



Guidelines for the Professional Advancement for Childhood Educators Stipend PACES Program, Year 8 Fiscal Year 2013-2014

APPLICATION RELEASE

The Imperial County Children and Families First Commission will be offering applications October 17, 2013 starting at 4:00 p.m. to 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 2013-2014, Year 8. Early care and education providers from Child Signature Program preschool classrooms will be eligible to receive an application during a priority designation period beginning October 2, 2013 and ending on October 16, 2013.

A minimum of 100 applications will be available on a first-come first-served basis to qualifying participants, with a priority designation period open to participants working at Child Signature Program preschool classrooms. Only one application per person will be assigned; applications should not be duplicated. Interested participants must pick-up the application in person at the Commission office or the Child Signature Program preschool site during the priority designation period. 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. A minimum allocation of \$50,000 for the 2013-2014 school year has been earmarked for this initiative.

APPLICATION DEADLINE AND SUBMISSION

Completed Applications are due no later than 5:00 p.m. on July 31, 2014 and must be submitted to the Commission 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, the Commission may disqualify the application and the individual will not be consider for a stipend award. The Commission may consider other qualifications or criteria for eligibility. Please be sure to submit:

- ✓ Original PACES Application
- ✓ PACES Claim & Survey
- ✓ Copy of California Drivers License or valid California ID card
- ✓ Copy of Social Security Card
- ✓ Complete record of College transcripts (internet copy is acceptable), and/or Child Development Permit if applicable

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. Early care and education professionals working at eligible Child Signature Programs preschool sites will qualify for the priority application release period identified under this application. Applications will be made available only at the Commission office or through Child Signature Program preschool sites during the priority application period, and distributed to the individual who is applying for the stipend.
2. Individuals who are eligible to participate in the Professional Development and Retention program (AB212) are **now eligible** to receive this stipend for the 2013-2014 school year. AB212 is a professional development and retention program that is administered by the Imperial County Early Care and Education Planning Council which is funded by the California Department of Education, Child Development Division.
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 2013-2014 academic year; July 1, 2013 up through June 30, 2014. Individuals must submit 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) 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 2013-2014 academic year. The course(s) must be completed with a grade of "C" or better.
6. The applicant must submit a copy of their California Drivers license or other Identification card and a social security card.
7. Trainings, workshops, seminars, conferences and accreditation programs are not allowable for stipend award unless the activities are unit-based and grade-based.
8. A PACES Claim and Survey form will be available in the application packet; this form must be completed and returned with the completed application.
9. Selected applicants will receive a \$500.00 stipend at the end of the program year upon successful completion of all the requirements and documentation submission.
10. Applicant Responsibility:
 - Ensure Commission 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 the Commission.
11. In the event that an application is disqualified, submitted after the due date or was not received by the Commission, 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 5:00 p.m. on July 31, 2014 in person at the Imperial County Children and Families First Commission 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) 482-2990. 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.