

Guidelines for the Professional Advancement for Childhood Educators Stipend **PACES * FY 2022-2023**

APPLICATION RELEASE

First 5 Imperial will be offering applications on January 3rd, 2023. All eligible applicants for the purpose of establishing eligibility for the award of stipends through the Professional Advancement for Childhood Educators (**PACES**) Stipend for Fiscal Year 2022-2023.

A minimum of 15 applications will be available on a first-come first-served basis to qualifying participants. Only one application per person will be assigned; **applications must not be duplicated**. Interested participants will receive the application by email. A waiting list will be established once all applications are exhausted; individuals on the waiting list will be contacted in the event of applications availability.

The PACES Program was created as a result of the Commission's commitment to establish a stipend program that offers professional development opportunities to early care and education providers who work in Imperial County and who may need educational support.

APPLICATION DEADLINE AND SUBMISSION

Completed Applications are due no later than 4:00 p.m. on July 31, 2023 and must be submitted to the First 5 Imperial office. If the individual has not completed the application correctly, has not attached the required copies, or has not turned in the application's required documents on time, First 5 Imperial may disqualify the application and the individual will not be considered for a stipend award. First 5 Imperial may consider other qualifications or criteria for eligibility. Please be sure to submit:

- ✓ Original PACES Application
- ✓ PACES Claim & Survey
- ✓ Copy of California Driver's License or valid California ID card
- ✓ **Submit an Educational Plan from the college/university you are attending.**
- ✓ Complete record of College transcripts (internet copy is acceptable), and/or Child Development Permit if applicable
- ✓ Submit copy of Work Force Registry Number Card
- ✓ W-9

ELIGIBILITY CRITERIA AND STIPULATIONS

1. Applications will be made available to licensed family childcare home-based providers and professionals working in federal, state or private and/or other public preschools. Applications will be made available only at the Commission office and distributed to the individual who is applying for the stipend.
2. **NOTE: Imperial County Office Education (ICOE) has a similar program called the Early Learning and Care Workforce Development Pathways (QCCWPG) that you may also apply to receive a stipend for**

university/college work. There requirements are different than PACES and you need to contact them at the offices of ICOE Early Care and Education Programs (ECEP) Phone # (760) 312-6594 / (760) 312-6148.

3. Childcare home-based or center-based providers must be licensed and must have children 0-5 (not including own children) currently enrolled under their care in order to apply. Individuals must work in Imperial County. Commission staff will verify employment information and may seek clarification and/or further proof of occupation from the applicant’s place of employment. Individuals may be required to provide a copy of the most current home or center-based license.

4. Applicants must have Early Childcare Education or Child Development (at least at the Associate in Arts level) as their choice of study for eligibility of stipend award. Individuals may enroll in or may already be enrolled in unit-based courses that are applicable toward obtaining a certificate/degree in Early Childcare Education or Child Development during the 2022-2023 academic year: July 1, 2022, up through July 31, 2023. Individuals must submit a complete record of college transcripts (most original copy of Internet school transcript is acceptable) and/or Child Development Permit if applicable.
 General Education and ESL (English as a Second Language) courses that will help the individual gain the necessary study skills to obtain a certificate/degree in ECE or Child Development are encouraged and accepted as part of the individual’s professional development. Applicable courses, however, will be limited for stipend award purposes.

5. Individuals must enroll in and complete a minimum of **Nine (9) Semester units** from an accredited institution of higher education applicable toward advancing a minimum of one level on the State of California Commission on Teacher Credentialing Child Development Permit Matrix or obtaining a certificate/degree in Early Childcare Education or Child Development. for example, this could include courses from a community college, a 4-year university and/or courses offered on-line during the 2022-2023 academic year. The on-line courses must be from an accredited institution of higher education. The course(s) must be completed with a grade of “C” or better.

CONVERSION OF COURSE UNITS TO CLOCK-HOURS

Quarter/Continuing Ed Units	Semester Units	Clock-Hours
1		10
	1	15
2		20
3	2	30
4		40
	3	45
5		50
6	4	60
7		70
	5	75
8		80
9	6	90
10		100

6. Trainings, workshops, seminars, conferences and accreditation programs are not allowable for stipend award unless the activities are unit-based and grade-based.
7. A PACES Claim, and Survey form will be available in the application packet; this form must be completed and returned with the completed application.
8. Selected applicants will receive a \$1,000 stipend at the end of the program year upon successful completion of all the requirements and documentation submission.
9. Applicant Responsibility:
 - Ensure First 5 Imperial receives the application in a timely manner and before the deadline date;
 - Ensure all forms are complete and accurate;
 - Ensure all requests of documents are included in the packet *i.e.*, Survey, ID Card;
 - Applicant is responsible for the verification and accuracy of all information and must submit additional information within 10 business days of the original request; and
 - Applicant is responsible to communicate any changes in writing to First 5 Imperial.
10. In the event that an application is disqualified, submitted after the due date or was not received by First 5 Imperial, the next individual identified in the Waiting List will be considered. Applicants must ensure that their application is receive.

PARTICIPANT ASSISTANCE AND APPLICATION SUBMISSION

Applications are due by no later than 4:00 p.m. on July 31, 2023 in person at the First 5 Imperial office located at 1240 State Street in El Centro. Applications sent via U.S. Mail or carrier will not be accepted. Do not send via Fax or electronic submission.

For questions regarding the PACES program or if participants need assistance completing the application, please contact us at (760) 482-2988. Assistance in Spanish is available.

For questions regarding course enrollment/course schedule, you should contact the school Career Counselor and/or Admissions office of the school you plan to attend.

We are updating what we accept as college/university units. In the past years we accepted 9 quarter units, because of the implementation of CA-QRIS we will need to convert Quarter Units to Semester Units.