



2018-2019 Contra Costa County Professional Development Program (PDP) Guide

July 1, 2018 - June 30, 2019

EDUCATION-FOCUSED



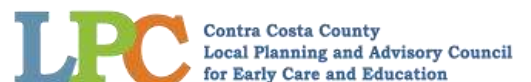
ACHIEVEMENT-ORIENTED



SUPPORTS-MINDED



WORKFORCE-DRIVEN



Dear Early Childhood Educator,

You spend every day helping the children in your care to learn and grow. This guide contains information about the opportunities that are available to help you learn and grow professionally.

We are happy to continue aligned efforts and blended funding that consolidate professional development opportunities between First 5 Contra Costa, the Contra Costa County Office of Education (CCCOE) and the Local Planning & Advisory Council for Early Care and Education (LPC), for all Contra Costa early care and education (ECE) professionals.

Our intent is to simplify and streamline professional development and stipend opportunities for our ECE professionals and integrate feedback received from you to improve access and participation in the Professional Development Program (PDP) activities. This guide is reflective of continued professional development opportunities, services, and financial stipends that are funded by the First 5 Contra Costa and LPC/CCCOE programs. We enthusiastically present to you Contra Costa's comprehensive Professional Development Program (PDP) Guide!

We would also like to highlight the connection between PDP and our county's effort to improve site-level quality through our Quality Matters Program. Research validates that staff qualifications and education are essential components of program quality as reflected in the Continuous Quality Improvement Rating Matrix. Therefore, PDP is included in Quality Matters as an additional resource and vehicle for early childhood educators to continue to pursue their educational and professional goals. PDP provides teaching staff working at Quality Matters sites the opportunity to focus on their individual professional growth which in turn will support quality improvement for the entire site.

Information about PDP components and how to enroll in the 2018-2019 comprehensive PDP is included in this guide.

See your PDP Advisor for more information and application forms, or go to www.first5coco.org and www.plan4kids.org.

Sincerely,



Edirle Menezes, Ph.D.
ECE Program Officer
First 5 Contra
emenezes@first5coco.org



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

IMPORTANT INFORMATION

ELIGIBILITY REQUIREMENTS

To apply and participate in the **2018-2019 Contra Costa County Professional Development Program (PDP)**, you must meet the following requirements:

- ◆ 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 for at least the previous nine (9) months** at the end of the 2018-2019 program year.
- ◆ Be at least 18 years of age and have a Social Security Number or Tax ID Number. This number will be required on page 7 of the PDP Application.

APPLICATION REQUIREMENTS

- ◆ **Email is the primary communication method for PDP.** Therefore, you **must have access to a valid email account**. Please add **etreanor@first5coco.org** to your email contacts list to ensure our email messages are received.
- ◆ **One email, one last name.** Use the same email and **same last name that you use on your W-9** for your Application, 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 us immediately.
- ◆ Complete and submit a PDP Application to one of the Contra Costa Community Colleges: Diablo Valley College (DVC), Los Medanos College (LMC), or Contra Costa College (CCC). Applications are available at www.first5coco.org AND **must be submitted to your PDP College Advisor** (see chart, page 6).
- ◆ The application period is **August 15, 2018 - January 15, 2019**.

IMPORTANT: Priority will be given to applications received by **October 15, 2018**.

IMPORTANT INFORMATION

PROGRAM REQUIREMENTS

- ◆ **All PDP applicants are required to have an Early Care and Education Workforce Registry Account and Registry ID number** to be issued a stipend. Refer to page 11 of this Guide for instructions for the Workforce Registry (www.caregistry.org). Your Workforce Registry ID number (membership number) is required on your PDP Application, p. 7

STIPEND REQUIREMENTS

- ◆ Training component participants **must submit completion Certificates by May 31, 2019** directly to First 5 Contra Costa via postal mail or to eteanor@first5coco.org, and may submit them as soon as a total of 21 hours are completed.
- ◆ **Transcripts are due by June 1, 2019 to PDP College Advisor** for coursework completed at pre-approved college outside of the Contra Costa Community College District.
- ◆ Stipend payments will be issued in late **July 2019** 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 availability of funds.***

IMPORTANT CONTACT INFORMATION

For more information contact your PDP Advisor.

PDP Guide and Application can be downloaded at www.first5coco.org and/or www.plan4kids.org

PDP College Advisors

Submit application to a PDP College Advisor below:

Contra Costa College

MAY SAETEURN

2600 Mission Bell Dr.
AA-217

San Pablo, CA 94806

510-215-4985

m사eteurn@contracosta.edu

Diablo Valley College

SUE HANDY

321 Golf Club Road
ECS-202

Pleasant Hill, CA 94523

925-969-2393

shandy@dvc.edu

Los Medanos College

MELISSA JACKSON

2700 E. Leland Road
CSC-203

Pittsburg, CA 94565

925-473-7639

mjackson@losmedanos.edu

Contra Costa County Office of Education

TERRISSA HEIN

PDP Advisor

77 Santa Barbara Rd.
Pleasant Hill, CA 94523

925-942-3397

thein@cccoe.k12.ca.us

First 5 Contra Costa

For general questions please contact:

ELIDA TREANOR

ECE Program Assistant
1485 Civic Court, Suite 1200
Concord, CA 94520

925-771-7319

etreanor@first5coco.org

College Coursework

Minimum of 6 units toward degree and/or permit

New & Returning Participants

STIPEND: \$600 - \$1,200

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

- **Enrollment in the Early Care and Education Workforce Registry at www.caregistry.org is required.** Refer to page 11 in this Guide for instructions on how to get a Registry ID number. You will be required to provide this ID number on p. 7 of your PDP Application.
- Meet with a PDP College Advisor to complete or update a PDP approved Education Plan, which includes coursework for current academic year.
- Complete the minimum equivalent of 6 semester units during the program year with a passing grade of 'C' or higher to earn the stipend of \$600. (A grade of 'P' is acceptable for a class taken Pass/No Pass). If approved for the College Coursework component, you may be eligible for a Coursework Bonus, \$100 for each additional unit of coursework, up to \$600, **upon availability of funds and determined by funding agency (Contra Costa County Office of Education/LPC or First 5 Contra Costa)**
- Coursework must be completed between **July 1, 2018 - May 31, 2019**.
Stipends will not be processed without proof of final grades for approved coursework.
- **The maximum stipend paid for College Coursework is \$1,200—a combination of College Coursework and the Coursework Bonus.** If additional funds become available, participants will be notified of additional stipend allocations.
- 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.**
- 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 Advisors.**
- Transcripts are due by **June 1, 2019 to PDP College Advisor** for coursework completed at pre-approved college outside of the Contra Costa Community College District.
- College Coursework participants cannot receive a Training stipend.

PDP College Advisors



CONTRA
COSTA
COLLEGE

MAY SAETEURN
510-215-4985
m사eteurn@contracosta.edu



SUE HANDY
925-969-2393
shandy@dvc.edu



MELISSA JACKSON
925-473-7639
mjackson@losmedanos.edu

Education Milestones

Only Returning Participants

STIPEND: \$300-\$500

This component requires PDP College Advisor pre-approval and is available to **returning participants** who are pursuing a degree and obtain the **higher milestone** by completing the last required course(s) during the 2018-2019 program year. *Participants are eligible for only one milestone stipend payment per program year.*

- **MILESTONE 1:**

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

Stipend: \$300

- **MILESTONE 2:**

Associate's Degree in Child Development/Early Childhood Education or related field approved by your PDP College Advisor

Stipend: \$400

- **MILESTONE 3:**

Transfer Ready or Bachelor's Degree in CD/ECE – or related field approved by your PDP College Advisor

Stipend: \$500

- **Enrollment in the Early Care and Education Workforce Registry at www.caregistry.org is required.** Refer to page 11 in this Guide for instructions on how to get a Registry ID number. You will be required to provide this ID number on p. 7 of your PDP Application.

IMPORTANT: Stipend payment is contingent upon availability of funds

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 and/or 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 field experience or practicum course lab*.
- Your transcripts must show completion of student-teaching or field experience courses with a grade 'C' or higher.
- You must provide verification of hourly wages or payments to substitutes.
- Transcripts showing **final grade must be posted** before stipend will be paid.
- **Enrollment in the Early Care and Education Workforce Registry at www.caregistry.org is required.** Refer to page 11 in this Guide for instructions on how to get a Registry ID number. You will be required to provide this ID number on p. 7 of your PDP Application.

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

Foreign Transcript Evaluation

Only Returning Participants

Do you have a degree from a country other than the United States and wish to be considered for transcript evaluation assistance?

Coursework and degree will be evaluated to determine relevance for:

- Child Development Permit requirements
- Degree requirements
- QRIS requirements

If you are interested in receiving foreign transcript assistance, please contact your PDP College Advisor for review and approval of your application.

This component provides professional development trainings to support early childhood professionals that have attained at least an Associate's Degree. The Training component is available only to participants with an Associate's Degree or higher in **ECE/CD or equivalent**.

IMPORTANT: Trainings must be from the PDP Training Calendar at www.plan4kids.org

Approved trainings and registration details are on the www.plan4kids.org .

Additional approved trainings are available
only online through www.caearlychildhoodonline.org (CECO).

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

- **Enrollment in the Early Care and Education Workforce Registry at www.caregistry.org is required.** Refer to page 11 in this Guide for instructions on how to get a Registry ID number. You will be required to provide this ID number on p. 7 of your PDP Application.
- Trainings should be reflected on your Professional Growth Plan. Contact your PDP Advisor for assistance completing this requirement.
- Trainings participants must have an approved Professional Growth Plan for the current program year created between **January 1, 2018 - January 15, 2019**.
- **If your program/worksites participates in Quality Matters, PDP Trainings can be used to meet the 21 hours of professional development (PD) required annually for Lead Teachers, Program Directors, and FCCH providers.**
- **Trainings (21 hours) must be completed between July 1, 2018 - May 31, 2019.** Trainings repeated from previous years are not eligible for a stipend.
- Training completion certificates must be submitted directly to Elida Treanor, First 5 Contra Costa, 1485 Civic Court, Suite 1200, Concord, CA 94520 **by June 1, 2019**. You may submit completion certificates for your total hours early.
- Training participants cannot receive a College Coursework stipend.

Early Care and Education Workforce Registry

All PDP applicants are required to have an Early Care and Education Workforce Registry Account and Registry ID number to be eligible for a stipend. Follow the simple instructions on this page, under “*How Do I Join...*” to get a Registry ID number at www.caregistry.org. You will be required to provide this ID number on p. 7 of your PDP Application.

BENEFITS TO BECOMING A MEMBER OF THE REGISTRY ARE:

- Build a professional profile that can be securely accessed and updated anytime.
- Electronically store transcripts, permits, and other pertinent documents.
- Search jobs and trainings.
- Create a resume and share professional qualifications.
- Be recognized as an Early Care and Education professional.
- Use Member ID# on Registry Membership Card when signing into trainings and submitting education and training data to ensure that the information is quickly attached to your file.

HOW DO I JOIN AND WILL IT COST ANYTHING TO SIGN UP?

Go to www.caregistry.org and click “Register Now.” Once you finish registering, you will receive an email with a link and instructions to activate your account. Click the link, or copy and paste into your web browser. Once you log in, your account is officially activated.

There is no cost to join the Registry. You will be able to print out a Registry Membership Card with your Member ID number to present when it is requested for trainings, registrations, etc. in the future.



STILL HAVE QUESTIONS OR CONCERNS ABOUT THE REGISTRY?

Visit www.caregistry.org for Frequently Asked Questions and a tutorial how to use the Registry.

Academic Support Services

- Advising: for child development permits, college certificates, CD/ECE associate degree, B.A. transfer, and Quality Matters (QM) Lead Teacher Education Evaluation.
- Textbook Lending Library: for most CD/ECE, general education, and cohort courses advised by PDP College Advisor.

IMPORTANT: Participants must to be in good standing, with lending library textbooks returned, in order to receive a PDP stipend.

- Tutoring & Study Groups: to support student success, continuation and degree attainment.

PDP COLLEGE ADVISORS

CONTRA COSTA COLLEGE
MAY SAETEURN
 510-215-4985
m사eteurn@contracosta.edu

DIABLO VALLEY COLLEGE
SUE HANDY
 925-969-2393
shandy@dvc.edu

LOS MEDANOS COLLEGE
MELISSA JACKSON
 925-473-7639
mjackson@losmedanos.edu

PDP Support Services

- 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 related field, including 24 CD/ECE units.

IMPORTANT: 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@cccocoe.k12.ca.us

ADDITIONAL SERVICES

California Transitional Kindergarten Stipend (CTKS) Project

PDP PARTICIPANTS MAY BE ELIGIBLE FOR REIMBURSEMENT: If you are a California State Preschool Program (CSPP) educator--working directly with preschool aged children at least 15 hours per week--**you may be eligible for a professional development and/or educational reimbursement** for Early Childhood Education (ECE) and/or Child Development (CD) courses taken between July 1, 2014 - March 31, 2019 (courses must be completed with a grade of 'C' or higher). **Reimbursements are available through March 31, 2019 or until all funds are expended.**

You also **MUST** meet the following eligibility requirements:

- **TK Teachers** (1st priority): **MUST** be employed and working with at least one TK student **at the time of reimbursement request.**
- **CSPP Educators** (2nd priority): **MUST** work directly with **preschool aged children** and be employed **at a State Preschool** at the time of reimbursement request.
- **ONLY Individual Teachers** are eligible for out-of-pocket expenses.
- **NEW & CONTINUING** TK Teachers are eligible for this **limited-time** funding opportunity.

FOR QUESTIONS OR TO CONFIRM ELIGIBILITY PLEASE CONTACT:

MARISSA FRIAS

Early Care & Education Project Specialist

Contra Costa County Office of Education

Phone: (925) 942-5331 / Fax: (925) 942-3480

mfrias@cccoe.k12.ca.us

2018-2019

PROFESSIONAL DEVELOPMENT PROGRAM SUMMARY CHART

PDP COMPONENT	GUIDE PAGE for DETAILS	ELIGIBILITY	REQUIREMENTS	STIPEND
College Coursework	7	<ul style="list-style-type: none"> • Pre-approval from PDP College Advisor • New & Returning Participants 	<ul style="list-style-type: none"> ✓ Six (6) semester units (or equivalent) completed with a 'C' or higher between 07/01/2018-05/31/2019 ✓ If additional funds become available, participants will be notified. 	\$600 - \$1,200
Education Milestone 1, 2, or 3	8	<ul style="list-style-type: none"> • Pre-approval from PDP College Advisor • Only Returning Participants • Milestone must be completed during the 2018-2019 program year 	<ul style="list-style-type: none"> ✓ Milestone 1: 24 CD/ECE Units and 16 GE Units - Applicable to Associate's Degree - approved by your PDP College Advisor ✓ Milestone 2: Associate's Degree in CD/ECE – or related field approved by your PDP College Advisor. ✓ Milestone 3: Transfer Ready or Bachelor's Degree in CD/ECE – or related field approved by your PDP College Advisor. 	\$300 - \$500
Lost Wages	9	<ul style="list-style-type: none"> • Must be employed at a Quality Matters site • See your PDP College Advisor to enroll for Lost Wages • New & Returning Participants 	<ul style="list-style-type: none"> ✓ Employment Verification ✓ Verification of hourly wage or payments to substitutes ✓ Transcripts showing a grade of 'C' or higher 	Up to \$1,250/semester
Foreign Transcript Evaluation	9	<ul style="list-style-type: none"> • See your PDP College Advisor for Evaluation recommendation • Only Returning Participants 	<ul style="list-style-type: none"> ✓ Pre-approval and recommendation from PDP College Advisor 	Not Applicable
Trainings, 21 hours	10	<ul style="list-style-type: none"> • Must have attained at least an Associate's Degree • Develop or update annual Professional Growth or Education Plan with your PDP Advisor • New & Returning Participants 	<ul style="list-style-type: none"> ✓ Trainings must be selected from the approved trainings posted in the Training Calendar at www.plan4kids.org/events/category/training-calendar or www.caeearlychildhoodonline.org (CECO). ✓ Completion Certificates for a minimum of 21 hours of approved Trainings 	\$300

IMPORTANT DATES & DEADLINES

ALL PARTICIPANTS

- ◆ Application period is **August 15, 2018 – January 15, 2019**
- ◆ **Priority is given to applications received by October 15, 2018.**
- ◆ Enrollment in the Early Care and Education Workforce Registry required by **January 15, 2019**
- ◆ Meet with PDP College Advisor to develop/update Annual Education Plan
January 2018- January 2019
- ◆ Meet with PDP Advisor to develop/update Annual Professional Growth Plan
January 2018 - January 2019
- ◆ Stipend checks postal mailed in **late July 2019**

COURSEWORK PARTICIPANTS

- ◆ College Coursework must be completed between **July 1, 2018 - May 31, 2019**
- ◆ Education Milestone must be achieved during Program Year 2018-2019
- ◆ Lost Wages supervised Field Experience/Lab Hours must be completed between
July 1, 2018 - May 31, 2019
- ◆ Lost Wages Employment and transcripts verified by **May 31, 2019**
- ◆ Foreign Transcript Evaluation assistance available during Program Year 2018-2019
- ◆ Transcripts for coursework taken outside of Contra Costa Community College District
due to PDP College Advisor by **June 1, 2019**

TRAINING PARTICIPANTS

- ◆ Trainings must be completed between **July 1, 2018 - May 31, 2019**
- ◆ Submit copies of completion certificates directly to Elida Treanor through email
etreanor@first5coco.org OR postal mail by **May 31, 2019** (Postal mail: First 5 Contra Costa,
ATTN: Elida Treanor, 1485 Civic Court, Suite 1200, 2nd Floor, Concord CA 94520)

IMPORTANT:

- ✓ **All stipends are contingent upon availability of funds and will be paid in July 2019.**
- ✓ **Tax Form 1099 for 2018 taxes will be mailed to participant's home address by January 31, 2019.**

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

