



Child Care Aware of Washington Scholarships PROGRAM GUIDELINES

July 2017 - June 2018

Child Care Aware of Washington Scholarships Program Guidelines

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The Program

Child Care Aware of Washington Scholarships (CCA of WA Scholarships) is a program of Child Care Aware of Washington. CCA of WA Scholarships provides child care professionals with resources to earn higher education certificates and degrees in early childhood education. Our goal is to advance the early learning field in Washington State by improving the educational qualifications, incentives and retention of the early childhood workforce.

CCA of WA Scholarships is committed to providing high-quality service and support to those in the child care field who are working to increase their education and provide high-quality child care to the young children of Washington State.

Scholarships Program Staff

Meka Riggins, Scholarships Program Manager

Ivonne Pereira, Scholarships Program Coordinator

Christine Zumwalt, Scholarships Program Coordinator

Scholarships Program Manager

The Program Manager coordinates statewide CCA of WA Scholarships services in order to offer high-quality professional development services throughout Washington State. The Program Manager manages day-to-day operations of the Scholarships program, and collaborates with regional Child Care Aware of Washington offices and state-level partners and funders to ensure successful implementation of scholarship opportunities that advance educational outcomes for child care and early learning professionals in Washington.

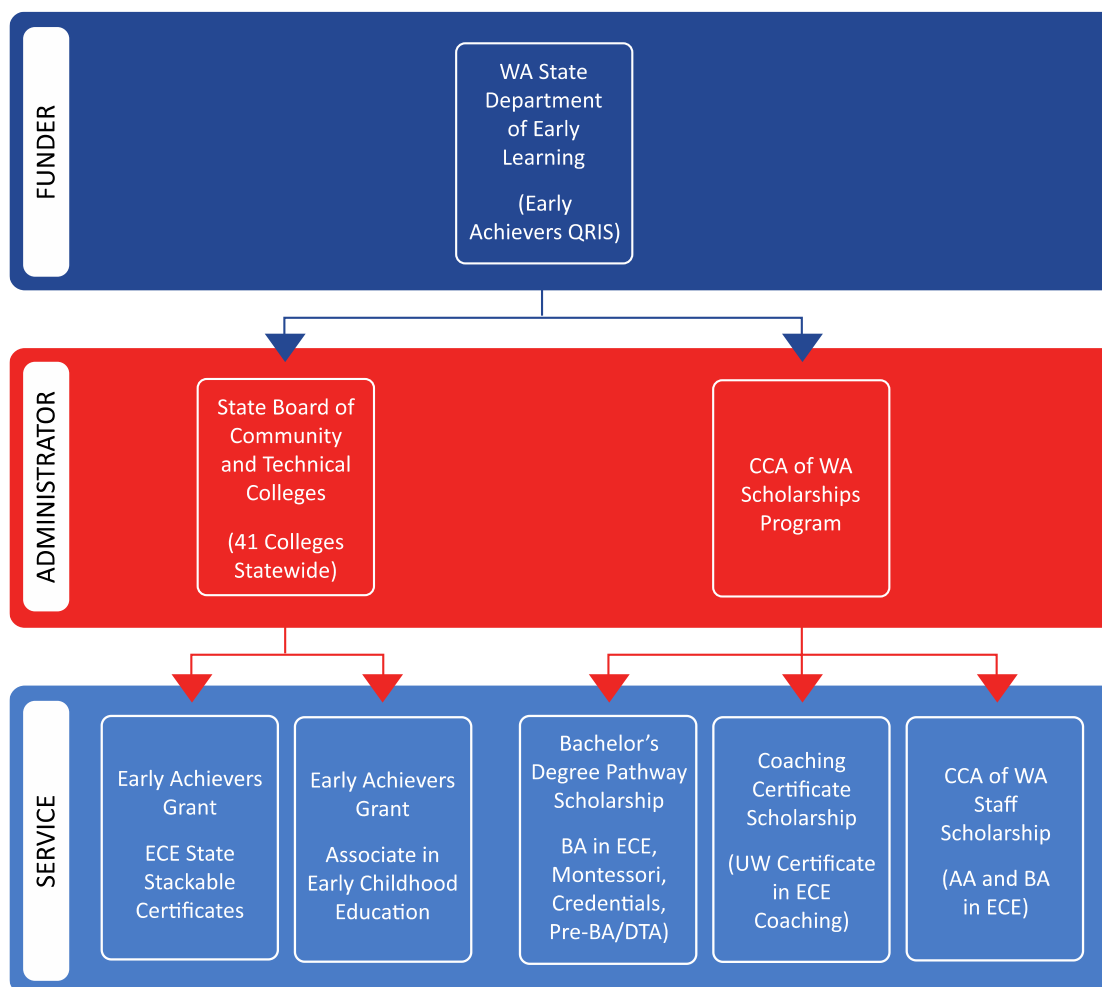
Scholarships Program Coordinators

Program Coordinators are responsible for case management services for both scholarship applicants and active scholars. Program Coordinators:

- Act as the primary contact for scholars, including phone support, e-mail contact and, occasionally, in-person visits.
- Provide guidance, advocacy and navigational support to scholars regarding all relevant scholarship matters including, but not limited to, registration, status of grades, expense reimbursements and progress toward educational goals.
- Issue, track and/or process scholarship applications, contracts, reimbursements and related documents for prospective and current scholars, centers and colleges.
- Work with center directors, financial aid personnel, community college early childhood education staff, child care providers and community partners to successfully meet the academic goals and objectives of both our scholars and our program.

Funding for Child Care Aware of Washington Scholarships

The Washington State Department of Early Learning provides grants and scholarships for child care professionals through Early Achievers, Washington's quality rating and improvement system. The diagram below illustrates the different programs offered and the organizations that administer them. Eligible child care professionals may receive funding from Child Care Aware of Washington for bachelor's degree scholarships in early childhood education or from the State Board of Community and Technical Colleges (SBCTC) for early childhood education certificates and associate degrees, but may not receive funding from both organizations at the same time.



For information on the [Early Achievers Grant](#), contact the college Early Achievers Grant Point of Contact. The list of Early Achievers Grant Points of Contact by college can be found here: <https://www.sbctc.edu/colleges-staff/grants/early-achievers-grant-program-contacts.aspx>.

Scholarship Application Process

Applications for all of our scholarships are available online here:

<http://wa.childcareaware.org/providers/scholarships/our-scholarships>. All applications must be complete and signed in order to be reviewed and processed. Incomplete and/or unsigned applications will not be considered.

Before Starting the Application

Incomplete applications cannot be saved. Applicants should only click on the **APPLY ONLINE** button if they intend to complete the application. The application takes an average of 30 minutes to complete. Applicants need the following items available while completing the application:

1. Authorized Facility Representative name and email address (this is required and must be entered to start the application)
2. Applicant's STARS Identification Number
3. **A valid email address** (choose one that is checked most often)
4. Applicant's facility's provider license number issued by the WA State Department of Early Learning
5. Applicant's facility's Early Achievers participation status
6. Past academic information (names of previous high school and college, dates of attendance, majors, etc.)

Begin the application process by clicking on the **APPLY ONLINE** button on the scholarships webpage. The **PowerForm Signer Information** page determines who will be responsible for signing the application. Every application must have a Facility Representative name and email address entered on this screen.

Who is the Authorized Facility Representative?

The second person responsible for signing the scholarship application and scholarship contract is the Authorized Facility Representative. The title or position of the Authorized Facility Representative may vary from facility to facility, but this person is generally in charge of the applicants work schedule and/or salary.

Once the applicant completes and signs the application, it is automatically emailed to the Authorized Facility Representative (indicated by the applicant in the PowerForm Signer Information screen) for completion of the Facility Participation Agreement. This is the final page of the application. Applicants must contact their Authorized Facility Representative and notify them that they need to check their inbox or spam folder for the emailed application. The Authorized Facility Representative must complete

If at any time while completing this application, you need some assistance or have questions, please contact us at scholarships@wa.childcareaware.org, or call 1-866-308-3224

Please enter your name and email to begin the signing process.

Your Role:

Applicant *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Facility Representative [REQUIRED]

Name:

Email:

Begin Signing

and submit their portion of the application by clicking the finish button. The application is then automatically emailed to CCA of WA Scholarships for processing and review.

Application Submission Map



Application Priority Deadlines

CCA of WA Scholarships continually accepts applications, unless otherwise indicated. Applications must be complete and received by the dates listed below to be considered for the corresponding term. Only complete applications can be considered. Applications are considered complete when they are signed and submitted by the Authorized Facility Representative.

| Fall | Winter | Spring | Summer |
|-----------|-------------|-------------|----------|
| August 15 | November 15 | February 15 | April 15 |

CCA of WA Scholarships will contact applicants within six weeks of receiving completed applications. Applications are reviewed each month. If there is funding available for scholarship awards, selections will be made from the pool of applications on the waitlist and the new applications received during the month. Applicants are notified of scholarship awards via email to the email address indicated on the application. For the Bachelor's Degree Pathways Scholarships, applicants are required to submit additional information within a specific timeframe in order to accept the scholarship offer.

Please note: Participation in Early Achievers and submitting a scholarship application does not guarantee award of a scholarship. Scholarship awards are based on eligibility, award priority and available funding.

Bachelor's Degree Pathway Scholarships

CCA of WA Scholarships offers three pathways for obtaining a Bachelor's Degree in Early Childhood Education or a similar, approved field. Applications for each pathway are available online.

Bachelor's Degree Completion Pathway

The Bachelor's Degree Completion Pathway is for early learning professionals who need to complete the last two years of their BA or BAS Degree. This pathway is for those who have completed an Associate Degree or a Direct-Transfer Agreement (DTA), and have already applied to, or been admitted to, a Washington State Bachelor's Degree program in Early Childhood Education or a similar, approved field. Applicants needing additional credits in order to be accepted into their chosen bachelor's degree program are not eligible for this pathway, but may be eligible for our DTA/Pre-BA Coursework Pathway.

DTA/Pre-BA Coursework Pathway

The Direct-Transfer Agreement/Pre-Bachelor's Degree Coursework (DTA/Pre-BA) Pathway supports qualified applicants toward the completion of a Direct-Transfer Agreement (DTA) or pre-bachelor's degree coursework necessary to enter a BA or BAS program in Washington State. Eligible applicants do not need to have an associate degree to choose this pathway, but must have some credits toward a DTA.

Montessori Credential Pathway

CCA of WA Scholarships supports eligible early learning professionals who wish to earn a Montessori Credential, with the intent to earn a Bachelor's Degree in Early Childhood Education or a similar, approved field. Eligible applicants must have an Associate Degree in Early Childhood Education. This pathway can be used at any approved MACTE-accredited academy in Washington State. **For a list of covered Montessori Academies, please visit our website here:**

<http://wa.childcareaware.org/providers/scholarships/earning-a-montessori-credential-with-our-scholarship>.

Acceptable ECE Fields

- Early Childhood Education
- Early Childhood and Family Studies
- Human Development with a specialization in ECE
- Children's Studies/Childhood Education
- Elementary Education with one of the following endorsements:
 - Early Childhood Education
 - Early Childhood Special Education
 - P-3
 - P-3 Special Education
- Business Administration (with completed Associate Degree in ECE)

Scholarship Benefits – Fiscal Year 2017-2018

The Bachelor's Degree Pathway Scholarship supports eligible providers by reducing the costs associated with earning a bachelor's degree. These benefits may change from one fiscal year to the next.

CCA of WA Scholarship funds are disbursed quarterly based on the scholar's academic progress and successful completion of their scholarship contract requirements.

Important Scholarship Deadlines

Book Reimbursement Forms

| Fall | Winter | Spring | Summer |
|--------------------------|--------------------------|-------------------------|--------------------------|
| Nov. 15 th | Feb. 15 th | May 15 th | Aug. 15 th |

Tuition and Fees

The scholarship covers up to \$9,000 of tuition and tuition-related fees per scholarship contract. Tuition is paid directly to the academic institution based on the amount owed, as indicated by the information submitted each term. CCA of WA Scholarships is the funder of last resort. CCA of WA Scholarships funds should be applied after other financial aid grants and scholarships, and before financial aid loans.

Scholars are required to submit a student schedule to CCA of WA Scholarships each academic term, before the 100% drop date of their college. CCA of WA Scholarships sends tuition payment vouchers to the scholar's academic institution. The voucher notifies the institution that CCA of WA Scholarships promises to pay the amount indicated on the voucher. Students should not receive a bill for tuition charges covered by CCA of WA Scholarships.

CCA of WA Scholarships funds can be used to attend two different academic institutions during one academic term. In this case, the scholar submits student schedules for both institutions and tuition will be paid directly to each institution. Once a scholar exceeds \$9,000 in tuition benefits within a scholarship contract year, they are responsible for any remaining balances.

Eligible Colleges and Institutions

CCA of WA Scholarships can be used at any Washington State four-year college, university or eligible Bachelor's of Applied Science program. Scholars who need to complete pre-BA (100-200 level) coursework can use a CCA of WA Scholarship at any community or technical college in Washington State.

Learn more about colleges and early childhood education programs in Washington State at the Early Childhood Education Careers website, hosted by the Department of Early Learning.

<http://ececareers.del.wa.gov/find-degree/advanced-search>.

Book Reimbursement

CCA of WA Scholarships reimburses scholars up to \$500 for the cost of books and approved materials each scholarship contract year. Each term, scholars can submit a Reimbursement Claim Form and purchase or rental receipts for reimbursement. The Reimbursement Claim Form can be submitted

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online. Forms must be submitted by the appropriate deadline for each quarter. Scholars are responsible for the cost of books and materials once the \$500 reimbursement benefit is exceeded within a scholarship contract year. The Reimbursement Claim Form is available on the Child Care Aware of Washington website at <http://wa.childcareaware.org/providers/scholarships/forms-instructions/scholarship-forms>.

A scholar's child care facility may purchase books for a scholar. In this case, scholars must submit the Reimbursement Claim Form for their facility, including the signature of the facility representative. This will ensure that the facility is reimbursed for the purchase.

Course Materials Coverage

If scholars purchase or rent any required materials other than books, scholars may seek reimbursement by submitting a copy of the course syllabus or course materials list with their Reimbursement Claim form and receipts.

General Exclusions

Computers, laptops, tablets and other computer-related hardware are excluded from the book and materials allowance. Notebooks, paper, printing, binders, writing utensils and other general school supplies are also excluded, even if they are listed on the syllabus.

College Fee Coverage

CCA of WA Scholarships covers the cost of certain college fees associated with enrollment, tuition and graduation. Here is a list of fees commonly charged by colleges:

| Covered Fees | Non-Covered Fees |
|--|---|
| <ul style="list-style-type: none">• Tuition/Registration Fees• Placement Test Fees• Articulation, Transfer or Prior Learning Assessment Fees• Graduation/Certificate Fees• Security Fees | <ul style="list-style-type: none">• College Admissions/Application Fees• Late Fees• Shipping Costs for Books, Required Materials and Supplies |

Some fees are accrued separately from the fees directly associated with tuition. To receive reimbursement for non-tuition, covered fees, scholars must submit copies of receipts (clearly indicating the fee) with a completed Reimbursement Claim Form.

Release Time

Release Time is a voluntary benefit used to compensate child care facilities for supporting scholars while they are enrolled in coursework. Scholars may use the paid time off to study, meet with advisors, attend classes, or to address any matters regarding their coursework.

The scholar's child care facility still pays the scholar for this time at their regular rate of pay. CCA of WA Scholarships will pay the child care facility \$11.00 per hour, for up to three hours each week of enrollment, for the time away from the scholar's work duties. Facility directors and scholars must complete the Release Time Reimbursement Claim Form during the term and submit the request for payment according to the deadlines for each calendar quarter. **Payments are made to child care facilities.** The Release Time Reimbursement Claim form is available online at <http://wa.childcareaware.org/providers/scholarships/forms-instructions/scholarship-forms>.

Important Scholarship Deadlines

Release Time Reimbursement Forms

| Fall | Winter | Spring | Summer |
|--------------------------|--------------------------|--------------------------|--------------------------|
| Jan. 15 th | Apr. 15 th | Jul. 15 th | Oct. 15 th |

Completion Incentive

CCA of WA Scholarships provides an incentive for scholars who successfully complete their scholarship contracts. This incentive is sent to scholars six months after the end date of the scholarship contract if it is completed successfully and all requirements are met.

Eligibility for Scholarships

Applicants must meet all of the eligibility requirements indicated for a selected scholarship in order to apply and be considered for a scholarship award.

| Bachelor's Degree Completion Pathway | DTA/Pre-BA Pathway | Montessori Credential Pathway |
|---|--|--|
| <ul style="list-style-type: none">• Be employed in a WA child care center or family child care program that is participating in Early Achievers, Washington's Quality Rating and Improvement System• Work an average of 20 hours per week teaching children or in a leadership role at current facility• Have worked for a minimum of six months at current facility• Have a MERIT-approved Associate Degree, or a Direct-Transfer Agreement• Have documentation of application to, or acceptance at, a Washington State BA or BAS Degree program in ECE or a similar, approved field (copy of application or acceptance letter required) | <ul style="list-style-type: none">• Be employed in a WA child care center or family child care program that is participating in Early Achievers, Washington's Quality Rating and Improvement System• Work an average of 20 hours per week teaching children or in a leadership role at current facility• Have worked for a minimum of six months at current facility• Be in pursuit of a BA or BAS degree in ECE or a similar, approved field | <ul style="list-style-type: none">• Be employed in a WA child care center or family child care program that is participating in Early Achievers, Washington's Quality Rating and Improvement System• Work an average of 20 hours per week teaching children or in a leadership role at current facility• Have worked for a minimum of six months at current facility• Have a MERIT-approved Associate Degree in ECE• Plan to move forward toward earning a BA or BAS in ECE or a similar, approved field once the Montessori Credential is complete• Plan to attend a Montessori Accreditation Council for Teacher Education (MACTE)-accredited school in WA |

Nondiscrimination Policy

Scholarship recipients may be selected on the basis of criteria reasonably related to the charitable purposes of CCA of WA Scholarships and its funding. From the list of individuals that meet the established scholarship eligibility requirements, all scholarships shall be awarded on an objective and nondiscriminatory basis. In selecting scholarship recipients, CCA of WA Scholarships will not take into account ethnicity, race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, veteran or immigration status.

Facility Participation

All applicants must have the full support of their sponsoring child care facility in order to qualify for and maintain a scholarship. An authorized representative from the applicant's child care facility is required to sign the application and the scholarship contract.

Facilities are responsible for informing CCA of WA Scholarships of any change in the scholar's employment, which includes, but is not limited to, reduction in hours, change in position, termination, or departure from the center. Scholarship contracts are between three parties - the scholar, the scholar's facility and Child Care Aware of Washington.

Scholarship Awards

Scholarships are awarded to eligible applicants based on available funding and scholarship award priority. For most of our scholarships, we accept applications throughout the year. CCA of WA Scholarships will only review complete applications. **Submitting an application does not guarantee award.**

Waitlist

CCA of WA Scholarships will place eligible applicants on a waitlist if the number of applicants exceeds the amount of funding available. Applicants on the waitlist will continue to be reviewed each month, but will remain on the waitlist until funding is available or for up to one year from the date the application is received. Applicants will receive notification from CCA of WA Scholarships regarding the status of their application and will contact applicants by email once additional funds are available for award. Failure to reply to CCA of WA Scholarships emails will result in removal from the waitlist. Applicants removed from the waitlist will need to reapply for a scholarship from CCA of WA Scholarships if they wish to be considered again.

Scholarship Award Priority

CCA of WA Scholarships awards scholarships based on the priority determined by the Department of Early Learning. The following priority will be given to applicants employed at facilities participating in Early Achievers in the following order:

2017-18 Scholarship Priority

1st Priority – Current, eligible CCA of WA scholars renewing scholarship contracts.

2nd Priority – Eligible applicants who are enrolled in an approved college program and transitioning from another scholarship funding source.

3rd Priority – Eligible applicants employed at child care facilities that are rated at Levels 3-5 in Early Achievers. This includes applicants employed at child care facilities that are participating in Early Achievers via the Head Start/ECAP pathway.

4th Priority – Eligible applicants employed at child care facilities that are not yet rated in Early Achievers.

Priority and funding levels are subject to change by the Department of Early Learning and CCA of WA Scholarships.

Scholarship Contracts

Each scholar receives a scholarship contract that is a joint agreement between the scholar, their facility and Child Care Aware of Washington. It is imperative that all involved parties read and sign the contract. This contract provides information about the responsibilities of the scholar, the supporting facility and CCA of WA Scholarships. The contract is sent electronically via DocuSign to the scholar, the authorized facility representative (as indicated on the scholarship application by the scholar), and the Child Care Aware of Washington Program Manager, in this order. Scholars have a limited number of days to sign the contract before the contract expires. If a contract expires before the signature process is completed, the scholarship offer may be voided. Scholars must monitor their email and respond to the incoming scholarship contract in a timely manner and notify CCA of WA Scholarships if their contact information changes.

The contract specifies the dates the scholarship covers, as well as the maximum allowed dollar amounts for tuition and other benefits. Scholarship contracts are valid for one year. CCA of WA Scholarships supports scholars attending quarter and semester institutions; however, scholarship contract dates are based on calendar quarters.

CCA of WA Scholarships will consider a scholarship recipient an active scholar upon receipt of a signed contract from all involved parties. CCA of WA Scholarships reserves the right to modify the terms of the scholarship contract as funding allows or if the scholarship recipient receives other sources of financial aid.

The conditions of the contract are subject to change provided that CCA of WA Scholarships issues an amended contract.

Expectations of Scholars

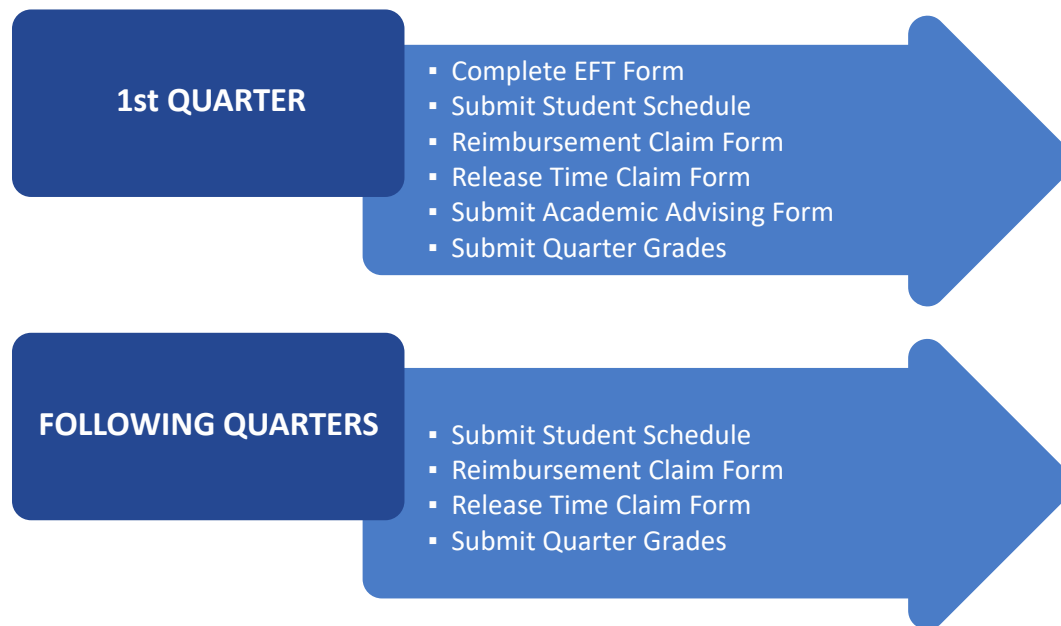
- All scholars are strongly encouraged to apply for financial aid before applying for our scholarship.
- Scholars must inform CCA of WA Scholarships if they are using other sources of financial aid.
- Scholars must complete a minimum of 15 academic credits within the 12-month scholarship contract
- Scholars must respond to communications from CCA of WA Scholarships during the timeframes indicated.
- In order to successfully complete a scholarship contract, scholars must maintain eligibility and remain with their current employer for a minimum of six months after completion of a yearlong scholarship contract. If a scholar leaves the facility indicated on the scholarship contract, the scholarship contract is voided.
- Scholars and facility directors are required to notify CCA of WA Scholarships by email if there is a change in a scholar's contact information, employment status or degree program.
- Scholars must adhere to CCA of WA Scholarships policies, procedures and contract terms.

New Scholars

CCA of WA Scholarships welcomes new scholars with a "Next Steps" email that provides detailed information about successfully maintaining scholarship contracts and gives new scholars an idea of what to expect and what to do next.

To successfully maintain scholarship contracts, scholars will need to complete paperwork each quarter. Scholars are required to check in with CCA of WA staff each quarter to determine if funding will be needed for courses and materials. The timeline below illustrates the required paperwork that must be submitted to maintain scholarship contracts.

Timeline of a Scholarship Contract



Scholarship Paperwork Submissions

One Time Only!

EFT Form (REQUIRED): Scholars will receive reimbursements and/or incentives via EFT (Direct Deposit). Scholars must complete and submit the [EFT \(Direct Deposit\) Payment Authorization Form](#) with a copy of a cancelled/voided check from the account where the reimbursements and/or incentives will be deposited.

Every Scholarship Contract!

1. **Academic Advising Form (REQUIRED):** To ensure that scholars are taking the most efficient and direct path toward achieving their academic goals, scholars are required to consult with their college's ECE Advisor to discuss their ECE course of study. Every field on the [Academic Advising Form](#) must be completed. The college ECE program advisor must sign the form. The form is due by the end of the first three months of each scholarship contract. *Failure to submit this form may result in suspension of scholarship benefits.* Schedule time to consult with the ECE Advisor in person, via email or by phone. Fill out the entire form, have the ECE program advisor sign the form and submit it to CCA of WA Scholarships.

Every Quarter!

2. **Student Schedule (REQUIRED):** Scholars must submit their student schedules to CCA of WA Scholarships immediately after registering for courses, along with a copy of any financial aid award letters (if applicable) for each quarter/semester. CCA of WA Scholarships will send payment vouchers to institutions only after we have received the appropriate schedule information and have approved scholars' coursework. The process of issuing payment vouchers usually takes 24-48 hours.

A [Student Schedule](#) must have the following:

- College Name
- Academic Term (i.e. Spring Semester)
- Student Name
- Course Number (ex: ECE 305)
- Units/Credits
- Tuition Per Class
- Total Amount Due

Payment Information

- Scholars must ask the college Financial Aid/Cashier's office to put their account on hold while the tuition voucher is processed. Scholars should never have to pay up front for tuition covered by CCA of WA Scholarships.
- CCA of WA Scholarships funding is applied after Federal Financial Aid grant (gift aid) funding and other scholarships have been applied to the tuition balance.
- CCA of WA Scholarships will not pay for sports fees, entrance fees and other fees not related to tuition, such as admission and application fees.
- CCA of WA Scholarships must be notified if scholars **decide to add or drop a course**. Scholars must contact the registrar's office at their college to officially withdraw, add or drop a class. Each college has its own guidelines and deadlines for this process. Scholars will be responsible for any costs incurred if scholars drop or withdraw after the 100% refund deadline.

3. **Reimbursement Claim Form (OPTIONAL):** If coursework requires books or special materials, scholars must purchase or rent them and save the receipts in order to be reimbursed. To receive reimbursement, submit a completed [Reimbursement Claim Form](#), with copies of receipts. The completed form must be submitted by the appropriate quarterly deadlines posted on our website. Reimbursements are provided according to calendar quarters.
4. **Release Time Reimbursement Claim Form (OPTIONAL):** If scholars need to leave during their regularly scheduled work time to participate in school-related activities (advising, tests, coursework, etc.) scholars have the benefit of release time. This time can be used by their facility to supplement the cost of their time away. Our intent is for scholars not to lose pay while they are navigating school and work at the same time, and to compensate scholars' facilities for supporting them while they attend school. Release time should be used when it is necessary (for example, the course is only taught during a time when the scholar is scheduled for work).

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Submit the [Release Time Reimbursement Claim Form](#), by the quarterly deadlines noted on our website and on the form. This form can be submitted twice each quarter or all at once at the end of the quarter.

5. **Final Transcript/Final Grades Submission (REQUIRED):** At the end of each term, scholars must submit their unofficial transcript or a copy of their grades. We require these in order to pay for the next term, process any incentives and/or reimburse for any books or release time. Final transcripts must be submitted with the degree or certificate listed within 30 days from the end of the academic term.

Scholarship Maintenance

First Quarter Awarded

Newly awarded scholars are required to attend courses during the first quarter of their award. Failure to attend may result in termination of the scholarship contract.

Scholars must contact CCA of WA Scholarships if they are unable to meet the requirements of the scholarship. If an exception is necessary, scholars are also required to have a clear plan of action to ensure that they will be able to attend courses in the following quarter. CCA of WA Scholarships staff will determine on a case-by-case basis whether the scholar made reasonable attempts to attend courses in their first eligible quarter, and whether there is a clear plan of action for attending courses in the following quarter.

Consecutive Quarter Enrollment

CCA of WA Scholarships aims to ensure that scholars consistently move toward their academic goals. This means scholars should consistently be enrolled in classes to meet contract requirements.

- Scholars are required to complete the minimum number of credits per contract.
- Scholars are required to notify CCA of WA Scholarships staff before the beginning of a quarter if they do not intend to enroll in courses.
- Scholars failing to enroll in coursework for two consecutive quarters/semesters, without informing CCA of WA Scholarships, will be in danger of losing their scholarship contract and may be ineligible to reapply for funding.

Scholars who need to take time off from coursework for one or two quarters during the contract year, must inform CCA of WA Scholarships via email of their situation and provide a plan to continue school, if applicable. Common circumstances that qualify for time off include, but are not limited to:

- Scholar cannot register because course(s) is full or was cancelled by the college
- Scholar must drop course(s) due to an approved medical withdrawal or family emergency
- Scholar's courses conflict with work schedule
- Scholar needs courses that are not offered in that particular quarter
- Scholar met the minimum credits requirement in less than three quarters

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Dropped or Changing Courses

Scholars are responsible for understanding and following their college's policy regarding deadlines for dropping courses. Scholars are responsible for notifying CCA of WA Scholarships of dropped courses.

Scholars who drop a course after the 100% refund deadline (i.e. add/drop date) will be responsible for refunding CCA of WA Scholarships the full balance of tuition, fees and books. CCA of WA Scholarships will not provide payment for any books purchased for dropped courses. Scholars are permitted to continue using their scholarship once all outstanding balances are paid in full.

Cancelled Courses

Colleges reserve the right to cancel any course for which there is insufficient enrollment or for other reasons as judged necessary by the college.

Scholars must notify CCA of WA Scholarships as soon as they receive notice from the college that their class has been cancelled. In the event that courses are cancelled by the college, and the scholar is not charged tuition and fees, the credits associated with the cancelled course will be removed from the total minimum required credits established in the scholarship contract. The scholar is still expected to meet the minimum credit requirement of their scholarship contract. Exceptions can sometimes be made on a case-by-case basis as determined by CCA of WA Scholarships.

Failed Courses

Scholars are required to pass all courses attended. If a scholar fails a course, the scholar will be required to repeat the course the following quarter or as soon as the course is next available. CCA of WA Scholarships will cover the cost of the first failed course.

If a scholar fails the same course a second time, the scholar is responsible to reimburse the cost of tuition and fees for the failed course. It is the scholar's responsibility to reimburse CCA of WA Scholarships before the scholar can continue with the program. CCA of WA Scholarships will suspend payment for further tuition and fees on behalf of the student until the balance is paid. Scholars can request to make special payment arrangements in relation to this policy with the CCA of WA Scholarships team.

Scholars are required to check with their college regarding minimum grade requirements for ECE classes and program completion. Many programs require a 2.0, or grade C, Grade Point Average (GPA) for each class or as an average to complete the program.

It is the responsibility of scholars to immediately inform CCA of WA Scholarships about any potential hardships or changes to their academic plans.

Scholarship Contract Renewal

Scholars can renew their scholarship contracts for another year if there is funding available and they maintain their scholarship eligibility. Toward the end of a scholarship contract, CCA of WA Scholarships will contact scholars via email to inquire if scholars wish to renew their scholarship contracts.

To qualify for renewal of a scholarship contract, scholars must:

- Submit all required forms for their current contract (examples: Academic Advising Form, grades for each term covered under the current contract, etc.)
- Meet the contract terms and have completed the minimum number of required credits
- Continue to meet the eligibility requirements of the scholarship
- Continue to work at the facility on the current contract, and the child care facility must still participate in Early Achievers
- Complete the CCA of WA Scholarship End-of-Contract Survey

Definitions & Acronyms

This is a list of definitions and acronyms associated with CCA of WA Scholarships.

| Term | Definition |
|------------------------------------|--|
| Academic Advising Form | Form used by CCA of WA Scholarships to determine a scholar's academic goal and the timeline of support. The form is found online and must be completed by the scholar and signed by an academic advisor at the institution the scholar is attending. |
| Academic Term/Term | The academic period of courses taken at an academic institution. Terms may be quarters (four 9-12 week terms), semesters (two 15 to 16 week terms), or trimesters (three 10 to 14 week terms). |
| Applicant | The person applying for a scholarship. |
| Articulation Fees | Any fees required by the institution for the review and transfer of college credits from another institution. Scholars should check with their institution for more information about these fees. (See also Prior Learning Assessment Fee or Transfer Fee) |
| Associate Degree | A post-secondary academic degree issued by a community college, university or technical college that can be earned in as little as two years if attending full time. Associate degrees usually consist of 90 college credits that often include general education courses, electives and courses required toward a chosen major. Types of associate degrees include an Associate of Arts (AA), Associate of Technical Arts (ATA), Associate of Arts and Science - Direct Transfer Agreement (AAS-DTA), Associate of Science (AS), Associate of Applied Science (AAS) and Associate of Applied Science - Transfer (AAS-T). The recipient of an associate degree can transfer credits toward a bachelor's degree program. |
| Associate of Applied Science (AAS) | An Associate of Applied Science, or AAS, degree is a two-year undergraduate degree similar to the Associate of Arts (AA) and the Associate of Science (AS) Degree. The AAS degree is offered at most community colleges, technical colleges and vocational schools, as well as a few bachelor's degree-granting colleges and universities. The AAS degree is designed for students who intend to enter the workforce immediately following graduation. Consequently, most AAS degree programs require students to choose an area of emphasis or specialty early in the program so they are adequately prepared for entry-level career positions in a specific field upon graduation. Most AAS programs teach real-world skills that are immediately applicable in the workplace. |

| Term | Definition |
|---|--|
| Associate of Applied Science Transfer (AAS-T) | An Associate of Applied Science-Transfer (AAS-T) Degree is a two-year, job-training degree. It prepares students for immediate employment and is designed to provide transfer opportunities to students with a desire to work toward earning a bachelor's degree at specific universities. An AAS-T degree is a degree awarded in a career and technical discipline that contains a minimum of 20 transferable general education credits. Not all colleges offer AAS-T degrees and not all AAS-T degrees transfer to all four-year programs. |
| Associate of Technical Arts (ATA) | The Associate of Technical Arts Degree is similar to the AAS degree. It is designed for those students wishing to enter the workforce immediately following graduation. |
| Authorized Facility Representative | The person at the child care facility who signs the scholarship application and scholarship contract on behalf of the child care facility. |
| Bachelor's Degree (BA) | For the purpose of this scholarship program, this is a post-secondary degree issued by a college or university that is usually earned in four years if attending full time. Bachelor's degrees usually consist of approximately 180 college credits with the last two years (junior and senior years) focusing on a specific major. Types of bachelor's degrees include a Bachelor's of Arts (BA), Bachelor's of Applied Science (BAS), and Bachelor's of Applied Science - Teaching (BAS-T). |
| Calendar Quarters | For the purpose of this scholarship program, calendar quarters are three-month segments of the year starting with the first day of January. There are four calendar quarters (January 1 - March 31, April 1 - June 30, July 1 - September 30, October 1 - December 31). |
| Child Care Aware of Washington Regional Staff | Early learning professionals who work in one of the following six Child Care Aware of Washington regional offices: CCA of Northwest WA, CCA of Southwest WA, CCA of the Olympic Peninsula, CCA of Central WA, CCA of Eastern WA, CCA of King & Pierce Counties. |
| Child Care Aware of Washington | Child Care Aware of Washington is a non-profit agency dedicated to ensuring that every child in Washington has access to high-quality child care and early learning programs. As a statewide organization, Child Care Aware of Washington advocates for child care and early learning providers while also delivering the means to make a positive difference for all children, including those furthest from opportunity. |
| Child Care Aware of Washington Scholarships | Child Care Aware of Washington Scholarships is a program of Child Care Aware of Washington that supports early learning professionals who wish to expand and enrich their expertise in early childhood education by providing scholarships and other forms of support. The goal of Child Care Aware of Washington Scholarships is to advance the early learning field by improving the educational qualifications, incentives and retention of the early childhood workforce. |

| Term | Definition |
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| Child Care Provider | For the purpose of this scholarship, this is a professional who cares for, teaches or supervises children in a home, center or school-based child care setting. The children in these programs range in age from birth to age five. |
| Completion Incentive | The completion incentive (once referred to as the completion bonus) is a set amount of money given to scholars who have completed all of the requirements of their scholarship contract, including remaining employed at the child care facility where they worked at the start of their contract. |
| Contract Year | The dates or quarters a scholarship contract is valid. These dates are indicated in the contract and usually cover four academic quarters from the start date of the contract. The length of scholarship contracts may vary. |
| Coursework | Written or practical academic work required in a course of study for the purpose of gaining skills and education. |
| Direct Transfer Agreement (DTA) | The Direct Transfer Agreement (DTA) is a Washington State policy that enables the transfer of earned credits from one academic institution to another. The Direct Transfer Agreement (DTA) associate degree is designed to transfer to most bachelor's degree programs at four-year colleges and universities. |
| DocuSign | An online program that provides the ability to issue, track and sign documents electronically. |
| Early Achievers | Early Achievers is the voluntary Quality Rating and Improvement System (QRIS) for Washington State child care and early learning facilities. The framework was created by the Washington State Department of Early Learning with key input and support from Washington State early learning professionals, with the goal of being Washington's roadmap to improving early learning so that all children can start school ready to succeed. Parts of Early Achievers include professional development, scholarship resources and coaching. |
| Early Childhood Education | Early childhood education is a broad term used to describe the educational and developmental experiences and activities provided for children from birth to age eight. It can also be used to describe the academic program that teachers take to learn more about early childhood development. |
| Early Childhood Education and Assistance Program (ECEAP) | The Washington State preschool program that provides home-based and classroom services to low-income or at-risk three and four year olds and their families. |
| Early Learning Professional | A person with the professional development, knowledge, experiences and/or skills to provide direct service to children from birth through age eight. Also, higher education faculty and instructional administrators who meet the academic and professional guidelines to qualify as a professional in the early learning field. |

| Term | Definition |
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| ECE Stackable Certificates | Professional, technical certificates that are earned by people attending specific higher education programs in early childhood education. The programs train students for immediate entry into the child care and early learning profession. Many certificates are designed to build on each other and eventually lead to a higher certificate or degree. |
| Electronic Funds Transfer (EFT) | A direct deposit payment where a business is able to credit payments to a consumer's bank account. |
| End-of-Contract Survey | The questionnaire sent via email to CCA of WA Scholarships scholars toward the end of their scholarship contract. Scholars who want to renew their scholarship are required to complete this survey. |
| Financial Aid | Financial Aid is any grant, scholarship, work-study or student loan funding used to cover the cost attending college. For more information about different types of aid, visit the U.S. Department of Education's website https://studentaid.ed.gov/sa/types |
| Institution | The college, university, school or academy a scholar attends to complete their professional development goals. |
| Managed Education and Registry Information Tool (MERIT) | The Washington State Department of Early Learning online portal that tracks individual provider professional development, as well as posts ECE professional development opportunities. |
| Medical / Hardship Withdrawal | A request to drop courses at an academic institution due to mental, physical or emotional challenges that prevent successful completion. Institutional policies regarding medical withdrawal vary. Scholars are responsible for knowing the policies at their institution. |
| Montessori Accreditation Council for Teacher Education (MACTE) | A national accrediting body for Montessori programs. |
| Pre Bachelor's (Pre-BA) | For the purpose of this scholarship program, this refers to the pathway that covers required courses taken post-associate degree, but prior to qualifying for a bachelor's degree program. |
| Prior Learning Assessment | Assessment of skills based on prior learning or experience. Institutions may require a fee for this service. |
| Provider License ID Number | The number of the child care program license issued by the WA State Department of Early Learning as part of the licensing process. |
| Quality Rating Improvement System (QRIS) | A voluntary program created to support, promote and improve the quality of child care and early learning facilities. |
| Release Time | Refers to the time spent away from normal work hours for the purpose of higher education. The cost for this time is compensated to the facility at \$11 per hour, up to 3 hours per week during quarters scholars are |

| Term | Definition |
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| | enrolled. Facilities must complete and submit a Release Time Reimbursement Claim Form in order to receive payment for release time. |
| Scholar | An early learning professional who has applied for and been awarded a scholarship from CCA of WA Scholarships. |
| Scholarship Contract | The official document that identifies the scholar, child care facility and CCA of WA Scholarships responsibilities involved with an individual's scholarship. The contract must be signed by all involved parties. |
| Special Education | Academic programs that provide teachers with the skills and education necessary to serve children who have special needs. |
| STARS ID Number | The State Training and Registry System (STARS) is a unique identifier that is used to record and manage education and training records in MERIT. |
| State Board of Community and Technical Colleges (SBCTC) | A governor-appointed board that provides advocacy, leadership and support for community and technical colleges in Washington State. |
| Student Schedule | A document issued by an academic institution that details a student's classes, times, and costs for a term. |
| Transfer Fee | Any fees required by the institution for the review and transfer of college credits from another institution. Scholars should check with their institution for more information about these fees. (See also Prior Learning Assessment or Articulation Fee.) |
| Waitlist | The list of completed, eligible applications waiting to be awarded a scholarship. Waitlists can develop when CCA of WA Scholarships receives more scholarship applications than there is funding for. |
| Washington State Department of Early Learning (DEL) | The Washington State agency charged with administering the state's child care and early learning system. To learn more about DEL, its mission and its values, please visit: https://del.wa.gov/about-us |

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Department of Children, Youth, and Families