



Georgia Department of Early Care and Learning

PROFESSIONAL DEVELOPMENT PROGRAM IN EARLY CARE AND EDUCATION

SCHOLARSHIPS Pre-Qualification and Application Form

*“Bright from the Start: Georgia Department of Early Care and Learning is proud to support and encourage Georgia’s early care and education professionals through the **SCHOLARSHIPS** & **INCENTIVES** programs. These innovative programs help create a high quality, stable early care and education workforce that benefits families, contributes to the state’s economy, and helps prepare Georgia’s young children for success in school.”*

Holly A. Robinson, Commissioner

SCHOLARSHIPS is Georgia’s statewide educational assistance program for early care and education professionals pursuing credentials or degrees in early childhood education or child development. **SCHOLARSHIPS** assists approved applicants with tuition and mandatory fees and provides a support stipend directly to them. Approved applicants may enroll in any of Georgia’s technical colleges or any public or private institution that is SACS-accredited and HOPE-eligible. **SCHOLARSHIPS** funds several levels of study; applicants may work toward a technical college certificate or diploma, or a two- or four-year degree.

To Qualify for **SCHOLARSHIPS**

- ✔ You must be a teacher, assistant teacher, director or assistant director (all other positions do not qualify) in a child care learning center or group day care home that is licensed by Bright from the Start: Georgia Department of Early Care and Learning or the Department of Defense (DOD) **OR** you must work in a registered family day care home.
- ✔ You must work with children, ages five or younger, at least 25 hours per week if you are a teacher or assistant teacher **OR** 40 hours per week if you are an owner, director or assistant director.
- ✔ You must earn less than \$14.45 per hour.
- ✔ Applicants for CDA Preparation or technical college certificate programs must have been employed a minimum of **three consecutive months** with the current employer.
Applicants seeking a technical college diploma or an associate degree must have been employed at least **six consecutive months** with the current employer.
Applicants seeking a bachelor’s degree must have been employed at least **twelve consecutive months** with the current employer.
- ✔ You must be accepted into a formal early childhood education program of study leading to the award of a credential or degree at an eligible institution.
- ✔ You must apply for the state’s HOPE Grant or HOPE Scholarship and/or a federal Pell Grant.

Applications for **SCHOLARSHIPS** are accepted throughout the year, but we ask that you apply no earlier than **60 days** prior to the term you plan to attend. For additional information, contact the **SCHOLARSHIPS** and **INCENTIVES** office at 800-227-3410 or 770-642-6722.

See www.caresolutions.com for more information.

Bright from the Start SCHOLARSHIPS

PROGRAMS OF STUDY	INSTITUTION ELIGIBILITY	AWARDS	AS A RECIPIENT YOU ARE EXPECTED TO:
Child Development Associate I or other early childhood education Technical Certificate of Credit (TCC). (Must have been employed with current employer for three months)	Any of Georgia's technical colleges offering a certificate in Early Childhood Education, Child Development or Child Care Administration	Tuition Payment – 80% of tuition and mandatory fees not covered by HOPE grant Support Stipend of \$75 each quarter	<ul style="list-style-type: none"> • Notify the SCHOLARSHIPS office immediately of any changes in schedule or of a decision to withdraw • Attend all classes and complete all assignments • Submit grades at the end of each term • Maintain a minimum overall GPA of 2.0
Technical College Diploma (Must have been employed with current employer for six months)	Any of Georgia's technical colleges offering a diploma in Early Childhood Education, Child Development or Child Care Administration	Tuition Payment – 80% of tuition and mandatory fees not covered by HOPE or Pell grant Support Stipend of \$75 each quarter	<ul style="list-style-type: none"> • Notify the SCHOLARSHIPS office immediately of any changes in schedule or of a decision to withdraw • Attend all classes and complete all assignments • Submit grades at the end of each term • Maintain a minimum overall GPA of 2.0
Associate Degree (Must have been employed with current employer for six months)	Any of Georgia's technical colleges, or any SACS – accredited, HOPE-eligible, public or private institution offering a two-year degree in Early Childhood, Child Development or Child Care Administration	Tuition Payment – 80% of tuition and mandatory fees not covered by HOPE scholarship or Pell grant Support Stipend of \$75 each quarter or \$100 each semester	<ul style="list-style-type: none"> • Notify the SCHOLARSHIPS office immediately of any changes in schedule or of a decision to withdraw • Attend all classes and complete all assignments • Submit grades at the end of each term • Maintain a minimum overall GPA of 2.0
Bachelor's Degree (Must have been employed with current employer for twelve months)	Any SACS-accredited, public or private, HOPE-eligible institution offering a four-year degree in Early Childhood, Child Development or Child Care Administration	Tuition Payment – 80% of tuition and mandatory fees not covered by HOPE scholarship or Pell grant at Georgia public institutions. Tuition and mandatory fees up to \$1,000 per semester at private institutions Support Stipend of \$100 each semester	<ul style="list-style-type: none"> • Notify the SCHOLARSHIPS office immediately of any changes in schedule or of a decision to withdraw • Attend all classes and complete all assignments • Submit grades at the end of each term • Maintain a minimum overall GPA of 2.5
*CDA Assessment Fee Scholarship Only (Must have been employed with current employer for three months)	Any of Georgia's technical colleges awarding the Child Development Associate (CDA) technical certificate of credit, any SACS - accredited HOPE-eligible institution with an ECE department, or any CDA course approved through the Georgia ECE Training Approval System	100% of cost: 85% sent directly to Council for Professional Recognition and 15% reimbursed to you when you submit a copy of your CDA	<ul style="list-style-type: none"> • Submit copy of 120 clock-hours certificate of completion • Submit your Direct Assessment Application to the Council for Professional Recognition immediately upon receipt of your award letter from SCHOLARSHIPS

DETACH AND RETAIN FOR FUTURE REFERENCE

You must contact the **SCHOLARSHIPS office and submit copies of your grades upon completing a term and your schedule of classes for the next term in order to continue.**

APPLICANTS MUST COMPLETE THIS SECTION

Personal Information (please print):

Name: _____ County of Residence: _____
First-middle initial-last (as it appears on your social security card)

Home Address: _____ Apartment Number: _____
Street or post office box (enter only one)

City: _____ State: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____ Date of Birth: / /

Social Security Number: / / E-mail: _____

Gender:	Race:	Ethnicity: (any race)
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> White <input type="checkbox"/> Black / African-American <input type="checkbox"/> Asian <input type="checkbox"/> Native American / Alaskan Native <input type="checkbox"/> Native Hawaiian / Pacific Islander <input type="checkbox"/> Bi- / Multi-Racial <input type="checkbox"/> Other: _____	<input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Not Hispanic / Latino

EMPLOYER MUST COMPLETE THIS SECTION

Name of center or family/group day care home: _____
Enter name as it appears on license/registration

Work Address: _____ County: _____
Enter actual location as it appears on license/registration

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Employers are encouraged to "partner" with staff as they make the commitment to increase their knowledge and skills. See the "Count Me In" section at the back of this application to learn how you can support your staff!

Facility type (check one):

Child Care Learning Center
 Group Day Care Home
 Family Day Care Home

Home or center is licensed by (check one):

Bright from the Start (BFTS)
 Department of Defense (DOD)

Family Day Care Homes Only

Date you opened your family day care home: / /

Number of hours your family day care home operates each week: _____

Number of children currently enrolled in your family day care home: _____

Ages of children currently enrolled (circle all that apply):
 Birth – 1 1 2 3 4 5

Your Net Income from previous year's IRS Schedule C tax form: \$ _____

Child and Adult Care Food Program (CACFP)?
 Yes No

Serve DFCS subsidized children?
 Yes No

Child Care Learning Centers and Group Day Care Homes Only

Applicant's Job Title (mark all that apply):
 Asst. Teacher Asst. Director Owner
 Teacher Director (other positions do not qualify)

Is the applicant a Georgia lottery funded Pre-K teacher? Yes No

Is the applicant a Head Start or Early Head Start teacher? Yes No

Number of hours applicant works each week: _____

Number of months per year applicant works (circle one): 9 10 12

Number of months per year applicant is paid (circle one): 9 10 12

Applicant's current hourly wage \$ _____

Applicant is paid: Weekly Bi-Weekly Bi-Monthly Monthly (circle one)

Applicant's date of hire / / (use original hire date if employment has been continuous with present employer, but at different locations)

If applicant is in the classroom, # of children in applicant's classroom: _____

If applicant is in the classroom, ages of children in class (circle all that apply):
 Birth – 1 1 2 3 4 5

As **Owner, Director or Human Resources Manager**, I verify that the above employment information for this applicant is true and accurate. I understand and agree that receipt of **SCHOLARSHIPS** monies by the applicant will not affect any salary adjustments the applicant may be eligible to receive through our program.

Name (print): _____ Title (print): _____

Signature: _____ Date: _____

APPLICANTS MUST COMPLETE THIS PAGE

SCHOLARSHIPS provides tuition assistance to eligible employees of early care and education programs and family day care providers who wish to earn a credential or degree in early childhood education, child development or child care administration.

Education Plans:

The chart in this application describes the features of the Bright from the Start **SCHOLARSHIPS** program, including eligible early childhood education programs of study, the maximum amount of each award, and the requirements and expectations you must meet in order to remain in the program.

Select the early childhood education credential or degree you wish to earn:

- TCC – Technical Certificate of Credit Associate Degree I wish to apply for the CDA Assessment Fee only
 TCD – Technical College Diploma Bachelor's Degree

Name of institution you attend/will attend: _____

(Attach schedule of classes to this application)

Have you been accepted? Yes No

What is the first term/year you wish to be considered for **SCHOLARSHIPS** (Example –Fall 2009): _____

Educational History (complete all that apply):

Have you already earned a credential or degree?

<u>Credential/Degree Earned:</u>	<u>Institution</u>	<u>City, State</u>	<u>Year Earned</u>
<input type="checkbox"/> Child Development Associate	_____	_____	_____
<input type="checkbox"/> Technical Certificate of Credit	_____	_____	_____
<input type="checkbox"/> Technical College Diploma	_____	_____	_____
<input type="checkbox"/> Associate Degree	_____	_____	_____
<input type="checkbox"/> Bachelor's Degree	_____	_____	_____
<input type="checkbox"/> Master's Degree	_____	_____	_____

Were any of the above credentials or degrees earned with **SCHOLARSHIPS** support? If so please circle the credential or degree.

Have you registered with the Professional Development Registry? Yes No If yes, Registry Code PD-BFTS _____

FINANCIAL AID:

All applicants except those applicants applying for the CDA Assessment Fee are required to apply for financial aid. You must apply for the HOPE grant or scholarship and/or the federal Pell grant. If you are approved for one form of financial aid and the award covers tuition and mandatory fees, you are not required to apply to another source of aid. The Financial Aid Office of the institution you selected can assist you in this process. You may still submit your application to **SCHOLARSHIPS**, but you must present documentation you have applied for financial aid before approval can be made. **Receiving financial aid does not disqualify you from the program. If **SCHOLARSHIPS** does not assist you with tuition payments, you may still be eligible for the support stipend provided to students each term they are enrolled.**

Yes, I have applied and I am awaiting a response regarding financial aid. (submit a copy of the response letter upon receipt)

Yes, I applied and was informed that:

I am not eligible for HOPE or Pell (submit a copy of your denial)

I am eligible for (submit copy of award):

HOPE Amount: \$ _____

Pell Amount: \$ _____

Other Amount: \$ _____

FOR EMPLOYERS

COUNT ME IN! The **SCHOLARSHIPS** program encourages employers to support staff who choose to increase their education and skills. Students perform better when they know their efforts are both valued and appreciated. As an employer, you will reap immediate benefits as students begin to apply their new skills and learning in their work environments. In addition, it's contagious – other teachers/caregivers want to become more effective in their classrooms, too!

You can show your support by partnering with your employees and sharing the financial costs of their education. A contribution, at any level, affirms that they are a valuable member of your team. **SCHOLARSHIPS** awards 80% of tuition and fees not covered by HOPE/Pell at public institutions and up to a maximum of \$1,000 per semester at private institutions. Please consider sharing the remaining costs with your employees.

Yes, count me in! _____

Owner/Director Signature

Date

FREQUENTLY ASKED QUESTIONS

Do you pay for distance learning programs or online courses? Yes, **SCHOLARSHIPS** will pay for **classes** offered as part of an eligible program of study leading to a degree or credential at an eligible institution.

What is an eligible institution? An eligible institution is any one of Georgia's 104 colleges, universities, and technical colleges approved to receive HOPE funds. The HOPE grant covers technical certificate of credit and technical college diploma programs at Georgia's technical colleges. The HOPE scholarship is available for degree programs at public and private institutions.

When and how are payments made? Once we determine if you will need tuition assistance, we will forward an award letter to the institution asking that they invoice us for the approved amount of the scholarship. You should be prepared to pay your portion of your tuition and fees when you register. **SCHOLARSHIPS** will pay the institution directly once an invoice is received.

The **support stipend** is paid directly to you, once you have been approved, submitted your schedule and are attending classes, and the drop/add period for your institution is over.

How long can I receive **SCHOLARSHIPS support?**

Scholarships are awarded for one term and must be renewed. At the end of the term, you must submit a grade report verifying you have maintained the required overall GPA for your program of study (see chart) in order to be renewed and to continue to receive the scholarships payments. You may continue in the program as long as you are working toward an early childhood education credential or degree and meet all program requirements.

Does my center have to pay for any portion of my education? **SCHOLARSHIPS** does not require an employer contribution but does encourage an employer/employee professional development partnership. Please point out to your employer the "COUNT ME IN!" section above.

What does **SCHOLARSHIPS provide?**

SCHOLARSHIPS provides 80% of tuition and mandatory fees not covered by HOPE or Pell at public institutions. At private institutions, up to a maximum of \$1000 per semester or \$750 per quarter is awarded for tuition and mandatory fees. **SCHOLARSHIPS** also provides a support stipend directly to you of \$100 per semester or \$75 per quarter attended.

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH YOUR APPLICATION

SCHOLARSHIPS	
<p>Child Care Learning Center/ Group Day Care Home Employee</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of two recent pay stubs reflecting the name of your employer, your name and your gross (before deductions) wages <input type="checkbox"/> Copy of award/denial letter from HOPE and/or Pell ___Enclosed ___Will submit <input type="checkbox"/> Schedule of classes if currently enrolled <input type="checkbox"/> Military Base Centers only: Copy of license from Department of Defense <p><u>CDA Assessment Fee applicants submit:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of two recent pay stubs <input type="checkbox"/> Copy of your certificate documenting 120 clock-hours (or TCC transcript) <input type="checkbox"/> Copy of your completed Direct Assessment application (do not send original)
<p>Family Day Care Home/Group Day Care Home Owner</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of last year's Schedule C or other IRS form reflecting net profit <input type="checkbox"/> Copy of Bright from the Start: Georgia Department of Early Care and Learning license or registration letter <input type="checkbox"/> Copy of award/denial letter from HOPE and/or Pell ___Enclosed ___Will submit <input type="checkbox"/> Schedule of classes if currently enrolled <p><u>CDA Assessment Fee Applicants submit:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of last year's Schedule C <input type="checkbox"/> Copy of your certificate documenting 120 clock-hours (or TCC transcript) <input type="checkbox"/> Copy of your completed Direct Assessment application (do not send original)

STATEMENT OF AFFIRMATION: Read carefully before signing and dating. Unsigned applications will not be processed.

I _____ (*Applicant's Name*), attest that all of the information appearing on this application and supporting documentation is true to the best of my knowledge. I understand that any false or incomplete information knowingly provided on this application or supporting documents may be grounds to be denied participation in this program and may prevent me from future participation in the program. I understand that intentionally providing false information on this application or supporting documents is a violation of state law and may result in civil or criminal proceedings. I authorize any agent or employee of Bright from the Start: Georgia Department of Early Care and Learning to verify this information and release it to any necessary party for my consideration to participate in this program.

Applicant's signature

Date

Mail your completed application to:

SCHOLARSHIPS & INCENTIVES Program

c/o Care Solutions, Inc.

5555 Glenridge Connector, Suite 150

Atlanta, GA 30342

If you have already earned an Early Childhood Education degree or credential, you may be eligible for **INCENTIVES**. For questions on **SCHOLARSHIPS** or **INCENTIVES**, call 800-227-3410 or 770-642-6722.

www.caresolutions.com



SCHOLARSHIPS & INCENTIVES are managed by Care Solutions, Inc.

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