

Program Description

The Contra Costa County Professional Development Program (PDP) is designed to provide financial incentives to early childhood education providers, teaching staff, and program administrators from early learning settings. Individuals enrolled in PDP will receive a stipend based on the completion of college coursework or professional development within the program year. Individuals participating in this program work independently to complete their requirements.

COMPLETE ONE OF THE PATHWAYS BELOW:

OPTION 1 - College Coursework Stipend

Complete a minimum of 6 semester units (8 quarter units) with a grade of “C” or better between July 1, 2023, and May 31, 2024.

- Coursework must count toward a college degree in Child Development, Early Childhood Education, or a related field, or to obtain, renew, or upgrade a California Child Development Permit.
- General education and ESL/Basic Skills courses that are required for degree attainment will be accepted.
- Courses must be taken through a regionally accredited college or university.

Additional stipends may be awarded for those who complete more than 6 semester units (8 quarter units) as funding is available.

Degree Bonuses of \$500 will be awarded for those who graduate in the program year with an Associate’s Degree or higher in Child Development, Early Childhood Education, or related field.

Upload transcripts and if applicable proof of degree completion to your Workforce Registry Account by May 31, 2024.

OPTION 2 - Professional Development Training Stipend

This option is ONLY available to those who already hold at a minimum an AA degree

Complete a minimum of 25 hours of approved professional development training between July 1, 2023 and May 31, 2024. For a complete and frequently updated list of approved trainings, please view the [Professional Development Calendar](#)

Upload completed training certificates to your Workforce Registry Account by May 31, 2024.

Eligibility Criteria

Eligible applicants are providers who:

- Are at least 18 years of age and have a Social Security Number or personal Tax ID Number.
- Have an Early Care & Education Workforce Registry Account and Registry ID Number (WFR#). To create a WFR#, visit www.caregistry.org.
- Serve children 0-5 years of age within Contra Costa County at a licensed or licensed exempt early childhood classroom program (**excluding Transitional Kindergarten (TK)**)
- Work for **at least 20-hours a week with the same employer**, in one of the following roles, commonly called: Floater, Assistant Teacher, Instructional Aide/Assistant, Associate Teacher, Lead Teacher, Co-Teacher, Site Supervisor, Assistant Director, Master Teacher, Director, Family Child Care Home Provider (Owner or Staff), or Family/Friend and Neighbor Provider.
- Work **with the same employer for a minimum of 9 months from July 1, 2023 - June 30, 2024**.
- Are employed by an early learning and care setting in Contra Costa County that meets **at least one** of the following:
 - Accepts **AND has at least one enrolled child using some form of CA early learning subsidy** such as: California State Preschool Program (CSPP), General Child Care (CCTR), Alternative Payment Program (CAPP), Family Child Care Home Education Networks (CFCC), Migrant Alternative Payment Program (CMAP), CalWORKs Stages 1, 2, and 3 (C1AP, C2AP, and C3AP), Tribal Child Care program.
 - Has at least one enrolled child with an Individual Education Plan (IEP).
 - Has at least one enrolled Infant (birth to 17 months) and/or Toddler (18 to 35 months).
 - 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 (94656), Port Costa (94569), Pleasant Hill (94523), Richmond (94801, 94803, 94804), Rodeo (94572), San Pablo (94806), San Ramon (94582, 94583).

Program Logistics

- Email is the primary method of communication. Please check email regularly including your spam folder for emails from domain such as: @cccoe.k12.ca.us; @first5coco.org; and @ccala.net or @caregistry.org (Workforce Registry).
- Most program requirements are completed online. Access to a computer or tablet and internet access is necessary.
- If you have a challenge completing any of the Tasks by the due date, please reach out to Elida Treanor, etreanor@first5coco.org.
- **Stipend checks are mailed in late July AND after the End of Year PDP Survey is completed.**
- Stipend amounts are determined by the number of eligible applicants and based on availability funds.

- Stipends must be declared as income subject to income tax. A 1099 form with the stipend amount will be mailed in February 2025 to any participant who received a stipend of \$600 or more.
- **PDP program contacts:**
 - Terrissa Hein – all questions, but especially about Child Development Permit, thein@cccoe.k12.ca.us
 - Elida Treanor – all questions, but especially about PD Training’s eligibility for the stipend, etreanor@first5coco.org

How to Earn a Stipend

TASK

DUE BY

1. Submit an online PDP Application in the Early Care & Education Workforce Registry (the Registry)

January 15, 2024

2. Plan education or professional development goals:

February 15, 2024

- Course Completion - Education Plan developed with a College Education Advisor. 2022-2023 plans are accepted only if 2023-2024 courses are included.
- Professional Development Training - [PDP Plan](#) must include identified goals aligned to the planned training activities.
- **NEW THIS YEAR:** A [PDP Professional Development Training Narrative](#) will be required at the end of the program year.

3. Register for and attend a PDP Advising Session to ensure understanding and successful completion of all PDP requirements.

Registration for [PDP Advising Session](#)

- All **new participants** are required to attend at least one Workforce Advising Session.
- **Returning participants** may upload applicable plans approved by an advisor during the 2022-2023 PDP program year.
- Workforce Advising Sessions will be held virtually 9/1/2023-1/15/2024 to support development of PDP Plan.

4. Upload to the Workforce Registry a completed Education or PDP plan that includes your chosen Goals & Pathway.

February 15, 2024

5. Complete the Midway-Check-In

March 15, 2024

- Review profile in the Registry to confirm there are no changes to employment **or** contact PDP Team by email with any changes.
- Confirm Plan and continued PDP participation path (College Coursework or PD Training activities)
- Upload a completed and signed [W-9 Tax Form](#)

6. Complete and upload a Stipend Request Form and Employment Verification **May 15, 2024**

7. Complete End of Year Survey **June 15, 2024**

- NEW this year – [PDP Participation Tracker](#) and [Frequently Asked Questions](#).
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- Stipends must be declared as income subject to income tax. A 1099 form with the stipend amount will be mailed in February 2025 to any participant who received a stipend of \$600 or more.
- **PDP Team contacts:** Terrissa Hein, thein@cccoe.k12.ca.us Elida Treanor, etreanor@first5coco.org