



IMPROVING EARLY LEARNING
IN CONTRA COSTA

2021-2022

Contra Costa County

Professional Development Program (PDP)
Guide

July 1, 2021 - June 30, 2022



MAKE PLANS. TAKE NOTES. GROW!

ELIGIBILITY

To apply for PDP, applicants must meet #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, July 1, 2021-May 31, 2022, you must be employed in a licensed/license exempt early childhood education program in Contra Costa County for a minimum of 6 months.
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, due to funding restrictions.
5. Be employed caring for children at a worksite that meets **at least ONE** of the following:
 - a. It is a Quality Matters program
 - b. It has at least one enrolled child receiving a subsidy
 - c. It has at least one enrolled child with an IEP
 - d. It has at least one enrolled Infant (Birth to 17 months) and/or Toddler (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 PDP and remain eligible for a stipend, you must meet all of #1-3:

1. Have an Early Care & Education Workforce Registry Account and Registry ID Number (WFR#)

An Early Care & Education Workforce Registry ID Number (Registry ID#) is required and necessary to apply for PDP, to register for and attend training and professional events, and to upload proof of training completion. **Workforce Registry Number (WFR#) must be on file by January 15, 2022.**

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 WFR#.**
 - 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 thein@cccoe.k12.ca.us or 925.942.3397.
2. Have an **Education or Professional Growth Plan**, created/updated as applicable to 2021-2022 program year, on file with your PDP College Advisor **by February 15, 2022.**
 3. **Remain employed for at least 6 months between July 1, 2021-May 31, 2022** in a licensed/license exempt early childhood education program in Contra Costa County.
 4. **Meet all eligibility, program, program component, and submission requirements and deadlines as written or updated in this PDP Guide. Requirements and deadlines that are not met will be reason(s) for being dropped from PDP. Your status and reasons will be communicated to you in a letter and emailed.**

PARTICIPATION STEPS & IMPORTANT DATES

Participation Step	Completion Date
<p>Step 1: Complete Application Packet</p> <ol style="list-style-type: none"> 1. Create Early Care Workforce Registry Account for ID Number (WFR#) at www.caregistry.org (if not yet completed). 2. Submit online application* via Jotform (https://form.jotform.com/212035572577154). A Confirmation Email and a copy of your Application will automatically be emailed to you. 3. Print and send in U.S. Mail the Confirmation Email/Application and original W-9 Tax form to Terrissa Hein. These hard copy forms are required to finalize your application submission. 4. New to PDP Stipend? Make sure to attach copies of any college degrees and child development permits to your printed application <u>only if you have never been eligible for or received a PDP Stipend.</u> 5. Arrange meeting with College Advisor to create/update Education Plan/Professional Growth Plan 	<p>* Once submitted online, a Confirmation Email with a copy of your Application automatically will be emailed to you. <u>PRINT this email.</u></p> <p>Early Application Deadline: October 31, 2021 <i>Submit an application ASAP to secure your spot. Applications received after October will continue to be accepted until Final Application Deadline: January 15, 2022, as funding is available.</i></p> <p>MAIL or DELIVER YOUR APPLICATION PACKET: Contra Costa County Office of Education Attn.: Terrissa Hein, Education Liaison 77 Santa Barbara Road, Pleasant Hill, CA 94523</p> <p>To <u>hand deliver</u> your Application Packets see site photo and map on last page!</p>
<p>Step 2: Create/Update Plan</p> <ol style="list-style-type: none"> 1. Create/Update your Education Plan or Professional Growth Plan with PDP College Advisor approval 	<p>Final Plan on file by February 15, 2022 PDP College Advisor contacts, p. 6</p>
<p>Step 3: Progress Status & Completion of Approved Courses or Trainings</p> <ol style="list-style-type: none"> 1. Out of District (OOD) participants - unofficial transcripts for Fall grades must be sent to PDP College Advisor for Progress Checks 2. Only Professional Development Trainings completed between 7/1/2021-5/1/2022 and submitted by 5/1/2022 will be accepted** 	<p>OOD Fall Transcripts due by January 15, 2022</p> <p>Final Submission Deadline: Coursework: May 31, 2022 Trainings: May 1, 2022** New deadline to submit completion certificates!</p>
<p>Step 4: Stipend Request Packet (at end of program year)</p> <ol style="list-style-type: none"> 1. Print and mail completed <ol style="list-style-type: none"> a. Employment Verification Form b. Stipend Request Form c. Change of Address (if applicable) 	<p>Final Submission Deadline: June 1, 2022</p> <p>MAIL/DELIVER YOUR STIPEND REQUEST PACKET: Contra Costa County Office of Education Attn.: Terrissa Hein, Education Liaison 77 Santa Barbara Road Pleasant Hill, CA 94523</p> <p>Stipend checks mailed: late July 2022</p>
<p>Step 5: End of Year Survey</p> <ol style="list-style-type: none"> 1. Complete required online End of Year Survey sent via email 	<p>Survey Period: June 1 - 30, 2022</p>

YOUR PARTICIPATION CHECKLIST

To encourage your successful participation, we are providing this Checklist for you to track your actions and progress toward PDP stipend eligibility. All dates listed below are the FINAL due date. Please submit early when possible.

- I read the 2021-2022 Professional Development Program Guide and confirmed my eligibility.
- I completed the online PDP application.
- I created an Early Care Workforce Registry Membership and received my Number (WFR#) from www.caregistry.org by January 15, 2022. My Registry # is 100-____-____.
- I entered my WFR# in my online PDP application.
- I printed and postal mailed my Confirmation Email and PDP application **and** the additional required documents to the Contra Costa County Office of Education **by January 15, 2022:**
 - Original W-9 Tax Form (the paper that you signed with blue or black ink)
 - NEW PDP applicant: if you have never met with a PDP College Advisor about PDP Stipend or participated in the Program before, attach copies of all college degrees and child development permits
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- I identified my PDP College Advisor (if I haven't participated in PDP in previous years) _____
- I contacted my PDP College Advisor to schedule an appointment to discuss and develop my Education Plan or Professional Growth Plan.
- My appointment with a PDP College Advisor is scheduled for _____
- I met with my PDP College Advisor and I have an Education Plan or Professional Growth Plan on file **no later than February 15, 2022.**
- I received an acceptance/approval letter to the Professional Development Program (by February 2022)
- I registered to attend college courses that are approved on my Education Plan **or** professional development trainings as approved on my approved Professional Growth Plan.
- If I completed Fall semester coursework **at an approved Out of District (OOD) college, I submitted unofficial transcripts to my PDP College Advisor by January 15, 2022.**
- **I will update First 5 Contra Costa about changes to my email, home address, work site or employment status, or director / site supervisor within 5 days of change**
- I received a progress letter (March 2022)
- I provided my PDP College Advisor out of district transcripts (if applicable).
- I provided Elida Treanor, First 5 Contra Costa ECE & PDP Program Assistant **with scans/digital copies of my Training completion** certificates and/or my Workforce Registry Training Report (if applicable) as proof of completed trainings **by May 1, 2022**
- I postal mailed or hand delivered my completed Stipend Request Form and the additional documents required for PDP Stipend eligibility **by June 1, 2022:**
 - **Stipend Request Form**
 - **Employment Verification Form**
 - **Change of Address (if applicable)**
- I completed the required End of Year Survey to remain eligible for a PDP Stipend **by June 30, 2022.**
- If I do not receive my stipend check or communication about my stipend check by **August 1, 2022**, I will contact Elida Treanor, First 5 Contra Costa ECE & PDP Program Assistant at etreanor@first5coco.org.

QUESTIONS? WHO SHOULD I CONTACT IF...

I have questions about coursework, transcripts, Education or Professional Growth Plans, or college advising?

Please contact your PDP College Advisor directly by email.

Contra Costa College

May Saeteurn, msaeteurn@contracosta.edu, 2600 Mission Bell Dr., AA-217 San Pablo, CA 94806; (510) 215-4985

Diablo Valley College

Mariana Rios, DVCECEPDP@dvc.edu, 321 Golf Club Rd., ECS-202 Pleasant Hill, CA 94523; (925) 969-2392

Sue Handy, shandy@dvc.edu, 321 Golf Club Rd., ECS-202 Pleasant Hill, CA 94523

Los Medanos College

Melissa Jackson, mjackson@losmedanos.edu, 2700 E. Leland Rd., CSC-203 Pittsburg, CA 94565; (925) 473-7639

I have questions about professional development trainings' eligibility, employment verification, W-9 Forms?

Please contact the ECE & PDP Program Assistant, Elida Treanor directly by email.

First 5 Contra Costa

Elida Treanor, etreanor@first5coco.org, 1485 Civic Court, Suite 1200, 2nd Floor Concord, CA 94520

I have questions about child development permit applications or Early Care Workforce Registry Number (WFR#) and Membership?

Please contact the Education Liaison, Terrissa Hein directly by email.

Contra Costa County Office of Education

Terrissa Hein, thein@cccoe.k12.ca.us, 77 Santa Barbara Road Pleasant Hill, CA 94523; (925) 942-3397

I need to update PDP about changes to my email / telephone / home mailing address / worksite or work status?

Please contact the ECE & PDP Program Assistant, Elida Treanor directly by email.

First 5 Contra Costa

Elida Treanor, etreanor@first5coco.org, 1485 Civic Court, Suite 1200, 2nd Floor Concord, CA 94520

COLLEGE COURSEWORK

Minimum of 6 units toward degree and/or permit

New & Returning Participants

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 PDP College 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 create 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 College Advisor during the program year with a passing grade of 'C' or higher to earn a stipend.
- Coursework must be completed between **July 1, 2021 - May 31, 2022.**
- 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 **you must 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 colleges outside of the Contra Costa Community College District are due **to your PDP College Advisor by June 5, 2022.**
- 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, up to a maximum of 6 additional bonus 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) at the end of the Program Year.

EDUCATION MILESTONES

Returning Participants

STIPEND: \$300-\$600

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 2021-2022 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.

MILESTONE 4:

STIPEND: \$600

Bachelor's or higher degree conferred in Child Development, Early Childhood Education, or a related field approved by your PDP College Advisor.

STUDENT TEACHING LAB PRACTICUM SUPPORT

The Professional Development Program is currently funded through the Workforce Pathways Program, and wages (or loss of wages) are not allowable activities for this funding. However, per the PDP guide for College Coursework, if you complete the supervised field experience/practicum course, with a grade of "C" or better, as part of the minimum of 6 semester units during the 2021-2022 PDP year, you would be eligible for the \$700 stipend. If the minimum of 6 units is successfully completed in the Fall, the stipend can be issued after the Fall semester.

Your PDP College Advisor can work with you to provide us proof of completion for the supervised field experience/practicum course and we can process your stipend at that time. If you will not complete the course until Spring 2022, you need to meet the same requirements, but your stipend will be paid at the end of the year in July.

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 (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 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, 2021 - May 1, 2022**. Trainings completed in previous program years are not eligible for a stipend.
- **Earlier completion and submission date of MAY 1!**
- **Only emailed scans or pdfs of proof of training completion will be accepted.** Free apps such as AdobeScan or GeniusScan are available for Android / iPhone systems. Proof of completed trainings must clearly show the training title, date, and hours earned, and the attendee's name and be **submitted by May 1, 2022**.
- You may use the pdf WF Registry Training Report, but for any trainings not on the Registry, digital certificates are required as proof of completion. Submit all digital proof of training completion **by email to Elida Treanor at First 5 Contra Costa** (see p. 2 for contact information).
- Mandated Reporter, CPR / First Aid, or "on-site" or zoom trainings required during work hours are **not** eligible for a PDP Stipend. Any routine trainings and/or extracurricular or other activities that are considered part of your regular employment expectations or engaged in while receiving wages from the employer are **not** eligible for a stipend.

What trainings are eligible for the Stipend Program?

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

- **Approved agencies / host agencies** – California Department of Education (CDE), California Early Childhood Online (CECO), CoCoKids, Contra Costa County Office of Education (CCCOE), First 5 Contra Costa, and other county or state First 5 trainings. (CECO, www.caearlychildhoodonline.org, requires an account before you can register for trainings. Please save your user name and password somewhere safe and easy to access!)
- **Monthly emails** - Training participants will receive monthly emails from ECEPrograms, CCCOE Quality Matters, First 5 Contra Costa, Kim Nguyen, or CoCoKids that list available trainings
- **Check with Elida** - if you are not sure if a training will be eligible for the Stipend, you may email Elida Treanor with the following information so she can research the training(s) eligibility:
 - A link to the specific training,
 - the agency/organization providing the training,
 - the training title and 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 eligible trainings at a minimum of 10 PD hours.

OTHER SERVICES

New & Returning Participants
Services Only. No Stipend

ACADEMIC SUPPORT SERVICES

Contact: PDP College Advisors, Guide p. 6

- **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. 6

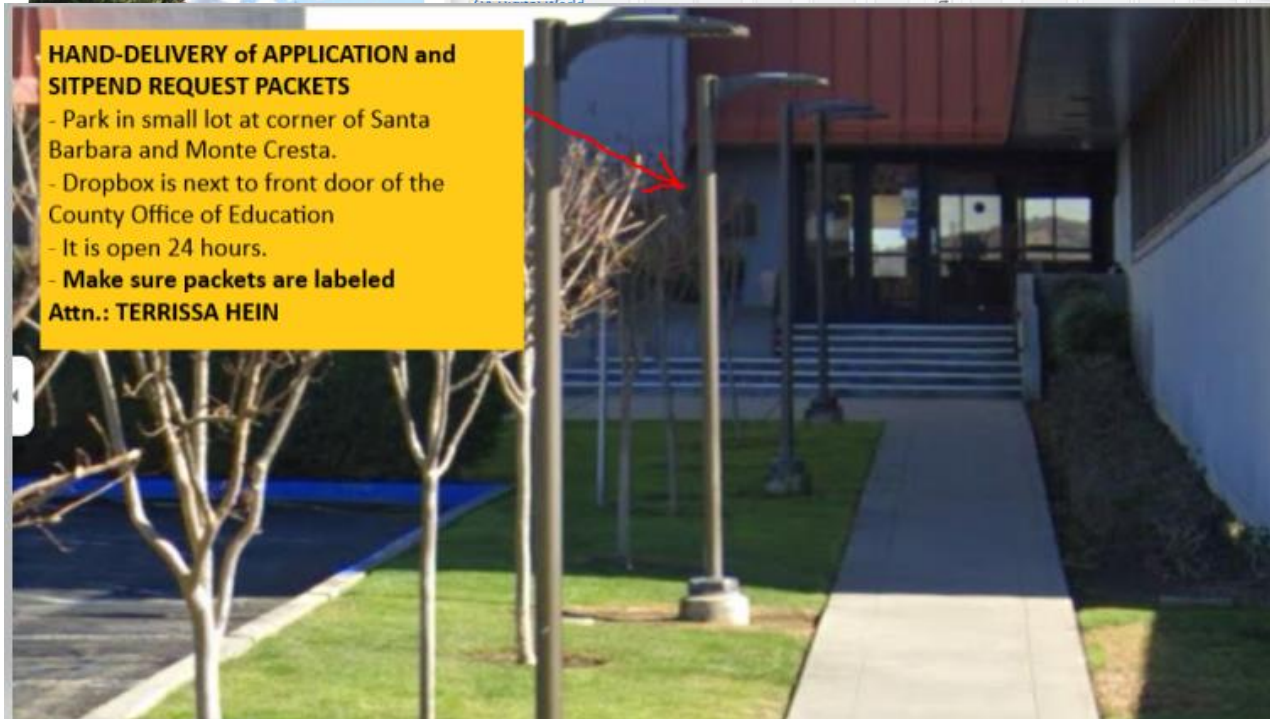
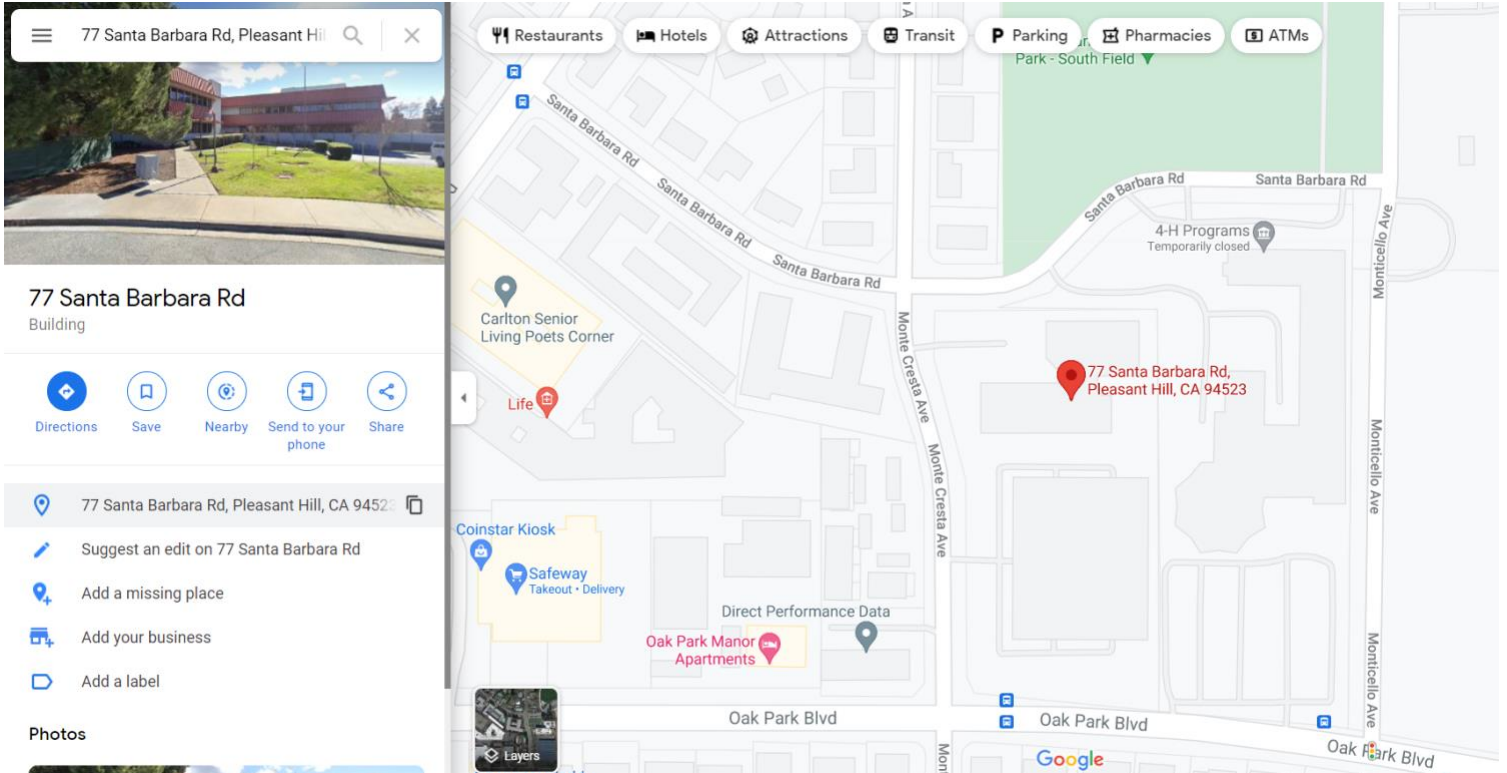
- **Permit Application Assistance:** to review and process child development permit applications. A Temporary County Certificate (TCC) may be obtained from the County Office of Education for employment purposes when applying for a permit.
- **Professional Growth Advising:** for child development permits, renewals, or upgrade
- **Foreign Transcript Evaluation - Information Only:** about evaluation of college coursework and degree to determine relevance for requirements for Child Development Permit, Degree, and QRIS.

PDP STIPEND SUMMARY CHART

COLLEGE COURSEWORK (p. 7)		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 07/01/2021-05/31/2022 	
EDUCATION MILESTONES (EM) 1 – 4 (p. 8)		Stipend: \$300-600
Eligibility:	<ul style="list-style-type: none"> • Only Returning participants • Recommendation from PDP College Advisor • Milestone must be completed during the 2021-2022 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 • EM4: Bachelor's or higher degree conferred in Child Development, Early Childhood Education, or a related field approved by your PDP College Advisor. 	
TRAININGS (p. 9)		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 05/01/2022 by email or postal mail to Elida Treanor at First 5 Contra Costa. 	

You may Postal Mail or Hand-deliver your Application Packet (by 1/15/22) and, at the end of the year, your Stipend Request Packet (by 6/1/2022) to:

Contra Costa County Office of Education
Attn.: Terrissa Hein, Education Liaison
77 Santa Barbara Road, Pleasant Hill, CA 94523



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



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