Quality Matters

IMPROVING EARLY LEARNING IN CONTRA COSTA

2019-2020

Contra Costa County Professional Development Program (PDP) Stipend Guide & Application

July 1, 2019 - June 30, 2020

Dear Early Childhood Educator,

Join us for another year of exciting and productive educational and professional development! Whether you are just beginning your career in early childhood education or have years of experience, you will benefit from the Contra Costa Professional Development Program (PDP).

For nearly 20 years, the Professional Development Program (PDP) has helped Contra Costa's early childhood educators advance their education and professional development in early childhood education, and rewarded them when they do.

The PDP Stipend is an incentive given to early childhood educators for prioritizing College coursework in pursuit of a degree, to obtain or update their Child Development Permit and/or for reaching an Education Milestone.

As you grow professionally, you contribute to building and improving the early childhood education workforce in Contra Costa County! If you work at a site that participates in Quality Matters--our quality rating and improvement system, which supports and incentivizes childcare programs to offer the best early care and education possible—your educational advancement may improve your program's rating scores! It is exciting that Contra Costa's ECE field has such integrated individual and site-based educational, professional development and quality improvement of programs because *Quality Child Care Matters*!

Sincerely,

Susan K. Jeong, M.Ed.
Manager, Educational Services
Early Care & Education Programs
Contra Costa County Office of Education
(925) 942-3413
sjeong@cccoe.k12.ca.us

Edirle Menezes, Ph. D
Early Childhood Education Program Officer
First 5 Contra Costa
(925) 771-7333
emenezes@first5coco.org

PDP STIPEND GUIDE

ELIGIBILITY CRITERIA

To apply and participate in the 2019-2020 Contra Costa County Professional Development Program (PDP), you must meet the following criteria:

- Be employed at a licensed or license-exempt early childhood education program in Contra Costa County and work directly with a group of children 5 years or younger **for a minimum of 15 hours per week.**
- Must have worked consistently **within the same program or agency for at least the previous nine (9) months** by May 31, 2020, the end of the 2019-2020 program year.
- Be at least 18 years of age and have a Social Security Number or Tax ID Number. This number will be required for a **W-9 Form, page 15 of this document, Application section.**
- You must also verify that you meet at least **ONE** of the below PDP eligibility criteria:
  - Be employed at a Quality Matters program
  - Be employed at State-funded (subsidized child care) program
  - Be employed at a program located in one of the following target zip codes:

Antioch: 94509, 94531
Brentwood: 94513, 94514
Byron: 94514
Concord: 94518, 94519, 94520, 94521
Crockett: 94525
El Cerrito: 94530
El Sobrante: 94803, 94820
Hercules: 94547
Martinez: 94553
Oakley: 94561
Pinole: 94564
Pittsburg/Bay Point: 94565
Port Costa 94569
Pleasant Hill: 94523
Richmond: 94801, 94803, 94804
Rodeo: 94572
San Pablo: 94806
San Ramon: 94582, 94583

PROGRAM REQUIREMENTS

- You must have a valid email account. Email is the primary method of communication for PDP. Please add **etreanor@first5coco.org** to your email contacts to make sure email messages are received.
- **Use the same email and last name that you use on your W-9** for your PDP Stipend Application, Workforce Registry account, to register for trainings, and for communication with your PDP team including First 5 Contra Costa staff, County Office of Education staff, and PDP College Advisors. Should you have a change, please inform your PDP College Advisor immediately.
- All PDP Stipend applicants are required to have an annual Education Plan and/or an annual Professional Growth Plan completed with the appropriate PDP Advisor.
- All PDP Stipend applicants are required to have an Early Care and Education Workforce Registry Account and Registry ID Number in order to be issued a stipend. **Page 14 of this document, Application section, has instructions on how to get your Registry ID number.**

PDP STIPEND GUIDE

STIPEND PAYMENT PROCESS & INSTRUCTIONS

- Transcripts are due by June 5, 2020 to PDP College Advisor for coursework completed at a pre-approved college outside of the Contra Costa Community College District.
- Training-completion Certificates must be submitted by **May 31, 2020 directly to First 5 Contra Costa** by postal mail (see green box below for address) or scanned and emailed to etreanor@first5coco.org.
- Stipend payments will be issued in late **July 2020** and will be mailed to participant's home address.
- Stipends must be declared as income and are subject to income tax regulations. A 1099 form will be mailed to any participant who received total payments of more than $600 during the year.
- ***Stipend amounts are contingent upon the availability of funds.***

APPLICATION PROCESS

- The PDP Stipend Application is on pages 10 -16 of this document. Please carefully read the Guide section for important information, details, and contact information.
- The application period is **August 15, 2019 - January 15, 2020.** The Guide & Application document is available at http://www.qualitychildcarematters.org/providers/. The Application section is a fillable PDF document so please complete it **online**.
- Once completed, print the Application in order to get the required signatures and attach required documents.
- **Submit the complete PDP Stipend Application to your PDP College Advisor** at Diablo Valley College (DVC), Los Medanos College (LMC), or Contra Costa College (CCC).

PDP STIPEND GUIDE & APPLICATION (IMPORTANT CONTACTS)

For more information or to submit your Application contact your PDP College Advisor:

CONTRA COSTA COLLEGE
May Saeteurn
2600 Mission Bell Dr., AA-217
San Pablo, CA 94806
(510) 215-4985
msaeteurn@contracosta.edu

DIABLO VALLEY COLLEGE
Sue Handy
321 Golf Club Rd., ECS-202
Pleasant Hill, CA 94523
(925) 969-2393
shandy@dvc.edu

LOS MEDANOS COLLEGE
Melissa Jackson
2700 E. Leland Rd., CSC-203
Pittsburg, CA 94565
(925) 473-7639
mjackson@losmedanos.edu

Contra Costa County Office of Education
Terrissa Hein
PDP Advisor
77 Santa Barbara Road
Pleasant Hill, CA 94523
(925) 942-3397
thein@cccoe.k12.ca.us

First 5 Contra Costa
Elida Treanor
ECE Program Assistant
1485 Civic Court, Suite 1200, 2nd Floor
Concord, CA 94520
(925) 771-7319
etreanor@first5coco.org

PDP STIPEND GUIDE

COLLEGE COURSEWORK

New & Returning Participants

Minimum of 6 units toward degree and/or permit

STIPEND: $700

The College Coursework component is designed to support early childhood professionals pursuing an Associate's or Bachelor's degree in Early Childhood Education, Child Development (or equivalent), Human Development (Early Childhood Development or Child Development option), or taking coursework to obtain, renew, or upgrade a Child Development Permit.

IMPORTANT: Coursework required for the major is prioritized over electives, unless pre-approved by College PDP Advisor. College Coursework participants cannot also receive a Training stipend.

You must complete the following required activities to qualify for a stipend:

- Meet with a PDP College Advisor to complete or update a PDP approved Education Plan, which includes coursework for current academic year.
- Complete a minimum of six (6) semester or nine (9) quarter units approved by your PDP Advisor during the program year with a passing grade of 'C' or higher to earn a stipend.
- Coursework must be completed between **July 1, 2019 - May 31, 2020.**
- If you are taking coursework toward an Associate's degree, you must take classes at Contra Costa College, Diablo Valley College, Los Medanos College, or **at a college pre-approved by your PDP College Advisor.** PDP Advisor will verify completion of your CCC, DVC and/or LMC coursework.
- If you are taking classes towards a Bachelor's degree, you must complete coursework at a regionally accredited higher education institution and **submit a pre-approved education plan from your four-year institution(s) to your PDP College Advisor.**
- Transcripts for pre-approved coursework completed at pre-approved college outside of the Contra Costa Community College District are due **to your PDP College Advisor by June 5, 2020**.
- If approved for the College Coursework component, you may be eligible for a Coursework Bonus for each additional unit of coursework beyond the minimum 6 units, **upon availability of funds and determined by funding agency** (First 5 Contra Costa and Contra Costa County Office of Education / LPC).

PDP STIPEND GUIDE

EDUCATION MILESTONES

Returning Participants
STIPEND: $300-$600

This component requires PDP College Advisor pre-approval and is available to returning PDP participants who are pursuing a degree and obtaining the **highest milestone** by completing the last required course(s) during the 2019-2020 program year. *Participants are eligible for only one milestone stipend payment per program year.*

MILESTONE 1: **STIPEND: $300**
24 CD/ECE Units and 16 General Education Units - to meet Teacher Permit requirements AND applicable to Associate's Degree, as approved by your PDP College Advisor.

MILESTONE 2: **STIPEND: $400**
Associate's Degree in Child Development/Early Childhood Education or a related field approved by your PDP College Advisor.

MILESTONE 3: **STIPEND: $500**
Transfer Ready in Child Development/Early Childhood Education or a related field approved by your PDP College Advisor.

MILESTONE 4: **STIPEND: $600**
Bachelor's Degree in CD/ECE – or a related field approved by your PDP College Advisor.

LOST WAGES

New & Returning Participants
STIPEND: up to $1,250 per semester

Lost Wages reimbursements are available only for teachers working at Quality Matters sites. Lost Wages reimburse full-time teachers for unpaid time while completing supervised field experience practicum lab hours. The following elements will be verified by your PDP College Advisor and reviewed by First 5 Contra Costa:

- You must be pre-approved by your PDP College Advisor to be eligible for this component.
- Reimbursement is for time spent *in supervised practicum field experience course lab hours.*
- You must provide verification of hourly wages or payments to substitutes.
- Transcripts showing **final grade must be posted** before stipend is paid.

You must comply with the above criteria to receive Lost Wages.

IMPORTANT: See your PDP College Advisor to apply for Lost Wages.

PDP STIPEND GUIDE

TRAININGS

New & Returning Participants

Minimum 21 professional development hours

STIPEND: $300

This component provides professional development trainings to support early childhood professionals that have attained at least an Associate's Degree in **ECE/CD or equivalent**. If your program/worksite participates in Quality Matters, PDP Stipend Trainings can be used to meet the 21 hours of professional development (PD) required annually for Lead Teachers, Program Directors, and FCCH providers. *Training Stipend participants cannot receive a College Coursework Stipend.*

IMPORTANT: Trainings must be selected from the Training Calendar at **www.plan4kids.org** OR **www.caearlychildhoodonline.org** (CECO, trainings available only online).

You must complete the following required activities to qualify for a stipend:

- Complete a minimum of 21 hours of approved, eligible trainings between **July 1, 2019 - May 31, 2020.**
- Training participants must have an approved Professional Growth Plan and/or an Education Plan for the current program year and created between **January 1, 2019 - January 15, 2020**.
- Trainings repeated from previous years are not eligible for a stipend.

FOREIGN TRANSCRIPT EVALUATION ASSISTANCE

2019-2020 PDP Stipend Participants

Service only, No Stipend issued

Do you have a degree from a country other than the United States and wish to be considered for transcript evaluation assistance? Foreign Transcript Evaluation Assistance is a service available to those approved for PDP Stipend participation. This is not a reimbursement to participants previously obtaining a transcript evaluation.

IMPORTANT: If you are interested in receiving this service, please contact your PDP College Advisor for review and approval of your request.

Your coursework and degree will be evaluated to determine relevance for:

- Child Development Permit Requirements
- Degree Requirements
- QRIS Requirements

PDP STIPEND GUIDE

OTHER SERVICES

New & Returning Participants
Services Only. No Stipend issued

ACADEMIC SUPPORT SERVICES
Contact: PDP College Advisors, PDP Guide page 2

- **Advising:** for child development permits, college certificates, CD/ECE associate degree, B.A. transfer, and Quality Matters (QM) Lead Teacher and Director Transcript Evaluation.
- **Textbook Lending Library:** for most CD/ECE, general education, and cohort courses advised by PDP College Advisors. **IMPORTANT:** Participants must be in good standing, with lending library textbooks returned, in order to receive a PDP stipend.
- **Tutoring & Study Groups:** to support student success and degree attainment.

PROFESSIONAL DEVELOPMENT SUPPORT SERVICES
Contact: Terrissa Hein, see contact information below

- **Permit Application Assistance:** to review and process child development permit applications. A Temporary County Certificate (TCC) may be obtained from the County Office of Education for employment purposes when applying for a permit.
- **Professional Growth Advising:** for child development permits, renewals, or upgrade, as well as PDP requirement for participants with an Associate's Degree or higher in CD/ECE, or other degree in a related field, including 24 CD/ECE units.

OTHER SUPPORT SERVICES
Only available for teachers working at State-funded, School-age Programs

If you or another colleague are employed in a state-funded, school-age program caring for children before and after school and you wish to learn about professional development support, please contact:

TERRISSA HEIN
Education Liaison
Early Care & Education Programs
Contra Costa County Office of Education
(925) 942-3397
thein@cccoe.k12.ca.us

PDP STIPEND GUIDE

2019-2020 PDP STIPEND SUMMARY CHART

COLLEGE COURSEWORK (page 3)	**Stipend: $700**
Eligibility:	• New & Returning participants • Pre-approval from PDP College Advisor
Requirements:	• Six (6) semester or nine(9) quarter units completed with a 'C' or higher between 07/01/2019-05/31/2020
EDUCATION MILESTONES (EM) 1 – 4 (page 4)	**Stipend: $300-600**
Eligibility:	• Only Returning participants • Pre-approval from PDP College Advisor • Milestone must be completed during the 2019-2020 Program Year AND be approved by your PDP College Advisor
Requirements:	• EM1: 24 CD/ECE units and 16 GE units to meet teacher permit requirements AND applicable to Associate's Degree • EM2: Associate's Degree in CD/ECE or related field • EM3: Transfer Ready in CD/ECE or related field • EM4: Bachelor's Degree in CD/ECE or related field
TRAININGS (page 5)	**Stipend: $300**
Eligibility:	• New & Returning participants • Must have attained at least an Associate's Degree in ECE/CD or equivalent • Develop/update Professional Growth or Education Plan with PDP Advisor
Requirements:	• Trainings must be selected from www.plan4kids.org or CECO, www.caearlychildhoodonline.org. • Submit Completion Certificates for a minimum of 21 hours by 05/31/2020
LOST WAGES (page 4)	**Stipend: Up to $1,250/semester**
Eligibility:	• New & Returning participants • Must be employed at a Quality Matters program • Contact your PDP College Advisor to enroll for Lost Wages
Requirements:	• Written verification of employment and hourly wage or payments to substitute • Transcripts showing a grade of 'C' or higher
FOREIGN TRANSCRIPT EVALUATION ASSISTANCE (page 5)	**No stipend issued**
Eligibility:	• Must be a new or returning PDP Stipend participant • Contact your PDP College Advisor for Evaluation recommendation
Requirements:	• Pre-approval AND recommendation from your PDP College Advisor

PDP STIPEND GUIDE

PDP STIPEND DEADLINES

ALL Participants

- Applications accepted **August 15, 2019 – January 15, 2020**
- Enrollment in the Early Care & Education Workforce Registry by **January 15, 2020**
- Meet with PDP College Advisor to develop/update annual Education Plan and/or meet with PDP Advisor to develop/update annual Professional Growth Plan **January 2019 - January 2020**.

COURSEWORK Participants

- College Coursework must be completed between **July 1, 2019 - May 31, 2020**
- Education Milestone must be achieved during **Program Year 2019 - 2020**
- Lost Wages supervised practicum field experience lab hours must be completed between **July 1, 2019 - May 31, 2020**
- Lost Wages Employment and transcripts verified by **May 31, 2020**
- Transcripts for coursework taken outside of Contra Costa Community College District due to PDP College Advisor by **June 5, 2020**.

TRAINING Participants

- PDP-approved Trainings must be completed between **July 1, 2019 - May 31, 2020**
- When all 21 hours are completed, submit completion Certificates by May 31, 2020 by postal mail to: **Elida Treanor, First 5 Contra Costa, 1485 Civic Court, Suite 1200, 2nd Floor, Concord, CA 94520** OR by email to etreanor@first5coco.org.

IMPORTANT:

- All stipends are contingent upon the availability of funds and will be mailed in late July 2020.
- Tax Form 1099 for 2019 taxes will be mailed to participant's home address by January 31, 2020.

PDP STIPEND APPLICATION

PDP STIPEND: ELIGIBILITY CRITERIA & INSTRUCTIONS

Please check that you meet the following Eligibility Criteria to apply for and participate in PDP:

- You are employed at a licensed or license-exempt early childhood education program in Contra Costa County and work directly with a group of children 0 - 5 years **for a minimum of 15 hours per week.**
- You will work consistently **within the same site/program or agency for at least the previous nine (9) months by May 31, 2020,** the end of the 2019-2020 program year.
- You are at least 18 years of age and have a Social Security Number or Tax ID Number. This number will be required for the **W-9 Form, page 15 of this document, Application section.**
- You verify that you meet at least **ONE** of the below PDP eligibility criteria:
  - You are employed at a Quality Matters program **OR**
  - You are employed at State-funded (subsidized child care) program **OR**
  - You are employed at a program located in one of the following target zip codes: Antioch: 94509, 94531; Brentwood: 94513, 94514; Byron: 94514; Concord: 94518, 94519, 94520, 94521; Crockett: 94525; El Cerrito: 94530; El Sobrante: 94803, 94820; Hercules: 94547; Martinez: 94553; Oakley: 94561; Pinole: 94564; Pittsburg/Bay Point: 94565; Port Costa 94569; Pleasant Hill: 94523; Richmond: 94801, 94803, 94804; Rodeo: 94572; San Pablo: 94806; San Ramon: 94582, 94583.

ALL Applicants:

- Please complete the fillable Word Application (pages 10-16) online at http://www.qualitychildcarematters.org/providers/
- PRINT your last name in the top right corner of each page. In the online Application, this will autofill.
- Required documents:
  1. Employment Verification Form, page 12
  2. Workforce Registry Account and Registry ID Number, page 14
  3. W-9 Form, page 15
- As you complete the online application, make sure to get all needed signatures and keep a copy of it for your records.
- **The signed, original Application must be submitted to your PDP College Advisor.**

NEW Applicants:

- Fill out page 13 AND attach a copy of any degrees you have earned or a foreign transcript evaluation.
- Attach a copy of your Child Development Permit.

RETURNING Applicants:

- Fill out page 13
- Did you have a change in degree status since June 2019?
  - If **yes,** attach a copy of proof of the changed degree.
  - If **no**, no action is required.
- Did you have a change in your Child Development Permit level since June 2019?
  - If yes, attach a copy of the new permit.
  - If **no**, no action is required.

Last Name

PDP STIPEND APPLICATION

PERSONAL INFORMATION - PART 1

*Fields must match your W-9 (page 15)

Last Name*	First Name*	Middle Initial*	
Previous Last Name (if applicable)	Date of Birth ___ ___ / ___ ___ / ___ ___ ___ ___		
Street Address*			
City*	Zip Code*		
Primary Telephone #	☐ Cell	☐ Home	☐ Work
Alternate Telephone #	☐ Cell	☐ Home	☐ Work
E-Mail (Required) *PLEASE PRINT CLEARLY*			

PERSONAL INFORMATION - PART 2

How do you identify your Race/Ethnicity? (Select all that apply.)

☐ American Indian or Alaska Native ☐ Middle Eastern

☐ Asian ☐ Native Hawaiian or Other Pacific Islander

☐ Black or African American ☐ White/Caucasian

☐ Hispanic ☐ Latino but not Hispanic ☐ Other_____ ☐ Decline to State

What is your Primary Language? (Select one.)

☐ Arabic ☐ Farsi ☐ Korean ☐ Russian

☐ Armenian ☐ Filipino (Pilipino or Tagalog) ☐ Mandarin ☐ Sign Language

☐ Cantonese ☐ Hmong ☐ Portuguese ☐ Spanish

☐ English ☐ Japanese ☐ Punjabi ☐ Vietnamese ☐ Other

PDP STIPEND APPLICATION

Last Name

CURRENT EMPLOYMENT - PART 1

Program/Site Name (Agency and Specific Program/Site)	Name/Number of Classroom	
Director/Owner First & Last Name	Email	
Program Address		
City	Zip	Phone Number
Facility License Number (Optional)		

Start date at Current Program or Agency listed above	(Month/Year) _____ / _____
When did you start working in the ECE/CD field?	(Month/Year) _____ / _____
How many hours per week do you work at the program/worksite listed above?	___ ___
Income from ECE employment: (check one) ☐ per hour ☐ per month ☐ per year	$

What is your position? (Select ONE.)

☐ Assistant / Aide ☐ Master/Head/Lead Teacher ☐ Assistant Director
☐ Associate Teacher ☐ Site Supervisor ☐ Substitute ☐ Intern
☐ Teacher ☐ Program Director ☐ Owner/Operator ☐ Volunteer

Which best describes this program/worksite? (Select ONE.)

☐ Private Child Care Center ☐ License-Exempt Program
☐ Early Head Start Program ☐ State Preschool Program
☐ Family Child Care Home ☐ Other (e.g., Cal-SAFE, Military Child Care, Parent Co-Op)
☐ Head Start Program ☐ Other, please specify: _____

Number of children in your care? Answer must be a NUMBER	___ ___
How many Infants (Birth to 17 Months)? NUMBERS ONLY	___ ___
How many Toddlers (18 to 35 Months)? NUMBERS ONLY	___ ___
How many PreK (36 Months to Kindergarten Entry)? NUMBERS ONLY	___ ___

What is the primary language you speak with children in the classroom? (Select ONE.)

☐ Arabic ☐ Farsi ☐ Korean ☐ Russian
☐ Armenian ☐ Filipino (Pilipino or Tagalog) ☐ Mandarin ☐ Sign Language
☐ Cantonese ☐ Hmong ☐ Portuguese ☐ Spanish
☐ English ☐ Japanese ☐ Punjabi ☐ Vietnamese ☐ Other _____

PDP STIPEND APPLICATION

Last Name

CURRENT EMPLOYMENT - PART 2 (EMPLOYMENT VERIFCATION FORM)

The applicant's director/owner (for Family child care homes) or supervisor/director (for centers) must complete Section I on this page (on or before January 15, 2020) to verify the applicant's employment. If the center director is the applicant, an Agency representative must complete Section I.

Applicant's Name	Applicant's Job Title
Employer Agency/ Program	☐ Applicant changed sites within the Agency within the last year.

SECTION I – Supervisor / Director / Owner

I hereby certify that I am currently the director/owner of the program/site named above. I supervise or can otherwise verify employment for the applicant identified above. In addition, by checking each box below, I verify that:

☐ The applicant has worked at this program/site for (number) __ __ hours per week since s/he began her/his employment (month/year) _____ / _____.

☐ I understand that, in order for the applicant to participate in PDP, s/he must work at my site/ agency **a minimum of 15 hours per week and for at least 9 months by May 31, 2020**.

☐ The applicant currently works with children birth to pre-kindergarten age, 0-5 years, in Contra Costa County.

Signature of Supervisor/FCC Owner/Agency Representative — **REQUIRED:** EMAIL of SUPERVISOR/OWNER/DIRECTOR

Date – Must be on or before January 15, 2020 — Work Telephone Number — Job Title/Position

SECTION II – Applicant

☐ I hereby certify that I am currently employed at the program/site identified above, that I work __ __ hours per week.

☐ I understand that, **by May 31, 2020,** I must have worked at this site/program or within the same agency **for at least the previous nine (9) months**.

☐ In addition, by checking the boxes below, I verify that I work directly with children 0-5 years, specifically: ☐ Infants ☐ Toddlers ☐ Pre-kindergarten

☐ I understand that the incentive I receive is in addition to my current wage and/or annual salary and that salary advancement will not be negatively affected by the incentive. **I certify that all information related to my employment is true and correct.**

Signature of Applicant — Date – Must be on or before January 15, 2020

Print Name — **REQUIRED:** EMAIL

Last Name

PDP STIPEND APPLICATION

EDUCATION & CHILD DEVELOPMENT PERMIT INFORMATION

Are you currently enrolled in college? ☐ Yes ☐ No

If yes, where? ☐ CCC ☐ DVC ☐ LMC ☐ Other (please specify) _____

What is your current education goal? ☐ Permit ☐ Certificate ☐ Degree ☐ Transfer

If TRANSFER, what Major? _____

Highest Level of Education Attained (Select one.)

☐ Less than High School Diploma ☐ High School Diploma/GED ☐ Some College Courses

☐ Associate's Degree	Major & Year attained: College/Country:
☐ Bachelor's Degree	Major & Year attained: College/Country:
☐ Master's Degree	Major & Year attained: College/Country:
☐ Doctorate's Degree	Major & Year attained: College/Country:

☐ Foreign Transcript Evaluation? ☐ Yes ☐ No. Evaluation Agency Name:

Level of Child Development Permit Held (Select one.)

☐ Assistant ☐ Teacher ☐ Site Supervisor ☐ Do Not Have a Permit

☐ Associate Teacher ☐ Master Teacher ☐ Program Director

Have you recently applied for a new permit or permit upgrade:

☐ No ☐ Yes, date applied ____/____/____

For what permit level?

PDP STIPEND APPLICATION

Last Name

EARLY CARE & EDUCATION WORKFORCE REGISTRY
FORM & INSTRUCTIONS

Enrollment in the Early Care & Education Workforce Registry (www.caregistry.org) is required. After you create an account, the Registry will issue you a Registry ID Number and you will be able to print a Registry ID Card with this number; in the future, **you will be asked to provide your Registry ID number to register for and attend trainings, other professional events, and to apply for programs such as the PDP Stipend**.

INSTRUCTIONS

1. Go to www.caregistry.org and click "Register Now."
2. Once you finish registering, you will receive an email with a link and instructions to activate your account.
3. Click this link (or copy and paste it into your web browser) and log in. You must log in to officially activate your Workforce Registry account.
4. Please keep this card in your wallet or save the ID number in your cell phone contacts for easy reference.
5. **REQUIRED. What is your nine (9) digit Workforce Registry ID Number?**

   __ __ __-__ __ __-__ __ __

Visit www.caregistry.org for Frequently Asked Questions and a tutorial on how to use the Registry. You may also contact **Terrissa Hein, Education Liaison, Early Care & Education Programs, Contra Costa County Office of Education at thein@cccoe.k12.ca.us or 925.942.3397**.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

PDP STIPEND APPLICATION

Last Name

SIGNATURES

Information from this and other PDP forms, as well as student academic records, is entered into a PDP database and this information is used to advise you on your educational progress. Further, information is shared from the database with the three Contra Costa Community Colleges, First 5 Contra Costa, Contra Costa County Office of Education / Local Planning and Advisory Council, and its designated evaluators for the sole purpose of aggregate program evaluation and stipend issuance. Your individual information will not be accessed for any other purposes or given to any other entity.

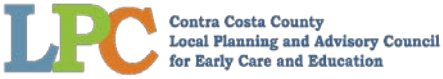
☐ I understand and agree to the above statement.

By signing this Application, I am certifying that I understand and agree to the above statement I certify that all of the information provided herein is true and correct.

_____ _____

Signature Date

IMPORTANT:

- Application (pp, 10-16) must be submitted to a PDP COLLEGE ADVISOR.
- Incomplete applications will not be accepted.
- Any applications received at First 5 Contra Costa will be returned to the sender.

Contra Costa's Professional Development Program (PDP)
is implemented through the partnership of: