



IMPROVING EARLY LEARNING
IN CONTRA COSTA

2020-2021

Contra Costa County Professional Development Program (PDP) Guide

July 1, 2020 - June 30, 2021





PROFESSIONAL DEVELOPMENT PROGRAM GUIDE

ELIGIBILITY CRITERIA

To apply for the Stipend Program, applicants must meet Criteria #1-4 AND at least one from #5:

1. Be at least 18 years of age and have a Social Security Number or Tax ID Number
2. Work at a licensed or license-exempt early childhood education program in Contra Costa County
3. During the program year, specifically July 1, 2020-May 31, 2021, you must be employed in licensed/license exempt early childhood education program in Contra Costa County for a minimum of 6 months of the program year. (Changes below 10/16/2020)
4. Work a minimum of 15 hours per week directly with a group of children 5 years or younger, but not in a Transitional Kindergarten (TK) classroom given funding restrictions.
5. Be employed at a worksite that meets **at least ONE** of the following:
 - a. It is a Quality Matters program
 - b. It has enrolled children receiving a subsidy
 - c. it has enrolled children with an IEP
 - d. it has enrolled Infants (Birth to 17 months) and/or Toddlers (18 to 35 months)
 - e. It is 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

To participate in and remain eligible for the Stipend Program, you must meet all of #1-5:

1. Have an Early Care & Education Workforce Registry Account and Registry ID Number

An Early Care & Education Workforce Registry ID Number (Registry ID#) is required and necessary to register for and to attend trainings, professional events, and to apply for support programs. If you do not have a Registry ID, follow the instructions below:

- a. Go to www.caregistry.org and click "Register Now."
- b. Once registered, you will receive an email with [a link to activate your account](#).
- c. Click this link and log in. **You must log in to activate your account and to get your Registry ID#.**
- d. Keep your Registry ID number stored in your cell phone contacts for easy reference.
- e. 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 their@cccoe.k12.ca.us or 925.942.3397.



PROFESSIONAL DEVELOPMENT PROGRAM GUIDE

2. Have an **Education or Professional Growth Plan**, applicable to 2020-2021 program year, created / updated, on file with your PDP College Advisor.
3. Have a **valid email** account that you check frequently. Email is the primary method of communication for PDP. Should your email change, please inform your PDP College Advisor and Elida Treanor immediately.
4. Complete all program component—College Coursework, Education Milestone, or Training—requirements including submitting all documents and meeting all deadlines.
5. **Remain employed for at least 6 months between July 1, 2020-May 31, 2021 in a licensed/license exempt early childhood education program in Contra Costa County.**

PROGRAM DEADLINES

ALL Participants

- Online Applications accepted September 15, 2020 – January 15, 2021
- Enrollment in the Early Care & Education Workforce Registry by January 15, 2021

COURSEWORK Participants

- Transcripts for coursework taken at an approved college outside of the Contra Costa Community College District due to PDP College Advisor by June 5, 2021
- College Coursework must be completed between July 1, 2020 - May 31, 2021
- Education Milestone must be achieved between July 1, 2020 - May 31, 2021

TRAINING Participants

- Trainings must be selected from approved sources (see p. 6) **AND** completed between July 1, 2020 - May 31, 2021
- Proof of completed trainings must be **submitted by June 1, 2021.** (Changes below 10/16/2020)

STIPEND ELIGIBILITY & TIMELINE

- All required documents must be complete and received by the stated deadlines and all deadlines must be met in order to maintain Stipend eligibility.
- **Stipend amounts are contingent upon the availability of funds.**
- Stipends are income and are subject to income tax regulations. For any participant who received total payments of more than \$600 for the Program Year, a Tax Form 1099 for 2020 taxes will be mailed to participant's home address by January 31, 2021.
- **Stipend payments will be mailed in late July 2021** to participant's home address on the W-9 Form.



PROFESSIONAL DEVELOPMENT PROGRAM GUIDE

APPLICATION PROCESS

To apply for the Stipend Program, you must complete and submit an application online, but first, please:

- **Read the Stipend Program Guide** so you can discuss your options with your PDP College Advisor and plan for calendar deadlines.
- **Make contact with your PDP College Advisor** to create/update an Education Plan and/or Professional Growth Plan.
- **Submit the Supplemental Application documents** (listed below), if applicable, directly to Elida Treanor at First 5 Contra Costa (see p. 3). (Changes below 10/16/2020)
 - ALL** Applicants are required to submit:
 - A paper (hard) copy of the original, signed W-9 Form – **this document must be mailed through the US Postal Service.**
 - NEW** Applicants are required to submit electronic:
 - Proof of any college degree(s) held
 - Child Development Permit whether current or expired, or proof of Permit Application
 - RETURNING** Applicants – Did you have a change in degree or permit status since May 2020?
 - If **yes**, submit a copy of the new degree or permit.
 - If **no**, no documentation is required. It is **not** necessary to submit these documents again.
- When you are ready, go to www.qualitychildcarematters.org or www.first5coco.org to apply. **Complete the online Application** between **September 15, 2020-January 15, 2021**. Once submitted, a copy of your Application automatically will be emailed to you. Keep it for your records.

PROGRAM CONTACTS

CONTRA COSTA COLLEGE May Saeteurn 2600 Mission Bell Dr., A-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 Education Liaison 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, 2 nd Floor Concord, CA 94520 (925) 771-7319 etreanor@first5coco.org



PROFESSIONAL DEVELOPMENT PROGRAM 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.

Coursework required for the major is a priority over electives, unless 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, 2020 - May 31, 2021.**
- Courses toward an Associate's degree must be completed at Contra Costa College, Diablo Valley College, Los Medanos College, **or at a college approved by your PDP College Advisor.**
- Courses toward a Bachelor's degree must be completed at a regionally accredited higher education institution and **submit an approved education plan from your four- year institution(s) to your PDP College Advisor for approval.**
- Transcripts for approved coursework completed at approved college outside of the Contra Costa Community College District are due **to your PDP College Advisor by June 5, 2021.**
- If approved for the College Coursework component and eligible for that stipend, you also may be eligible for a Coursework Bonus for each additional unit of approved coursework beyond the minimum 6 units. **Coursework Bonus is dependent upon availability of funds and determined by funding agency** (First 5 Contra Costa and Contra Costa County Office of Education / LPC) at the end of the Program Year.



PROFESSIONAL DEVELOPMENT PROGRAM GUIDE

EDUCATION MILESTONES

Returning Participants

STIPEND: \$300-\$500

This component requires PDP College Advisor recommendation and is available to returning Stipend Program participants who are pursuing a degree and obtaining the **highest milestone** by completing the last required course(s) during the 2020-2021 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.



PROFESSIONAL DEVELOPMENT PROGRAM GUIDE

TRAININGS

Minimum 10 professional development hours

New & Returning Participants

STIPEND: 10-15 Hours \$150 / 16-21 Hours \$300

This component provides a stipend for completion of professional development trainings. Available to early childhood professionals that have attained at least an Associate's Degree in Early Childhood Education / Child Development or equivalent. Equivalent is any non-CD/ECD/ECE degree level (associate's, bachelor's, master's or doctorate's) combined with 24 CD/ECE units including core courses (Child Growth & Development; Child, Family & Community; and curriculum).

Training participants must have a California Early Childhood Education Workforce Registry ID Number (Registry ID#) Refer to p. 2 for instructions on how to create an ID#.

Training participants cannot also receive a College Coursework stipend.

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

- Current, approved Professional Growth Plan created/updated **and** on file with your PDP College Advisor.
- Training hours **completed between July 1, 2020 - May 31, 2021**. Trainings completed in previous program years are not eligible for a stipend.

Proof of completed trainings must be **submitted or verifiable by June 1, 2021**. You may print a copy of your trainings from your Registry account, but for any trainings not on the Registry, digital certificates are required as proof of completion. (Change 10/16/2020)

Submit physical proof of completion **by email to Elida Treanor at First 5 Contra Costa** (see p. 2 for contact information). Scans or pictures must be of 1 (one) certificate at a time and **clearly show the training title, date, and hours earned, and the attendee's name**. All certificates should be attached to one email.

- Any trainings or activities engaged in while receiving wages from the employer are not eligible for a stipend. Routine trainings and extracurricular activities that are considered part of your regular employment expectations are not eligible for a stipend (for example, Mandated Reporter, CPR / First Aid, or "on-site" or zoom trainings required during work hours).

What trainings are eligible for the Stipend Program?

You may select trainings from the following sources and know that they are eligible:

- **Monthly email** - Training participants will receive a monthly email that lists available trainings and registration links. These emails will be stored for reference on the Stipend Program webpages at www.qualitychildcarematters.org and www.first5coco.org.
- **Approved agencies / host agencies** – California Department of Education (CDE), California Early Childhood Online (CECO), CoCo Kids, Contra Costa County Office of Education (CCCOE), First 5 Contra Costa, and other county or state First 5 trainings.

In addition, if you need to check if a training will be eligible for the Stipend, you may email Elida Treanor (see p. 3 for contact information).



PROFESSIONAL DEVELOPMENT PROGRAM GUIDE

TRAININGS CONTINUED...

New & Returning Participants

Please email the following information so that she can determine eligibility of the training(s):

- A link to the specific training,
- the agency/organization providing the training,
- the title,
- the date, and
- the number of professional development hours offered.

Elida will research the training(s) and respond to your inquiry after two (2) to three (3) business days. You still are responsible for registering for and attending any and all trainings in which you are interested!

How do I register for trainings?

- You are required to provide your Registry ID# for all trainings. Keep the ID# accessible by listing it in your telephone's contacts!
- **Every training has a specific link to use to register. Registration is required to attend**
- CECO (www.caearlychildhoodonline.org) requires you to set up an account before you can register for trainings. Please save your user name and password somewhere safe and easy to access!

OTHER SERVICES

New & Returning Participants
Services Only. No Stipend

ACADEMIC SUPPORT SERVICES

Contact: PDP College Advisors, Guide p. 3

- **Advising:** for child development permits, college certificates, CD/ECE Associate degree, Bachelor's transfer, and Quality Matters (QM) Lead Teacher and Director Transcript Evaluation.
- **Foreign Transcript Evaluation - Information Only:** about evaluation of college coursework and degree to determine relevance for requirements for Child Development Permit, Degree, and QRIS.

PROFESSIONAL DEVELOPMENT SUPPORT SERVICES

Contact: Terrissa Hein, Guide p. 3

- **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.
- **Foreign Transcript Evaluation - Information Only:** about evaluation of college coursework and degree to determine relevance for requirements for Child Development Permit, Degree, and QRIS.

2020-2021 STIPEND PROGRAM SUMMARY CHART

COLLEGE COURSEWORK (p. 4)	Stipend: \$700
Eligibility:	<ul style="list-style-type: none"> • New & Returning participants • Recommendation from PDP College Advisor • Education or Professional Growth Plan on file with PDP College Advisor
Requirements:	<ul style="list-style-type: none"> • Six (6) semester or nine (9) quarter units completed with a 'C' or higher between 07/01/2020-05/31/2021
EDUCATION MILESTONES (EM) 1 – 3 (p. 5)	Stipend: \$300-500
Eligibility:	<ul style="list-style-type: none"> • Only Returning participants • Recommendation from PDP College Advisor • Milestone must be completed during the 2020-2021 Program Year
Requirements:	<ul style="list-style-type: none"> • EM1: 24 CD/ECE units and 16 GE units to meet Teacher permit requirements AND applicable to Associate's Degree as approved by PDP College Advisor • EM2: Associate's Degree in CD, ECE, or related field approved by PDP College Advisor • EM3: Transfer Ready in CD, ECE, or related field approved by PDP College Advisor
TRAININGS (p. 6-7)	Stipend: 10-15 hours \$150 16-21 hours \$300
Eligibility:	<ul style="list-style-type: none"> • New & Returning participants • Must have attained at least an Associate's Degree in Early Childhood Education / Child Development or equivalent, including 24 CD/ECE units applicable to the Child Development Teacher Permit • Professional Growth Plan on file with PDP Advisor and submitted to First 5 Contra Costa
Requirements:	<ul style="list-style-type: none"> • Trainings must be selected from approved sources • Submit Completion Certificates by 06/01/2021 by email or postal mail to Elida Treanor at First 5 Contra Costa.

Contra Costa's Professional Development Stipend Program is implemented through the partnership of

