Early Learning and Care Teacher Stipend Program

How to Apply through the Registry

Sarah Kinahan, Coordinator, Child Care Partnership Council

Fall 2021
Step 1 – Registry Profile

• If you do not yet have an ECE Workforce Registry Profile, create one.
Step 1 – Registry Profile

- Registry website: www.caregistry.org

- How to Create a Registry Profile Video
  - https://www.youtube.com/watch?v=L1FA0_EjwXQ
  - Cómo crear un video de perfil de registro
    - https://www.youtube.com/watch?v=0iiOqFwohjk
  - 如何建立个人资料 - 视频
    - https://www.youtube.com/watch?v=Dp0zqYbZlcg
Step 1 – Registry Profile

- If you have an ECE Workforce Registry Profile, make sure it is up-to-date. Click on “Return Home” to enter the quick links page.
  - ✓ Personal Profile
  - ✓ Employment History
  - ✓ Documents such as degrees and permits
Step 2 – Create Stipend Application

- In the left-hand menu, click on Stipends & Pathways → Application and....
Step 2 – Create Stipend Application, continued

- Review all your personal and employment information updates, then click “Confirm and Continue.”
Step 3 – Request Stipend

- Click on “San Mateo: Early Learning and Care Teacher Stipend Program”
Step 4 – Continue to Online Application

• Read the program description & requirements, then click on “Continue to Online Application”
Question 1, Goals (Training Track)

• Click the box next to “Complete 21 hours of Professional Development”
Question 1, Goals (College Coursework Track)

- Click the box next to “Complete Coursework Towards a Degree”
- Can also select one “Education Milestone”
  - Obtain an Associates or BA Degree
  - Obtain a New or Higher Permit
Question 2, Stipend Period

- Choose “Spring 2022” from the drop-down menu
Question 3, Pathways

- If you are on the *Training Track*, choose “Professional Development” from the drop-down menu
- Under Pathway Information, type in the name of the training organization, or “Various” if you will take training from more than one
- Under Pathway Detail, type in the total number of hours you plan to complete this year
Question 3, Pathways

• If you are on the College Coursework Track, you can enter **up to three** Pathways
  1. College Coursework
  2. Education Milestone
     • Degree Attainment – or –
     • Child Development Permit (new or upgrade)
  3. Foreign Transcript Evaluation
Question 3, Pathways

• If you are on the College Coursework Track, choose “College Credit” from the drop-down menu
• Under Pathway Information, type in the name of college(s) you plan to attend this school year
• Under Pathway Detail, enter the total number of units you plan to complete this year and whether they are quarter or semester units
• Under Additional Information, enter your student ID number

<table>
<thead>
<tr>
<th>Pathway Type</th>
<th>Pathway Information</th>
<th>Pathway Detail</th>
<th>Value Type</th>
<th>Additional Information, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Credit</td>
<td>Skyline College</td>
<td>6</td>
<td>Quarter</td>
<td>51251</td>
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</tbody>
</table>
Question 3, Pathways

- If you will obtain an Associates or Bachelors Degree this year, add another Pathway Request

- Under Pathway Type, select "Degree Attainment"
- Under Pathway Information, type in the type of degree and the name of college that will issue your new degree
- Under Pathway Detail, enter your expected graduation date
- Under Additional Information, enter your student ID number
Question 3, Pathways

- If you plan to obtain a new or higher-level Child Development Permit this program year, add another Pathway Request.
- Under Pathway Type, select ”CA Child Development Permit Acquired”.
- Under Pathway Information, type in the type of permit.
- Under Pathway Detail, enter the date you expect to receive your new permit.
- Under Additional Information, enter your permit number.
Question 3, Pathways

- If you have a degree from a foreign college or university and need to have your foreign transcript evaluated, we will reimburse you for the cost of that service
  - See Page 13 of our Stipend Program Guide for further details
- Under Pathway Type, select “Professional Development Cost”
- Under Pathway Information, type in “Foreign Transcript Evaluation”
- Under Pathway Detail, enter the cost of the evaluation
  - You will need to upload a copy of the receipt under “My Documents” to receive reimbursement
Complete the Online Application

• Read the “Statements of Understanding” and click on “Submit Stipend Application”

Statements of Understanding:

- I understand the San Mateo County Early Learning and Care Teacher Stipend Program is a commitment that requires a renewed application each program cycle.
- If this application leads to acceptance into the San Mateo County Early Learning and Care Teacher Stipend Program, I understand that I must adhere to all requirements in order to complete the program and receive my stipend.
- I understand that an acceptance into the San Mateo County Early Learning and Care Teacher Stipend Program for one program period does not equal the acceptance into any following program period.
- I understand that stipend amounts are not guaranteed and may change at any time.
- I understand that my final stipend amount is determined by the amount of units I complete at the end of the semester with a “C” or better if I am on the College Coursework Pathway.
- I allow the San Mateo County Early Learning and Care Teacher Stipend Program Coordinator to obtain my academic records through the local higher education institutional database, for example BANNER, in partnership with the local higher education institution program staff in the Child Development Department.
- I understand that to improve SMCOE early learning program activities and best serve children and families in the community, SMCOE may use information stored in this database for program administration purposes only.
  ◦ SMCOE places top priority on the security and confidentiality of teacher information and ensures that information is protected by law and in accordance with data security mandates.
  ◦ Your information will only be shared with authorized SMCOE staff and partner agencies to the extent needed for the implementation of SMCOE’s early learning programs.
  ◦ Reports will not include your private information. Reports will never include your name, birthdate, or any other information that could identify you.
- I certify that the information on my registry profile and that my answers to these application questions are true and complete to the best of my knowledge. I understand that falsification of information and documentation will result in returning all monies with penalties and exclusion from the program in future years. If this application leads to acceptance into the San Mateo County Early Learning and Care Teacher Stipend Program, I understand that false or misleading information in my application may result in my release from the program.

Completing this application is agreement to the terms and conditions listed above.

Submit Stipend Application
Submit Required Documents

• To finish your application, you must upload a **completed W-9 form by December 17, 2021**
  • A link to the form is available by clicking “Supplemental Forms”
  • Upload to “My Documents” on your Registry Profile
• You will need to **complete an Education Plan or Professional Growth Plan by May 31, 2022**
• You will need to **submit transcripts and copies of permits by June 15, 2022**

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**San Mateo: Early Learning and Care Teacher Stipend Program - Request Submitted!**

**Step 1:**
The online portion of your application has been submitted for review.

**Step 2:**
Next, download the **Supplemental Forms**

**Step 3:**
Upload your completed required documents, including your supplemental forms, to your profile in **My Documents**. If you would like to send your forms by email, instructions are in the confirmation email you received.

You can track progress and update your application by going to **My Stipends**, and by checking your email.
Uploading Documents

• To upload documents, for example your W-9 or transcript, log-in to the Registry, and click on “My Documents”
Choose the file from your computer and upload

- From the drop-down menu, select the File Type (i.e. W-9, transcript, permit, etc.)
- Click on "Choose" and find the file on your computer
  - Click on the file name and click on "Open"
- Click on "Upload Document"

<table>
<thead>
<tr>
<th>File Type</th>
<th>File Description</th>
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<tbody>
<tr>
<td>- Please Select -</td>
<td>(Maximum characters: 200)</td>
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</table>

Choose a file...
Edit your online application

- You may edit your online application while it is still in the “Applied” status.
- To Edit:
  - Select **Stipends & Pathways**. From the drop-down menu click on **My Stipends**.
  - Click on **Edit** selection for the stipend application you want to edit.
View your application status and Required Documents

- You can see the status of your stipend application, required documents pending and other data on your application.
  - Select **Stipends & Pathways**. Then click on **My Stipends**.
  - Select **View** for the stipend application information you want to review.
Viewing your application information

Stipend Request Detail - San Francisco CARES 2.0 (Compensation and Retention Early Educator Stipend) - Stipend ID: 3

Personal Information
- Participant Name: Test Admin
- Registry ID: 12345678
- Residential Address: 123 Main St, Anytown, USA
- Education Goals: Bachelor's Degree

Employment Information
- Employer: Early Head Start
- Job Title: Teacher/Cot Teacher
- Start Date: 03/01/2020
- Verification Date: 03/01/2021
- Ages Served: Preschool (3-5 Years)
- Funding Source: Early Head Start

Stipend Request Information
- Pathway Type: Retention
- Pathway Information: San Francisco Unified School District
- Pathway Detail: N/A
- Unit Type: Retention
- Request Status: Denied

Required Documents: San Francisco CARES 2.0 (Compensation and Retention Early Educator Stipend)
- Completed W-9
- Return to My Stipends
For Help

Registry Help Desk: Call 855-645-0826

Registry Participant Resources:
https://www.caregistry.org/index.cfm?module=participantResources&navID=31

Email: ELCstipend@smcoe.org

Stipend Program Website: www.smcoe.org/ELCstipend