



# 2022-2023 San Mateo County Early Learning and Care Teacher Stipend Program Guide



**Program Year: July 1, 2022 - June 30, 2023**

# TABLE OF CONTENTS

<i>INTRODUCTION TO THE STIPEND PROGRAM.....</i>	<i>2</i>
<i>ELC STIPEND PROGRAM AT-A-GLANCE.....</i>	<i>3</i>
<i>ELIGIBILITY CRITERIA.....</i>	<i>4</i>
<i>PROGRAM REQUIREMENTS .....</i>	<i>5</i>
<i>APPLICATION PROCESS.....</i>	<i>6</i>
<i>ELC STIPEND PROGRAM CONTACTS .....</i>	<i>7-8</i>
<i>IMPORTANT ELC STIPEND PROGRAM TIMELINES.....</i>	<i>9</i>
<i>STIPEND PAYMENT PROCESS .....</i>	<i>9</i>
<i>COLLEGE COURSEWORK TRACK.....</i>	<i>10</i>
<i>EDUCATION MILESTONES.....</i>	<i>11</i>
<i>TRAINING TRACK .....</i>	<i>12</i>
<i>PROFESSIONAL DEVELOPMENT“Priority Area Trainings” .....</i>	<i>13</i>
<i>2022-2023 ELC STIPEND PROGRAM SUMMARY CHART .....</i>	<i>14-15</i>
<i>FOR EMPLOYERS (Center-based Programs and FCC Owners).....</i>	<i>16</i>



## 22-23 ELC STIPEND PROGRAM GUIDE



# INTRODUCTION TO THE STIPEND PROGRAM

The San Mateo County Office of Education (SMCOE) and Quality Counts San Mateo County are excited to partner with the California Department of Social Services to offer the San Mateo County Early Learning and Care Career Development Initiative’s 2022-23 Stipend Program.

The goal of the program is to support early learning and care (ELC) professionals, including both those who work in center-based and home-based settings, as they advance along career pathways through degree and Child Development Permit attainment, and build their skills through continuous professional growth and development activities. By providing stipends, the ELC Career Development Initiative seeks to incentivize ongoing, intentional professional growth, and to reward professionals who stay in the field of ELC.

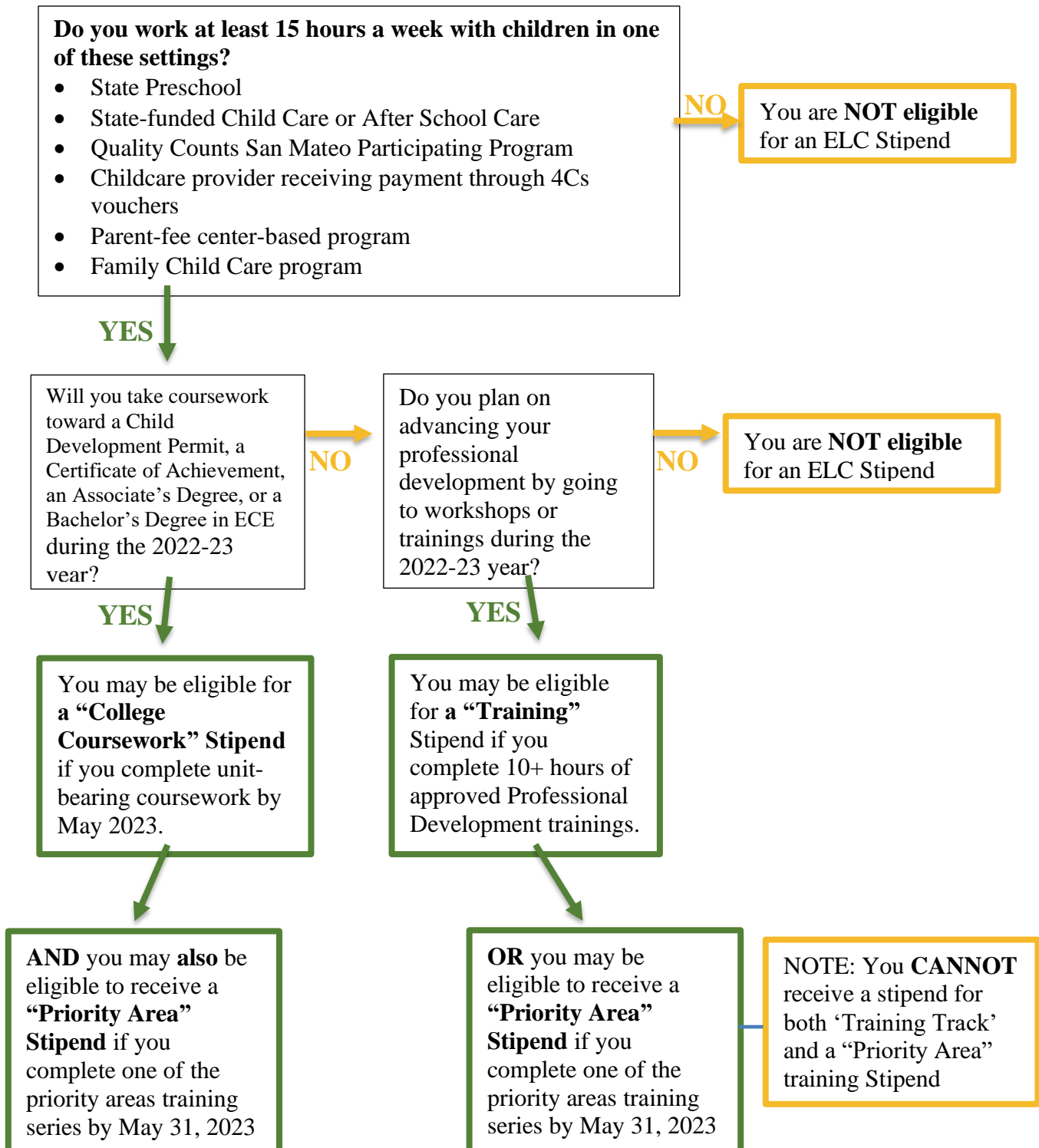
SMCOE works in close partnership with the San Mateo County Child Care Partnership Council, San Mateo County Community College District, the Child Care Coordinating Council, First 5 San Mateo County, and other local partners to leverage workforce development supports.

ELC professionals, who work in eligible programs for at least 15 hours a week with children ages 0-12, are eligible for stipends in the following areas: College Coursework (including completion of units and meeting Educational Milestones), Trainings (including stipends for 10+ hours of professional growth activities), and “Priority area” professional development.

The ELC Stipend Program is funded through a grant from the California Department of Social Services (CDSS), with supplemental support from First 5 California, the California Department of Education, and First 5 San Mateo County. **The stipend amounts listed in this guide are estimated based on the available funding** – final stipend amounts are based on the available funding and the number of participants who complete stipend program requirements.

## ELC STIPEND PROGRAM AT-A-GLANCE

This chart is intended to help Early Learning and Care (ELC) professionals determine if they may be eligible for a “College Coursework” or “Training” Pathway Stipend in the 2022-23 Program Year (July 2022 – June 2023). Further details are provided in this Stipend Program Guide.



# ELIGIBILITY CRITERIA

To apply for an ELC Stipend, applicants must meet Criteria #1-3:

1. Be at least 18 years of age and have a Social Security Number or Tax ID Number.
  2. Work in the field of early childhood education/childcare in San Mateo County for at least six (6) months during the program year, between 07/01/2022 – 05/31/2023. Eligible programs include:
    - a. Licensed Family Child Care
    - b. Licensed infant/toddler, preschool, or school age centers
    - c. License-exempt home-based childcare providers
    - d. License-exempt childcare centers
  3. Work a minimum of 15 hours per week directly with a group of children 12 years or younger.
  4. **Note: If stipend funds are limited, priority will be given to providers working in a Quality Counts San Mateo program (<https://smcqualitycounts.org/>), or in a program that has enrolled children receiving a subsidy either through a state-contract (CCTR or CSPP) or through a 4Cs voucher (APP or CalWORKs), and teachers working in one of the San Mateo County Child Care Partnership Council Priority 1 Zip Codes (<https://tinyurl.com/SMC21-22Priorities>).**
-

## PROGRAM REQUIREMENTS

To participate and remain eligible for an ELC Stipend, you must meet Requirements #1-3:

<p><b>Requirement 1</b></p>	<p><b>Have a complete ECE Workforce Registry Profile and Registry ID Number.</b></p> <p>The California ECE Workforce Registry is a state, regional and local collaboration designed to centrally track and promote the education, training, and experience of the ECE workforce.</p> <p><u>Instructions:</u> An ECE Workforce Registry ID Number is required for participation in the stipend program. If you do not have a Registry ID, follow the instructions below to create a profile. Your Registry ID is necessary to register for and to attend trainings, professional events, and to apply for the stipend program.</p> <p>INSTRUCTIONS FOR NEW ACCOUNTS (<a href="#">“How to Apply for a Stipend” Resource Video</a>)</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.caregistry.org">www.caregistry.org</a> and click “<b>CREATE A PROFILE.</b>”</li> <li>2. Once registered, you will receive an email with a <u>link to activate your account.</u></li> <li>3. Click this link and log in. <b>You must log in to activate your Registry account.</b></li> <li>4. Keep your Registry ID number stored in your cell phone contacts for easy reference. You will need this number when you register for trainings.</li> </ol> <p>UPDATING YOUR REGISTRY PROFILE</p> <p>Whenever your contact information or employment information changes, you should update your Registry profile.</p> <p>Visit <a href="http://www.caregistry.org">www.caregistry.org</a> for Frequently Asked Questions, a tutorial on how to use the Registry, and to access the Registry Help Desk.</p>
<p><b>Requirement 2</b></p>	<p><b>Have a valid email account.</b></p> <p>Email is the primary method of communication for the ELC Stipend Program. Please add <a href="mailto:ELCstipend@smcoe.org">ELCstipend@smcoe.org</a> to your email contacts to make sure you receive email messages from the SMCOE stipend program staff. Should your email change, please inform your College Advisor and SMCOE stipend program staff immediately.</p>
<p><b>Requirement 3</b></p> <p><b>COLLEGE COURSEWORK PARTICIPANTS ONLY*</b></p>	<p><b>Have a 2022-2023 ELC Teacher Stipend Program Education Plan OR Professional Growth Plan and upload your Plan to the California Workforce Registry.</b></p> <p>Meet with an ELC Stipend Program College Advisor to create or update 2022-2023 Education Plan OR have a 2022-2023 Professional Growth Plan created or updated with a CTC Professional Growth Advisor or with your College Advisor* and upload your Plan to the California Workforce Registry.</p> <p><i>* License-exempt providers (Family/Friend/Neighbor childcare providers) who are only completing 16 hours of Health and Safety Trainings do not need a Professional Growth Plan to be eligible for a training stipend.</i></p>

# APPLICATION PROCESS

1. **ALL APPLICANTS** - Read this ELC Stipend Guide thoroughly.
2. **ALL APPLICANTS** - Complete the online Stipend Pathways Application by December 16, 2022, through the Stipend Module in the Workforce Registry ([“How to Apply for a Stipend” Resource Video](#))
  - 1) **Login** to your Registry Profile ([www.caregistry.org](http://www.caregistry.org))
  - 2) Select Stipends & Pathways → Click Application → 1) **Update your profile**
  - 3) Click Confirm and Continue → 2) Select [San Mateo: Early Learning and Care Teacher Stipend Program](#)
  - 4) **Complete the Application**
  - 5) **Complete, Sign and Upload a [W9 form](#)**
  - 6) **Upload other Supplemental Forms**

This [“Help” article](#) provides more details on using the Registry to apply for a stipend.
3. **COURSEWORK TRACK PARTICIPANTS** → Meet with an ELC Stipend Program College Advisor to complete an Education Plan or Professional Growth Plan by March 31, 2023 and upload your Education Plan or Professional Growth Plan to the California Workforce Registry. *Advising Services available through [March 10, 2023, for SMCCCD Students](#). Schedule a time with your advisor now!*
4. **ALL APPLICANTS** - On May 15, 2023, SMCOE staff will verify participants’ employment directly with respective employers. **NEW to this program year: Employers must verify applicants’ employment in the Workforce Registry.**
5. **ALL APPLICANTS** - By May 31, 2023, upload copies of Child Development permits to the ECE Workforce Registry (if applicable).
6. **ALL APPLICANTS** - By June 11, 2023, upload copies of transcripts and degrees to the ECE Workforce Registry.

## ELC STIPEND PROGRAM CONTACTS

For Workforce Advising and Stipend Education Plans or Professional Growth Plans (Required for Coursework Track Participants)

*Advising for Child Development Permits, college certificates, and CD/ECE Associate's degree*

- ***Please schedule a meeting with your college advisor***
- ***Advising Services available Now through March 10, 2023, for SMCCCD Students. Schedule a time with your advisor below***

**Jamie Hui**  
**Program Services Coordinator**  
**Cañada College**  
[huij@smccd.edu](mailto:huij@smccd.edu)  
**(650) 306-3404**

**Michelle Amaral**  
**Program Services Coordinator**  
**Skyline College**  
[amaralm@smccd.edu](mailto:amaralm@smccd.edu)  
**(650) 738-4304**

*SMCCCD students can schedule appointments with an academic counselor online*

- Counseling Center: <https://canadacollege.edu/counselingcenter/>

***Professional Growth Advising for Annual PD Hours and Child Development Permits***

Advisor Name	Program Name	ZIP	Advisor Email	Advisor Phone
Asha Bothe	All Five	94025	<u><a href="mailto:asha@allfive.org">asha@allfive.org</a></u>	(650) 304-8019
Carol Thomsen	All Five	94025	<u><a href="mailto:carol@allfive.org">carol@allfive.org</a></u>	(650) 387-8268
Jennifer Mayman	All Five	94025	<u><a href="mailto:Jennifer@allfive.org">Jennifer@allfive.org</a></u>	(650) 394-7328
Patricia Lepe	All Five	94025	<u><a href="mailto:Patricia@allfive.org">Patricia@allfive.org</a></u>	(408) 455-0529
Elizabeth Veal	Bayshore Elementary School District <i>*Advising for Bayshore Elementary School District employees only*</i>	94014	<u><a href="mailto:eval@thebayshoreschool.org">eval@thebayshoreschool.org</a></u>	(415) 467-5443 option #3
Grace Yee	Challenge School <i>*Advising available in Mandarin, and Cantonese upon request*</i>	94002	<u><a href="mailto:Gracey@challengeschool.us">Gracey@challengeschool.us</a></u>	(650) 574-6878
Tracy Gilbert	City of Pacifica <i>*Advising available for City of Pacifica Employees Only*</i>	94404	<u><a href="mailto:tgilbert@pacifica.gov">tgilbert@pacifica.gov</a></u>	(650) 738-7388
Stephen Finn	Footsteps Child Care, Inc.	94063	<u><a href="mailto:stephen.finn@footstepschildcare.org">stephen.finn@footstepschildcare.org</a></u>	(650) 610-0715
Elizabeth Foster	IHSD <i>*Advising for IHSD employees only*</i>	94402	<u><a href="mailto:epfoster@pacbell.net">epfoster@pacbell.net</a></u>	(415) 269-2266
Mindy Camacho	Intercommunal Preschool <i>*Advising for Intercommunal employees only*</i>	94401	<u><a href="mailto:intercommunal@att.net">intercommunal@att.net</a></u>	(650) 347-0463
Lisa Zimiga	Jefferson Elementary School District	94014	<u><a href="mailto:lzimiga@jeffersonesd.org">lzimiga@jeffersonesd.org</a></u>	(650) 991-1258
Kyra De Guzman	Little Bloom Early Child Development Center <i>*Advising for Little Bloom employees only*</i>	94403	<u><a href="mailto:littlebloomcdc@gmail.com">littlebloomcdc@gmail.com</a></u>	(650) 638-9300





## 22-23 ELC STIPEND PROGRAM GUIDE



<b>Chana Stewart</b>	<b>Menlo Park City School District</b> <i>*Advising for Menlo Park City School District employees only*</i>	<b>94027</b>	<b><u><a href="mailto:cstewart@mpcsd.org">cstewart@mpcsd.org</a></u></b>	<b>650-463-1236</b> <b>ext. 3</b>
<b>Brigidan Bogni-Rodriguez</b>	<b>Millbrae Nursery School</b>	<b>94030</b>	<b><u><a href="mailto:millbraenursery@sbcglobal.net">millbraenursery@sbcglobal.net</a></u></b>	<b>(650) 589-3028</b>
<b>Jessica Diaz</b>	<b>Peninsula Family Service</b> <i>*Advising for PFS employees only*</i>	<b>94401</b>	<b><u><a href="mailto:jdiaz@peninsulafamilyservice.org">jdiaz@peninsulafamilyservice.org</a></u></b>	<b>(650) 403-4300</b> <b>Ext.4704</b>
<b>Lisa Penisini</b>	<b>Redwood City Child Development Program</b> <i>*Advising for RCCDP employees only*</i>	<b>94063</b>	<b><u><a href="mailto:lisa@rccdp.org">lisa@rccdp.org</a></u></b>	<b>(650) 780-7521</b>
<b>Edna Carmona</b>	<b>Redwood City School District</b> <i>*Advising for RCSD employees only*</i>	<b>94063</b>	<b><u><a href="mailto:ecarmona@rcsdk8.net">ecarmona@rcsdk8.net</a></u></b>	<b>(650) 482-2417</b>
<b>Pauahi McGinn</b>	<b>San Bruno Park School District</b>	<b>94066</b>	<b><u><a href="mailto:pmcginn@sbpsd.k12.ca.us">pmcginn@sbpsd.k12.ca.us</a></u></b>	<b>(650) 624-3158</b> <b>Ext.4</b>
<b>Nataliya Gamburg</b>	<b>Skyline College</b>	<b>94066</b>	<b><u><a href="mailto:gamburg@smccd.edu">gamburg@smccd.edu</a></u></b>	<b>(650) 815-6746</b>
<b>Tina Watts</b>	<b>Skyline College</b>	<b>94066</b>	<b><u><a href="mailto:wattst@smccd.edu">wattst@smccd.edu</a></u></b>	<b>(650) 738-7071</b>
<b>Shamshad Khalil</b>	<b>South San Francisco Unified School District</b>	<b>94080</b>	<b><u><a href="mailto:skhalil@ssfusd.org">skhalil@ssfusd.org</a></u></b>	<b>(650) 827-8447</b>

**For questions about Stipend Eligibility & Requirements, Application Process, or Payments**

**Edirle Menezes, Ph.D.**  
**Coordinator, Early Learning Quality Improvement**  
**County Office of Education**  
 elcstipend@smcoe.org  
 (650) 802-5443

**Ian Johnson**  
**Admin. Assistant, Early Learning Support Services San Mateo**  
**San Mateo County Office of Education**  
 elcstipend@smcoe.org  
 (650) 802-5344

# IMPORTANT ELC STIPEND PROGRAM TIMELINES

### ALL Participants

<b>Due December 16, 2022</b>	Complete online Application ( <a href="http://www.caregistry.org/">www.caregistry.org/</a> )
<b>Due December 16, 2022</b>	Upload signed W9 to the Workforce Registry ( <a href="http://www.caregistry.org/">www.caregistry.org/</a> )
<b>Due by March 31, 2023</b>	Upload copies of Child Development permits to the ECE Workforce Registry ( <a href="http://www.caregistry.org/">www.caregistry.org/</a> )
<b>Due by May 15, 2023</b>	[SMCOE staff will verify employment status with your employer] Employers must verify participants' employment status.

### COLLEGE COURSEWORK TRACK Participants

<b>July 1, 2022 - May 31, 2023</b>	Complete approved College Coursework with a passing grade of 'C' or higher  Achieve Education Milestone (if applicable)
<b>Due on or before March 31, 2023</b> <b>*SMCCCD Students - Due on or before March 10, 2023</b>	Meet with Advisor to develop/update Education Plan and/or Professional Growth Plan, and upload your plan to the California Workforce Registry
<b>Due on or before June 11, 2023</b>	Upload transcripts, degrees and permits in the ECE Workforce Registry

### TRAINING Participants

<b>July 1, 2022 - May 31, 2023</b>	Complete 10-21+ hours of professional development trainings
10-21 hours of Professional Development Trainings must be selected from one of the following sources:	
<ul style="list-style-type: none"> <li>○ <a href="#">San Mateo County Office of Education – Early Learning Support Services, California Early Childhood Online (CECO)</a>, or <a href="#">San Mateo County 4Cs</a></li> <li>○ <a href="#">ECE Workforce Registry Training Calendar</a></li> </ul>	

## STIPEND PAYMENT PROCESS

- *Stipend amounts are contingent upon the availability of funds.*
- Stipends must be declared as income and are subject to income tax regulations. For any participant who received total payments of more than \$600 for the Program Year, a Tax Form 1099 for 2022 taxes will be mailed to participant's home address by January 31, 2023.
- **Stipend payments are mailed in late July 2023** to participant's home address as entered on the W-9 Form.

# COLLEGE COURSEWORK TRACK

New & Returning Participants

**STIPEND: \$700**

Minimum of 6 units toward degree and/or permit (*participants who complete less than 6 units will receive a prorated amount per unit, upon availability of funds.*)

*If approved for the College Coursework component, you may be eligible for a Coursework Bonus for each additional unit (up to 7 additional units) you successfully complete with a 'C' or higher beyond the required pre-approved 6 unit-bearing college coursework. Coursework bonus will be disbursed based upon availability of funds.*

The College Coursework component is designed to support ELC professionals pursuing an Associate's or Bachelor's degree in Early Childhood Education, Child Development (or equivalent), Human Development (Early Childhood Development or Child Development option), or taking coursework to obtain, renew, or upgrade a Child Development Permit.

*Coursework required for the major is a priority over electives, unless approved by ELC Stipend Program College Advisor.*

***College Coursework Track participants cannot also receive a Training Track Stipend.***

You must complete the following required activities to qualify for a College Coursework Track stipend:

- Meet with an ELC Stipend Program College Advisor or Professional Growth Advisor to complete/update an Education Plan or Professional Growth Plan, which includes coursework for current academic year, and upload your Education Plan to the California Workforce Registry.
- Complete a minimum of six (6) semester or nine (9) quarter units approved by your Advisor during the program year with a passing grade of 'C' or higher to earn a stipend. (*Participants who complete less than 6 units will receive a prorated amount per unit, upon availability of funds.*)
  - Coursework must be completed between **July 1, 2022 - May 31, 2023.**
  - **NOTE: Units earned from the *Multilingual Learning and Teaching Series* cannot be applied towards the Minimum of 6 units for College Coursework Track.**
- If you are taking coursework toward an Associate's degree, you must take classes at Skyline College, College of San Mateo, Cañada College, **or at a college approved by your ELC Stipend Program College Advisor.**
- If you are taking classes towards a Bachelor's degree, you must complete coursework at a regionally accredited higher education institution and **submit an approved Education Plan from your four-year institution(s) to your ELC Stipend Program College Advisor for approval.**
- Upload transcripts to the ECE Workforce Registry by **June 11, 2023.**

**\*Priority Area Professional Development Training Stipends are attainable in conjunction with College Coursework Track Stipends. Please refer Priority Area Professional Development Training to (page 12) for more information.**



# 22-23 ELC STIPEND PROGRAM GUIDE



## EDUCATION MILESTONES

### Returning Participants

#### STIPEND: \$200-\$600

This component requires ELC Stipend Program College Advisor approval and is available to returning Stipend Program participants who are pursuing a degree and obtain a milestone by completing the last required course(s) during the 2022-2023 program year.

*Only one Education Milestone stipend will be awarded per program year for the highest milestone achieved.*

**MILESTONE 1:** **STIPEND \$200**

First time application for a Child Development Permit

**MILESTONE 2:** **STIPEND \$300**

Child Development Permit upgrade

**MILESTONE 3:** **STIPEND \$400**

Associate’s Degree in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.

**MILESTONE 4:** **STIPEND \$500**

Transfer Ready in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.

**MILESTONE 5:** **STIPEND \$600**

Bachelor’s Degree in CD/ECE or a related field approved by your ELC Stipend Program College Advisor.

*If completing an Education Milestone this program year, please notify [elcstipend@smcoe.org](mailto:elcstipend@smcoe.org) and provide supporting documentation by or before **June 11, 2023***

## TRAINING TRACK

### New & Returning Participants

**STIPEND:** 10-20 Hours **\$250**/ 21+ Hours **\$400** / Completion of Priority Training Series **\$400**  
Minimum 10 professional development hours

This component provides stipends for professional development trainings.

If your program/worksite participates in Quality Counts San Mateo, ELC Stipend Program Trainings can be used to meet the 21 hours of professional development (PD) required annually for Lead Teachers, Program Directors, and FCC Owners/Directors.

*Please note that if you select the training track option and complete one of the ‘priority area’ training series listed below (page 13), you will receive a total stipend of \$400.*

*Training Track participants cannot also receive a College Coursework Track stipend.*

### **\*IMPORTANT\***

**You must select Trainings from these sources:**

- [San Mateo County Office of Education – Early Learning Support Services](#)
- [California Early Childhood Online \(CECO\)](#)
- [San Mateo County 4Cs](#)
- [ECE Workforce Registry Training Calendar](#)

**ONLY training offerings from the above sources are eligible for the ELC Stipend Program Training Track Stipend.**

**AND you must complete the following activities to qualify for a stipend:**

Deadline	Activities
Due December 16, 2022	Complete online Application ( <a href="http://www.caregistry.org/">www.caregistry.org/</a> )
Due December 16, 2022	Upload signed W9 to the Workforce Registry ( <a href="http://www.caregistry.org/">www.caregistry.org/</a> )
July 1, 2022 – May 31, 2023	Complete <b>at least</b> 10 hours of approved training hours by May 31, 2023. <i>Note: Repeated trainings are not eligible for a stipend</i>
May 15, 2023	Continue to meet program eligibility requirements by: <ul style="list-style-type: none"> <li>• Working in the field of early childhood education/childcare in San Mateo County for at least six (6) months during the program year, between 07/01/2022 – 05/31/2023</li> <li>• Working a minimum of 15 hours per week directly with a group of children 12 years or younger. Work can be performed in-person or via Distance Learning.</li> </ul>

**All training participants must also follow ELSS's updated PD policies ([English](#), [Spanish](#)) to attend and receive credit for our trainings. To receive credit for a training series, attendees must attend all sessions of the series in full. Partial attendance will not be reflected in the Workforce Registry or applicable for a stipend.**

**\*Training Track participants can only receive one professional development training stipend – PD training OR Priority Area professional development training stipend, whichever is higher. Please refer Priority Area Professional Development Training to (page 12) for more information.**

# PRIORITY AREA PROFESSIONAL DEVELOPMENT TRAININGS

Can be combined with College Coursework Track stipend

**STIPEND: \$400 per training series**

Offered by SMCOE Early Learning Support Services

The Early Learning Support Services Department at the San Mateo County Office of Education (SMCOE) will be offering several “priority area” professional development series during the 2022-23 program year. ELC professionals who are eligible for the ELC Stipend Program, in either the Training Track or the College Coursework Track, and who complete a series will be eligible for a “priority area” training stipend during the 2022-23 year.

**Please note that if you have applied for the Training Track and have completed the priority area trainings, you will receive a training stipend based on priority area training hours.**

**Please also note that recruitment and registration for these trainings has already ended. This stipend information pertains to those who have already received registration confirmations for these trainings.** If you are interested in participating in these trainings in the future, please contact [ELSS@smcoe.org](mailto:ELSS@smcoe.org).

**Priority professional development training series eligible for a stipend are:**

- **Multilingual Learning and Teaching Series presented by Soodie Ansari (September ‘22 – May ‘23) - *recruitment and registration has ended for this training***
  - Participants will be awarded two (2) academic units through Canada College.
  - Participants will receive \$400 for completing this training.
  - *Participants on the Coursework Track: Units earned from this training cannot be applied towards the Minimum of 6 units for College Coursework Track.*
  - For more information about this series please contact Soodie Ansari, [sansari@smcoe.org](mailto:sansari@smcoe.org).
- **Pathways to Inclusion Series (October ‘22 – May ‘23) - *recruitment and registration has ended for this training***
  - Participants will receive \$400 for completing this training.
  - Please check [SMCOE Training For Early Educators](#) for additional information on Pathways to Inclusion training series.
- **SEEDS of Learning Preschool Framework training series (hosted by SMCOE) (September ‘22 – March ‘23) - *recruitment and registration has ended for this training***
  - Participants will receive \$400 for completing this training.
  - Please check [SMCOE Training For Early Educators](#) for additional information on SEEDS training series.
  - Big Lift teaching staff is not eligible for this stipend.
- **Infant-Toddler Developmentally Appropriate Practices training series (October ‘22 – May ‘23) - *recruitment and registration has ended for this training***
  - Participants will receive \$400 for completing this training.
  - Please check [SMCOE Training For Early Educators](#) for additional information on Infant-Toddler training series.

**IMPORTANT: Training Track participants can only receive ONE professional development training stipend – PD training OR Priority Area professional development training stipend, whichever is higher.**

# 2022-2023 ELC STIPEND PROGRAM SUMMARY CHART

### COLLEGE COURSEWORK TRACK (page 9) Stipend: \$700

- Eligibility:**
- New & Returning participants
  - Application Submitted by **December 16, 2022**
  - W9 Uploaded to the Workforce Registry by **December 16, 2022**
  - Education Plan or Professional Development Plan completed by Advisor/ Professional Growth Advisor and uploaded to California Workforce Registry by **March 31, 2023**
    - *Advising Services available through March 10, 2023, for SMCCCD Students. Schedule a time with your advisor now!*
  - Employment verified by employer in the Workforce Registry by **May 15, 2023**
  - Upload copies of Child Development permits to the ECE Workforce Registry by **May 31, 2023**
  - Upload transcripts to the ECE Workforce Registry by or before **June 11, 2023**
  - If completing an Education Milestone this program year, please notify [elcstipend@smcoe.org](mailto:elcstipend@smcoe.org) and provide supporting documentation by or before June 11, 2023

- Requirements:**
- Six (6) semester or nine (9) quarter units completed with a ‘C’ or higher between 07/01/2022-05/31/2023 (Participants who complete less than 6 units may receive a prorated amount per unit, **upon availability of funds.**)
  - If approved for the College Coursework component, you may be eligible for a Coursework Bonus for each additional unit (up to 7 additional units) you successfully complete with a ‘C’ or higher beyond the required pre-approved 6 unit-bearing college coursework. Coursework bonus will be disbursed based upon availability of funds.

### EDUCATION MILESTONES (EM) 1 – 5 (page 10) Stipend: \$200-600

- Eligibility:**
- Recommendation from ELC Stipend Program College Advisor
  - Milestone must be completed during the 2022-2023 Academic Year
  - If completing an Education Milestone this program year, please notify [elcstipend@smcoe.org](mailto:elcstipend@smcoe.org) and provide supporting documentation by or before **June 11, 2023.**

- Requirements:**
- EM1: **New Child Development Permit - \$200**
    - *Permit Renewals are not eligible for a stipend*
  - EM2: **Child Development Permit Upgrade - \$300**
  - EM3: **Associate’s Degree in CD/ECE or related field - \$400**
  - EM4: **Transfer Ready in CD/ECE or related field - \$500**
  - EM5: **Bachelor’s Degree in CD/ECE or related field - \$600**

## TRAINING TRACK (page 11)

PD Hours Stipend 10-20 hours \$250

PD Hours Stipend 21+ hours \$400

Priority Area Trainings Stipend \$400

### Eligibility:

- New & Returning participants
- Application Submitted by **December 16, 2022**
- W9 Uploaded to the Workforce Registry by **December 16, 2022**
- Upload other Supplemental Forms uploaded to the Workforce Registry by **May 31, 2023**
- Upload copies of Child Development permits to the ECE Workforce Registry by **May 31, 2023** (New Permits and Upgrades, not renewals)
- Employment verified by employer **in the Workforce Registry** by **May 15, 2023**

### Requirements:

- **ONLY** trainings offered by SMCOE-ELSS, 4Cs, CECO, or on the Registry Training Calendar are eligible for a Training Track stipend.

## PRIORITY AREA TRAININGS (page 12)

Stipend: \$400 per training series

### Eligibility:

- New & Returning participants in either the Training Track or the College Coursework Track

### Requirements:

- Completion of a *Priority Area* professional development series through SMCOE listed on Page 13. **Must attend all sessions in a series to receive a stipend.**
- **COURSEWORK TRACK PARTICIPANTS**
  - *Can also receive a Priority Area Professional Development Training Stipend.*
- **TRAINING TRACK PARTICIPANTS**
  - *Will receive a stipend for PD training hours OR Priority Area Professional Development Training, whichever is higher*



### **\*IMPORTANT\* - NEW THIS YEAR:**

## **EMPLOYMENT VERIFICATION - CENTER-BASED PROGRAMS AND FCC OWNERS**

**This year ELC teacher stipend participant employment will be verified by employers in the Workforce Registry**

**Step 1:** Employers (center-based and FCC owners) will need to request Employer Admin Access through the Workforce Registry

**How to request Employer Admin Access instructional videos:**

English: <https://www.youtube.com/watch?v=UQIJWQR-czo>

Spanish: <https://www.youtube.com/watch?v=06hjxg2PHwg>

Cantonese: <https://www.youtube.com/watch?v=sCZ6u5Wm6CE>

**Step 2:** After receiving Admin Access, employers will need to verify Employment through the Workforce Registry by May 15, 2023.

**Step 3:** Employment verification Registry instructional videos:

**Employer Admin Tools (employment verification, etc.):**

English: <https://www.youtube.com/watch?v=hdK3rdpUsGU>

Spanish: <https://www.youtube.com/watch?v=toqG1m5jsZM>

Cantonese: <https://www.youtube.com/watch?v=m4mbmfEvQG0>

**Please note: Employers will verify that applicants meet the following program eligibility:**

1. Be at least 18 years of age and have a Social Security Number or Tax ID Number.
2. Work in the field of early childhood education/childcare in San Mateo County for at least six (6) months during the program year, between 07/01/2022 – 05/31/2023. Eligible programs include:
  - a. Licensed Family Child Care
  - b. Licensed infant/toddler, preschool, or school age centers
  - c. License-exempt home-based childcare providers
  - d. License-exempt childcare centers
3. Work a minimum of 15 hours per week directly with a group of children 12 years or younger.

### **Questions or Concerns using the Workforce Registry?**

For more Employee Resources please visit <https://info.caregistry.org/employers/>

Call Toll Free - (855) 645-0826

Submit a Request Online ([CLICK HERE](#))