



Child Care Aware of Washington Scholarships **PROGRAM GUIDELINES**

Child Care Aware of Washington Scholarships Program Guidelines

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The Scholarships 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 early learning 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.

Scholarships Program Staff

Meka Riggins, Senior Scholarships Program Manager
Ivonne Pereira, Scholarships Program Coordinator
Christine Zumwalt, Scholarships Program Coordinator

Contact Information

**Child Care Aware of Washington
Scholarships**

Scholarships@wa.childcareaware.org

866-308-3224

Senior Scholarships Program Manager

The Senior Scholarships Program Manager coordinates statewide CCA of WA Scholarships services in order to offer high-quality professional development services throughout Washington State. The Senior Scholarships Program Manager manages day-to-day operations of the Scholarships program and collaborates with regional Child Care Aware of Washington offices, 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.

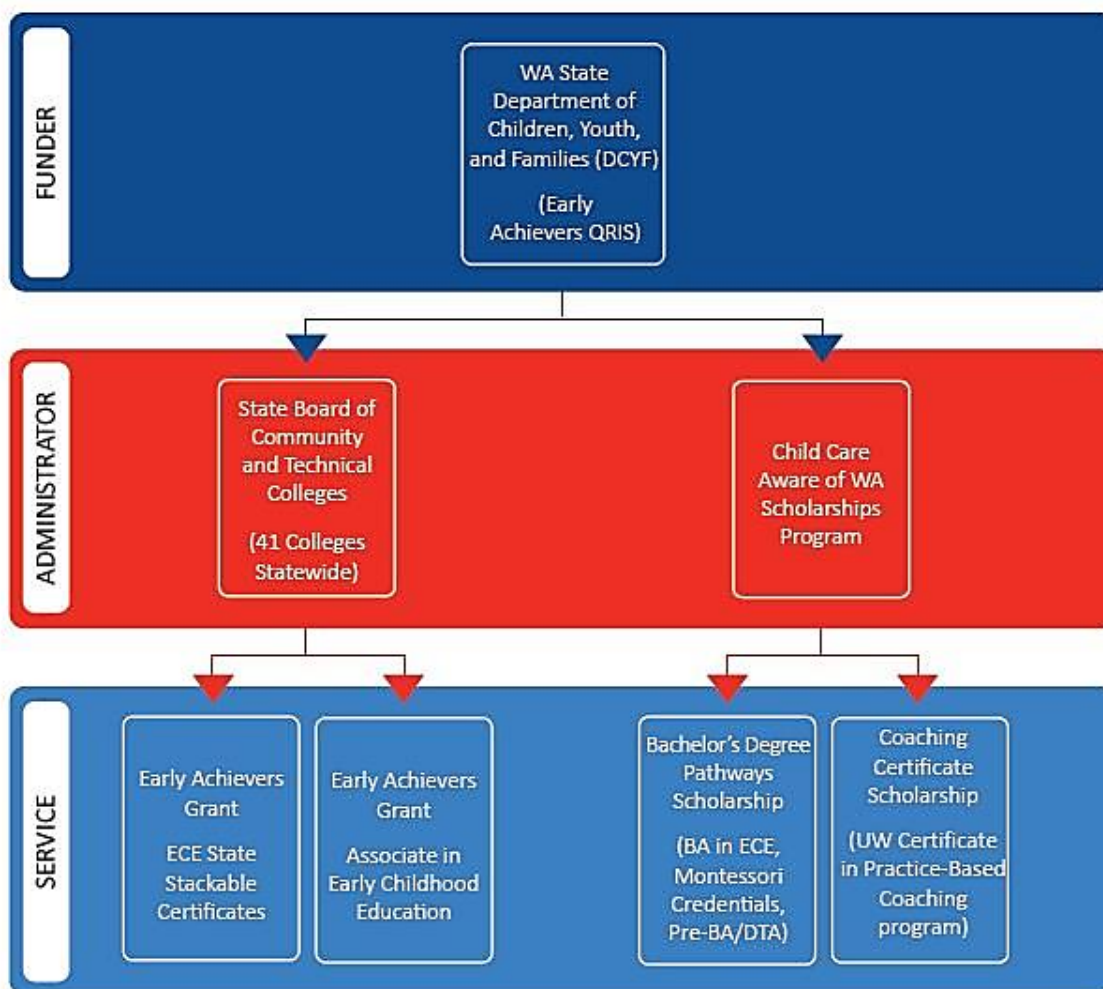
Scholarships Program Coordinators

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

- Act as the primary contact for scholars, applicants, prospective applicants, and others in the early childhood education field across the state.
- 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 staff, 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 Children, Youth, and Families (DCYF) 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 early learning 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 online: <https://www.sbctc.edu/colleges-staff/grants/early-achievers-grant-program-contacts.aspx>.

For information on the University of Washington Certificate in Practice-Based Coaching, visit <https://www.pce.uw.edu/certificates/practice-based-coaching>.

Bachelor's Degree Pathway Scholarship

CCA of WA Scholarships offers three pathways for obtaining a Bachelor's Degree in Early Childhood Education or a similar, approved field. Applications for this scholarship 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. Child Care Aware of Washington will cover up to 30 lower-division (100 and 200 level) credits for scholars working toward an Associate Degree in Early Childhood Education or a similar, approved field, as required toward a BA or BAS program.

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 or a bachelor's degree. This pathway can be used at any approved MACTE-accredited academy in Washington State. **For a list of covered Montessori Academies**, please visit the MACTE website: <https://www.macte.org/accredited-programs/#/?state=Washington>.

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 (*Completed Associate Degree in ECE required*)
- Montessori Credential (*Completed Associate Degree or Bachelor's Degree required*)
- Pre-BA Coursework or Direct Transfer Agreements (DTA)

Scholarship Benefits

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 Scholarships funds are disbursed each term, based on the scholar's academic progress and successful completion of scholarship contract requirements.

Tuition and Fees

Our scholarships cover up to \$9,000 in tuition and tuition-related fees per scholarship contract. Tuition is paid directly to the academic institution based on the amount owed, as indicated by enrollment 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.

A Scholarship Contract typically covers four consecutive calendar quarters (one full year) from the start date of the contract.

Tuition Payment Vouchers

Scholars are required to submit a student schedule to CCA of WA Scholarships each academic term, before their institution's 100% refund deadline. 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.

Attending Multiple Colleges

CCA of WA Scholarship 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. CCA of WA scholars who need to complete pre-BA (100-200 level) coursework can attend any community or technical college in Washington State.

To find a list of covered programs and to learn more about colleges and early childhood education programs in Washington State, go to the Early Childhood Education Careers website, hosted by the Department of Children, Youth, and Families: <https://ececareers.del.wa.gov/find-degree/advanced-search>.

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 common fees:

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• Parking 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.

Book Reimbursement

CCA of WA Scholarships reimburses scholars up to \$500 for the cost of books and other required exams and 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 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 reached within a scholarship contract year. The Reimbursement Claim Form is available here:

<http://wa.childcareaware.org/providers/scholarships/forms-instructions/scholarship-forms>.

Important Scholarship Deadlines

Book Reimbursement Form

Fall Term..... Nov. 15th

Winter Term..... Feb. 15th

Spring Term..... May 15th

Summer Term.... Aug. 15th

A 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 to ensure facility reimbursement. Depending on the fee or reimbursement, the Scholarship Team may request additional information.

Course Materials Coverage

If scholars purchase or rent any required materials other than books, scholars must submit 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.

Release Time

Release Time is a voluntary benefit used to compensate child care facilities for supporting scholars while they are enrolled in higher education. 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 here:

<http://wa.childcareaware.org/providers/scholarships/forms-instructions/scholarship-forms>.

Important Scholarship Deadlines

Release Time Form

Fall Term..... Jan. 15th
Winter Term..... Apr. 15th
Spring Term..... Jul. 15th
Summer Term.... Oct. 15th

Completion Incentive

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

If a scholar changes child care facilities during their scholarship contract, the completion incentive is forfeited.

Eligibility for Scholarships

Applicants must meet all eligibility requirements for a selected pathway in order to apply. Submitting an application does not guarantee a scholarship award.

Bachelor's Degree Completion Pathway	DTA/Pre-BA Pathway	Montessori Credential Pathway
<ul style="list-style-type: none">• Be employed by 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 10 hours per week in an approved job role at current facility• Have worked for a minimum of three 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 by 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 10 hours per week in an approved job role at current facility• Have worked for a minimum of three 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 by 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 10 hours per week in an approved job role at current facility• Have worked for a minimum of three months at current facility• Have a MERIT-approved associate degree or bachelor's degree• 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

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.

Recommender

The recommender and the authorized facility representative are the same. The recommender for the scholarship should be the person from the applicant's facility that is authorized to sign all applications and scholarship forms.

Changing Child Care Facilities

Scholars can maintain eligibility as long as they are employed by a facility participating in Early Achievers and are meeting all scholarship contract requirements. Scholars must notify CCA of WA Scholarships of a change in employment within seven days of their last day of employment with their facility. The scholar must demonstrate employment with another facility participating in Early Achievers within 28 business days of ending employment with their previous facility. Scholars lose eligibility for our scholarship contract completion incentive if they change child care facilities.

If an applicant changes their child care facility they must reapply for the scholarship, with their new facility information and their new authorized facility representative signature. Applicants must be eligible in order to apply for a scholarship and must maintain eligibility requirements throughout the application process and the scholarship contract. Changes to employment may affect scholarship eligibility.

Nondiscrimination Policy

Scholarship recipients may be selected based on 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.

Scholarship Application Process

Applicants must create an account to begin the application process. All applications must be complete and signed in order to be considered. Incomplete applications will not be considered.

Applications can be saved and finished later if necessary. The application takes an average of 30 minutes to complete.

CCA of WA Scholarship Applications

<https://childcareawarewa.org/providers/#scholarships>

Before Starting the Application

Before beginning the application process, applicants need the following items available:

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

Who is the Authorized Facility Representative?

The second person responsible for completing the scholarship application recommendation and signing scholarship contracts 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.

Application Form and Tasks

Create an Account

- Applicants must verify their email
- Applicants must use the same email to create their account and their application
- If applicants experience login issues, they should contact Customer Support via the scholarship application software

Contact Information

**Child Care Aware of Washington
Scholarships**

Scholarships@wa.childcareaware.org

866-308-3224

Eligibility Quiz

- The eligibility quiz determines a potential applicant's eligibility for scholarships
- Programs may or may not appear based on eligibility and goals selected

Scholarship Application Tasks

- Applicant information
 - The applicant should ensure confirming dates

- All eligible programs are listed in the application; if the scholarship an applicant wants to apply for does not appear they should contact the scholarships team
- Applicants must answer the essay questions
- Applicants must review and sign the Applicant Agreement
- Employer Recommendation
 - Once the applicant requests a recommendation in the Employer Recommendation task of the application, an email is automatically sent to the Authorized Facility Representative for completion of the Employer Recommendation task. This is the final step 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 email. The Authorized Facility Representative must also create an account to complete and submit their portion of the application. The application is then submitted to CCA of WA Scholarships for consideration.

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 to be prioritized 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.

CCA of WA Scholarships will contact applicants within six weeks of receiving completed applications.

Applications are considered 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.

Important Scholarship Deadlines

Application Priority Deadlines

Fall Term..... Aug. 15th
 Winter Term/Spring Semester..... Nov. 15th
 Spring Term..... Feb. 15th
 Summer Term.... Apr. 15th

Applicants are notified of status updates and scholarship awards via email to the email address indicated on the application and in their online account. Applicants should contact the scholarship team if they have not received an email regarding their scholarship application by the sixth week after submitting their application. For the Bachelor's Degree Pathways Scholarship, applicants are required to submit additional information within a specific timeframe if they are offered a scholarship.

*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.*

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, or if we are not yet awarding for the term indicated on the application. Applicants on the waitlist will continue to be considered 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 CCA of WA Scholarships 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 Children, Youth, and Families. Because of this, applications are not placed on waitlists with an assigned number or award date. Each scholarship type has a different audience and different set of priorities.

Priority and funding levels are subject to change by the Department of Children, Youth, and Families and CCA of WA Scholarships.

Scholarship Contracts

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 contract dates are based on calendar quarters.

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), 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.

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.

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 a facility participating in Early Achievers for a minimum of six months after completion of a yearlong scholarship contract. *To receive the completion incentive, the scholar must begin and end their scholarship contract with the same child care facility, and maintain their employment with that facility for six months after the end date of the scholarship contract.*
- Scholars and authorized facility representatives are required to notify CCA of WA Scholarships by email if there is a change in a scholar's contact information, employment status or academic status.
- Scholars must adhere to CCA of WA Scholarships guidelines and contract terms.
- Scholars must complete an End-of-Contract Survey at the end of each scholarship contract.

New Scholars

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

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 program advisor to discuss their course of study. Every field on the [Academic Advising Form](#) must be completed. The college 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.* Scholars should schedule time to consult with the program advisor in person, via email or by phone. Scholars must fill out the entire form, have the program advisor sign the form and submit it to CCA of WA Scholarships.
2. **End of Contract Survey (REQUIRED):** Scholars must complete the end-of-contract survey in order to successfully end or renew their scholarship contract.

Every Quarter

3. **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 academic term. 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
- Itemized Tuition/Fees Charges
- Total Amount Due

Tuition 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.

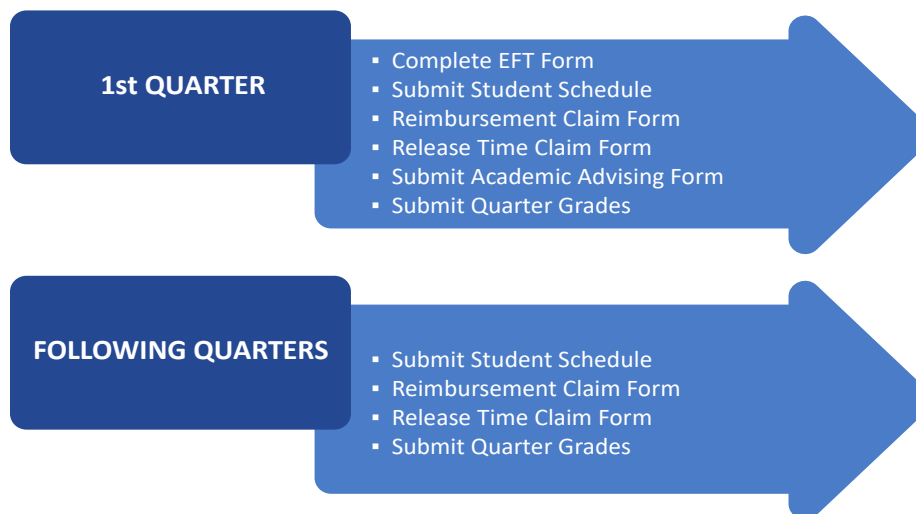
CCA of WA Scholarships must be notified if scholars decide to add or drop a course. Scholars must contact the registrar's office at their college to officially withdraw, add or drop a class. Each college has its own guidelines and deadlines for this process. Scholars will be responsible for any costs incurred if scholars drop or withdraw after the 100% refund deadline.

4. **Financial Aid Award Information (REQUIRED):** Each term scholars must notify Child Care Aware of Washington Scholarships of their financial aid award. Scholars must submit a screen shot of their award details for the academic term.
5. **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, scholars must submit a completed [Reimbursement Claim Form](#), with copies of receipts and or other required documents as applicable. The completed form must be submitted by the appropriate quarterly deadlines posted on our [website](#). Reimbursements are provided according to calendar quarters.
6. **Release Time 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. The intent is for scholars to not 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). Scholars must submit the [Release Time 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.
7. **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

To successfully maintain scholarship contracts, scholars must 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



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 their 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 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 a scholar has 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 lose their scholarship 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

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 can fail a maximum of three courses during a scholarship contract.

Scholars are required to check with their college regarding minimum grade requirements for 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

Scholarship contract renewal is not guaranteed. Scholars can request to renew their scholarship contracts for another year if there is funding available, if their previous scholarship contracts are in good standing and if 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 potential 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 a facility that participates in Early Achievers
- Maintain contact with the CCA of WA Scholarships Team
- Complete the CCA of WA Scholarship End-of-Contract Survey

Scholarship recipients can be eligible to renew their scholarship to complete their student teaching requirement if they have successfully completed their first year in an approved bachelor's degree program on the Child Care Aware of Washington Bachelor's Degree Pathways Scholarship. The scholar must complete their bachelor's degree during the contract year.

Definitions & Acronyms

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	A 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.
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.

Term	Definition
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 a child care facility who signs scholarship application, forms and contracts on behalf of child care facilities. (See also Recommender.)
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	Child Care Aware of Washington is a nonprofit 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.
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.

Term	Definition
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	A third-party, online program that used 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 Children, Youth, and Families 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.
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.

Term	Definition
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 Children, Youth, and Families 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 Children, Youth, and Families 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.
Recommender	The person at a child care facility who signs scholarship applications, forms and contracts on behalf of a child care facility.
Release Time	Refers to the time spent away from normal work hours for the purpose of higher education. The cost for this time is paid to the facility at \$11 per hour, up to 3 hours per week during quarters scholars are enrolled. Facilities must complete and submit a Release Time Reimbursement Claim Form in order to receive payment for release time.
Scholar	For the purpose of this scholarship, an early learning professional who has applied for and been awarded a scholarship from CCA of WA Scholarships.
Scholarship Contract	The official, binding 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.

Term	Definition
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 an 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 Children, Youth, and Families (DCYF)	The Washington State agency charged with administering the state's child care and early learning system. To learn more about DCYF, its mission and its values, please visit: https://www.dcyf.wa.gov/

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

Contact Information

Child Care Aware of Washington Scholarships

Scholarships@wa.childcareaware.org

866-308-3224