



Early Childhood Professional Development
424 Pine Street, Suite 201
Fort Collins, CO 80524
970-377-3388 phone
970-377-2866 fax
www.ecclc.org

Dear Early Childhood Professional,

Thank you for contacting the Professional Development Program at the Early Childhood Council of Larimer County (ECCLC). This letter and the enclosed application guidelines explain the scholarship program and other services provided by the ECCLC.

Development of a Professional Plan: The first step in your professional development plan is to set career goals and plan activities to achieve those goals. One requirement to receive a scholarship from the Early Childhood Council is to develop this plan (see enclosed Professional Development Plan form) and to annually review your activities and goals. You can also use other Professional Development planning tools available, such as those maybe provided by an employer or found in the Professional Development Information System. If you need assistance in completing your plan, our staff can certainly help you.

Scholarships for college level courses: Scholarships are intended to increase the professional development of early care and education providers in Larimer County. Scholarship awards are primarily funded through the Temple Hoyne Buell Foundation but are also often available for programs working with our program through other quality improvement services. Please contact us if you have questions about what scholarships you might be eligible for.

Those individuals interested in receiving a scholarship must fill out all the enclosed ECE Scholarship Application forms and return them to the ECCLC.

Training and Workshops: Trainings and workshops are focused each year on the needs we see in the community and on the needs that providers self-report during an annual training needs survey. Trainings are designed to support early childhood professionals in their daily work with young children. A professional development catalog of all our trainings is published annually in the fall and is available online or by mail. For a full up-to-date list of the trainings we offer, visit our online calendar of events at www.ecclc.org.

It is well known that increased quality of services in early childhood begins with dedicated, well trained, professionals. Thank you for your commitment to the Early Childhood Profession. Hopefully, the above description of the levels and types of support available from the Professional Development Program will provide a clearer picture of the services available as you reflect on your early childhood career.

If you have any questions about filling out these forms or any of the guidelines or requirements for receiving a scholarship, please don't hesitate to contact me. We look forward to hearing from you and supporting you in your professional development goals.

Please complete all scholarship application forms and return to the ECCLC one of the following ways:

Email: hblanco@ecclc.org

Fax: 970.377.2866

Mail: Early Childhood Council of Larimer County
Professional Development Program
424 Pine Street, Suite 201
Fort Collins, CO 80524

Sincerely,



Heather Blanco
Early Care & Education Director
hblanco@ecclc.org

Scholarship Application Guidelines and Policies

The primary goal of this scholarship program is to develop and support an effective and well-educated workforce serving infant, toddler and preschool age children and is *not* intended for those seeking careers in elementary education. The following procedures, policies and guidelines have been approved by the Professional Development Program for all current and future scholarship applicants.

Eligibility:

- All scholarship recipients must work in the field of early care and education in Larimer County. This includes any teachers, directors or other positions at a child care center, preschool (public or private), or family child care home providers.
- All scholarship recipients must be taking ECE courses at an accredited college or university, or be enrolled in an ECE degree program at an accredited college or university.
 - Priorities for scholarships will be as follows:
 1. Students completing ECE classes towards credentialing or licensing (i.e. Early Childhood Teacher, Director, Infant Nursery Supervisor)
 2. Students pursuing an Associate's degree in ECE related field
 3. Students pursuing a Bachelor's degree in ECE related field
- All classes must be passed with a "C" or better.
- All applicants must be registered in the Professional Development Information System (PDIS) prior to receiving scholarship funding from the ECCLC.

Policies & Procedures:

- *Other Funding*- ECCLC's scholarship funding is not meant to be the sole source of funding for students. Applicants are required to seek additional sources of funding for their schooling. However, whether or not you qualify for assistance from other sources does not affect your eligibility to receive ECCLC funding.
 1. Applicants must complete a FAFSA application: www.fafsa.gov. This should be updated annually.
 2. All applicants must apply for TEACH funds (<https://ecclacolorado.org/>), if applicable.
 3. All applicants must apply for College Opportunity Funds (COF) (<https://cof.college-assist.org/COFApp/COFApp/Default.aspx>), if applicable.
 4. Applicants are encouraged to look for additional scholarships and sources of funding for their schooling.
- Each semester, applicants are required to indicate the names/titles and approximate cost of the classes they intend to take for the upcoming semester as well as the method of delivery (on campus or online courses). The estimated cost should reflect all other funding sources.
- Funding may only be used for tuition, fees and/or books. No other purchases will be covered by ECCLC scholarship awards.
- At the end of each semester, scholarship recipients are required to complete a survey from the ECCLC to report the number of credits they took and other money

(leveraged funds) they used to pay for their tuition, fees, and/or books. **Participants who fail to provide this information may be denied future scholarship assistance.**

- Funding awards are made one semester at a time. Applicants must notify the Professional Development Coordinator before the application deadline for each semester for which they are requesting scholarship assistance. This can be done by email or phone.
- If you do not pass your class(es) with a “C” or better:
 1. If you receive a “D” on your course, you will be ineligible for future scholarships until you've paid for one semester of courses on your own and pass those classes with a “C” or better.
 2. If you fail a class or drop a class(es) after the add/drop date at the school, thus receiving an incomplete or “W” grade, the student is responsible for reimbursing the Early Childhood Council of Larimer County the scholarship amount paid.

Steps for completing application:

1. Read through the cover letter and application procedures and guidelines.
2. Apply for admission at your chosen school or university.
3. Fill out all enclosed scholarship application forms. Sign all forms where requested.
4. Submit your application to the Professional Development Coordinator at the ECCLC.
5. Complete your COF, FAFSA, and TEACH applications (if applicable).
6. If you have not already done so, register for your class(es).

Applications are accepted at any time and are considered on a first-come first-serve basis. Applicants are encouraged to apply as soon as possible. The deadlines for **all** applications are:

Semester	Deadline for Application	Scholarship Awards Made
Fall (August- December)	August 2 nd	By August 10 th
Spring (January- May)	December 10 th	By December 22 nd
Summer (May-August)	April 15 th	By May 5 th

A letter will be sent to you notifying you of your award before the semester begins. Application award letters are also sent to your school of choice so that they may bill us appropriately.

Adhering to these guidelines will allow the Early Childhood Council Professional Development Program to build and maintain a scholarship program that can assist as many people as possible and to continue our efforts to enhance professional development in Larimer County.

If you have questions about eligibility or policies for scholarships, please contact:

Heather Blanco
Early Care & Education Director
Early Childhood Council of Larimer County
hblanco@ecclc.org



ECCLC SCHOLARSHIP PROGRAM – FREQUENTLY ASKED QUESTIONS

<p>Who is eligible for a scholarship?</p>	<p><i>The scholarship applicant must:</i></p> <ul style="list-style-type: none"> • Work in an ECE program in Larimer County • Be taking ECE classes or classed towards a certificate or degree in ECE • Be registered in the Professional Development Information System (PDIS) • Email is the PRIMARY form of communication, therefore, all applicants must have a working email address
<p>What do I need to do before I apply for a scholarship?</p>	<p>Apply for admission and enroll at the college or university you plan to attend. You must have a student ID before applying for a scholarship.</p> <p>Think about your professional goal and why you are taking classes, how long this goal would take to complete and which class(es) you need to take to attain your goals.</p>
<p>How do I apply for a scholarship?</p>	<p>Fill out the scholarship application COMPLETELY, sign the statement of understanding and the consent/release statement, and complete the professional development plan. Please complete all fields and pages of the application.</p> <p>Submit the application via email, mail or fax by the deadline indicated in the program guidelines.</p>
<p>Do I need to register for classes before I submit my application?</p>	<p>You must send your intended class schedule to the Workforce Manager prior to the application deadline each semester. However, you do <u>not</u> need to be registered for classes first.</p> <p>*If you are not registered for your classes before the school gets your scholarship award, your school may not be able to apply it to your account (meaning you won't be able to see your scholarship on your student account). You will need to contact the cashier's or financial aid office at your school to have the scholarship applied to your account balance once you register for classes.</p>
<p>Do I need to complete a FAFSA, TEACH, and COF application?</p>	<p>Scholarship applicants are required to apply for all additional forms of financial assistance, when applicable. Eligibility for ECCLC scholarships is not determined based on the applicant's financial need.</p>
<p>What does the scholarship pay for?</p>	<p>ECCLC scholarships cover ONLY tuition, fees, and/or books.</p>
<p>How will I know I have received a scholarship?</p>	<p>ECCLC awards scholarships on a semester by semester basis, based on available funding. You will receive a letter with your scholarship award by the award date on the program guidelines; an award letter will also be sent to your school.</p>

<p>How much will my scholarship be?</p>	<p>Scholarships are awarded based on program eligibility and priorities as outlined in the Guidelines & Procedures document. Scholarship awards are based on available funding and the number of applicants each semester. Scholarship amounts are also based on the number of credits you are taking and whether the classes are on campus or online. Scholarship amounts change dependent on funding available and are not known until the application deadline. You will be notified of your scholarship amount in your award letter.</p>
<p>What do I do after I receive a scholarship from the ECCLC?</p>	<p>Read your award letter carefully and complete any actions required of you. Register for your class (if not already registered).</p>
<p>What happens if I decide not to use my scholarship after I receive an award?</p>	<p>In the event you choose not to use your scholarship, you must inform the ECCLC of your decision as soon as possible so that scholarship funds can be reallocated. If you choose to not register for classes or drop the course and the ECCLC is not notified, you may be ineligible for future scholarships.</p>
<p>Can I switch classes once I have received a scholarship?</p>	<p>Yes. However, you must taking a comparable ECE course to what you indicated when you applied, or another course needed for your certificate/degree. Any changes in class schedules should be communicated to the PD Coordinator.</p>
<p>How is my scholarship paid?</p>	<p>ECCLC will send a scholarship award letter directly to your school. Your school will invoice us for your scholarship and we will pay your school directly. In the event you are required to pay for your class up front, your scholarship can be paid directly to you upon successful completion of the course.</p> <p>Anything balance due on your student account not covered by the ECCLC scholarship is your responsibility to pay. <i>Please pay close attention to the payment deadlines for your school; students who have not paid their balances may be dropped from classes.</i></p>
<p>Can I use this scholarship to pay for past ECE classes?</p>	<p>No, this scholarship opportunity is only for those who are currently enrolled in an ECE course.</p>
<p>Do I need to re-apply for a scholarship each semester?</p>	<p>You do NOT need to fill out a whole new application each semester. New applications are required when information on the application changes like contact information or employer, or your professional goals change. <i>For example, if you originally were taking classes for a Directors certificate but now are continuing your education for an associate's degree, we'd require a new PD plan from you.</i></p> <p>You DO need to contact the ECCLC (via email) prior to the application deadline for each semester to let us know you will be taking classes again, that you are in need of a scholarship, and indicate which class(es) you'll be taking.</p>

<p>I need help filling out my professional development plan, what do I do?</p>	<p>You can use the Professional Development planning tools in the PDIS, ask your advisor for help in developing a plan, or contact the ECCLC for help with your plan. If you have an existing PD plan in the PDIS or with your employer, you may submit a copy of that in place of filling this one out.</p>
<p>What happens if I do not follow the requirements that ECCLC has set for receiving a scholarship?</p>	<p>These requirements are in place to ensure that the money for scholarships is spent responsibly. If you do not follow the scholarship requirements you risk not being eligible for future scholarships.</p>
<p>What if I don't pass my class with a grade of "C" or better?</p>	<p>If you receive a "D" on your course, you will be ineligible for future scholarships until you've paid for one semester of courses on your own and passed those classes with a "C" or better.</p> <p>If you fail a class or drop a class(es) after the add/drop date at the school, thus receiving an incomplete or "W" grade, the student is responsible for reimbursing the Early Childhood Council of Larimer County the scholarship amount paid.</p>
<p>Online Application</p>	<p>You can access our online application here</p>
<p>Who do I contact if I have questions about my scholarship or application?</p>	<p>Contact Early Care & Education Director Heather Blanco at hblanco@ecclc.org.</p>

ECCLC SCHOLARSHIP APPLICATION

Please turn this in with your completed paperwork.

Please fill out completely and legibly; do not leave blank fields! For questions, contact Heather at hblanco@ecclc.org.

PERSONAL INFORMATION

Name: _____

Student ID# _____ (Application cannot be processed until we have your ID number)

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Work Phone: _____

Email Address: _____
(Most communication will be via email, please check your email regularly!)

Employer Name: _____

Address of Employer: _____

Length of time at current employer _____

Total number of years in early childhood field _____

Current Position (please list title such as Early Childhood Teacher, Family Child Care Provider, etc and the ages of children you serve)

Tell us about your work experience in the early childhood field. Describe where you worked, the ages of children in the setting and how long you worked in each setting.
(You may choose to submit a resume instead.)

EXPERIENCE & CREDENTIALS

Have you earned a college degree? Yes No

If yes, what degree/major? _____

Date degree earned _____

What, if any, additional credentials or licenses do you currently hold?

Are you registered in the Professional Development Information System (PDIS)?

Yes No

(Please note: You must be registered in the PDIS in order to receive a scholarship.)

Do you have your Colorado Early Childhood Credential? Yes No

If yes, what level is your Credential _____

When does your Credential expire? _____

EDUCATIONAL PLAN

Are you currently enrolled at a college or university? Yes No

If yes, where? _____

If no, where do you plan to enroll? _____

Beginning which semester? _____

Have you submitted requests for additional aid?

FAFSA/PELL grants	YES	NO	N/A
COF	YES	NO	N/A
TEACH	YES	NO	N/A
Other _____	YES	NO	N/A

If you have applied for additional aid, do you qualify?

FAFSA/PELL grants	YES	\$ _____	NO	Unknown
COF	YES	\$ _____	NO	Unknown
TEACH	YES	\$ _____	NO	Unknown
Other _____	YES	\$ _____	NO	Unknown

PROFESSIONAL DEVELOPMENT GOALS

What are your personal and professional goals in early childhood education?

Describe how taking these classes will help you achieve these goals.

PROFESSIONAL DEVELOPMENT PLAN

Please turn this in with your completed paperwork.

Name _____ **Date:** _____

The investment that you make in your professional development will be most beneficial when you know what you want and need to learn. It is important that you create your Professional Development Plan based on your own interests and needs. What are your professional goals? You might want to improve skills in your current role, prepare for a new role in early childhood, pursue a degree or certificate in early childhood, or achieve, renew, or advance your Early Childhood Professional Credential.

This plan should reflect your goals for the next 1-3 years in the field of early childhood education and/or while you are receiving scholarship funding from the ECCLC's Professional Development Program. Please fill out (use additional pages as needed) and return with your scholarship application. *If you have an existing PD plan in the PDIS or with your employer, you may submit a copy of that in place of filling this one out.*

Start Date	Goal	Activities	Resources	Estimated goal completion date(s)
Example: Spring Semester	<i>Early Childhood Teacher Qualified</i>	<i>Take ECE 101 and ECE 111 at Front Range Community College</i>	<i>ECCLC Scholarship, COF, Pell Grants, release time from work</i>	<i>End of Spring Semester</i>

STATEMENT OF UNDERSTANDING

Please turn this in with your completed paperwork.

As a recipient of a scholarship from the Early Childhood Council of Larimer County, I agree:

- That I am currently working in an ECE program in Larimer County.
- That I am currently registered in the Professional Development Information System (PDIS).
- To enroll in Early Childhood Education courses and/or programs at my chosen school before the semester begins.
- To successfully pass each course with a grade of “C” or better. **I understand the penalties of not passing with a “C” or better as outlined in the Guidelines and Policies section of this scholarship application.**
- To communicate with the Quality Initiatives & Workforce Manager on a regular basis including the notification of course(s) selection prior to registration each semester.
- To submit all requested information in a timely basis (e.g. number of credits each semester, reporting of leveraged funds, etc).
- To submit grades or transcript to the Quality Initiatives & Workforce Manager at the end of each semester.
- To apply for additional scholarship funding through FAFSA, TEACH, COF, and other funders, when applicable.
- To sign the Consent and Release Information agreement.
- To utilize funds **only** for tuition, fees and/or books.
- To participate in evaluation of the projects which may include surveys and anecdotal records

Failure to comply with any of the above conditions may warrant the individual ineligible for further scholarships.

Scholarship Recipient

Date

Early Care & Education Director

Date



CONSENT AND PERMISSION TO RELEASE INFORMATION

Please turn this in with your completed paperwork.

The purpose of this release is to facilitate the guidance and direction of my professional goals.

I, _____ (print name), as a participant of the Early Childhood Council Professional Development Program, give my permission for the release of the following information.

- Enrollment information, including attendance, grades, financial aid information (status) and account information, between the college of my attendance, the Early Childhood Council, and/or my employer.
- Education/training needs, goals of professional development and progress towards those goals including current grade status between the college of my attendance, the Early Childhood Council, and/or my employer.
- General data regarding my progress towards professional goals, demographic information, and my educational funding (leveraged funds) to funders, including but not limited to the Buell Foundation, the Colorado Department of Human Services, and the Colorado Department of Education.
- My name (with prior notification) to local media in order to promote the public awareness of the early childhood profession and my participation in this project.

Scholarship Recipient's Signature

Date