs named in Step 4 Payment Information section of your application. Individuals/programs that receive payment will be responsible for W-9 documentation and taxes. You will be notified in writing if your application has been approved or denied and the amount in which your request was funded.

**5. WHAT IF I HAVE QUESTIONS?**

Need more information, contact Nina Wargel at Child Care Resource and Referral, 800-548-5563.

## 6. WHAT ELSE DO I NEED TO KNOW?

- **Only complete applications will be considered.**
- Priority will be given to applicants that serve 25% or more IDHS funded children.
- Applications will be considered on a first come, first serve basis, as funds are available.
- Funds cannot be used for the percentage that the Gateways Scholarship does not cover or items that the Gateways Scholarship is currently funding.
- Out-of-State requests for travel and/or conference fees are limited to within 50 miles of any Illinois state border.
- Funding will only be considered for applicants who have provided required documentation/receipts for any previous CCR&R funded grant/program.
- Faxed applications will not be accepted.
- Funding is limited and not guaranteed.
- **Pre-payment cannot be made until a complete application is received and/or Payment for reimbursement cannot be made until all required documents are received.**
- Applications must be submitted to:

<p><b>CCR&amp;R</b> <b>Attn: Nina Wargel</b> <b>700 Logan College Rd</b> <b>Carterville, IL 62918</b></p>
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## 7. BEFORE YOU SUBMIT YOUR APPLICATION:

- Step 1: \_\_\_\_\_ Complete all areas of the current application. If a question was not applicable insert N/A.
- Step 2: \_\_\_\_\_ Sign and date the application.
- Step 3: \_\_\_\_\_ Make sure the payment information you have submitted is correct.
- Step 4: \_\_\_\_\_ Complete and attach your narrative responses.
- Step 5: \_\_\_\_\_ Include a copy of all receipts and certificate of completion (if applicable).