



23-24 EARLY LEARNING AND CARE (ELC) STIPEND PROGRAM REQUIRED DOCUMENTS AND STIPEND DEADLINES



ALL APPLICANTS

- Read this ELC Stipend Guide thoroughly ([English](#), [Spanish](#))
- By **December 18, 2023**, upload to the Registry a signed, complete W-9 Form with your legal name.
 - [Link to W9 Form](#)
 - [Important Information Regarding W9 forms \(English\)](#)
 - [Informacion Importante para el Formato W9 \(Espanol\)](#)
- By **May 31, 2024**, Upload copies of Child Development permits to the ECE Workforce Registry (<http://www.caregistry.org/>)
- By **May 15, 2024**, SMCOE staff will verify employment status with your employer. Employers must verify participants' employment status for eligibility.

COLLEGE TRACK APPLICANTS

- **July 1, 2023 - May 31, 2024** - Complete approved College Coursework from an accredited institution with a passing grade of 'C' or higher
- By **May 31, 2024**, Meet with Advisor to develop/update Education Plan and/or Professional Growth Plan, and upload your plan to the California Workforce Registry
 - [Link to Education Plan](#)
 - [Link to Professional Growth Plan](#)
- By **June 10, 2024**, Upload copies of transcripts, degrees, and Child Development permits to the ECE Workforce Registry.
- By **June 10, 2024**, Notify ELCstipend@smcoe.org if you have completed an Educational Milestone and upload proof documentation.
 - **Applicants must** 1) Upload proof of First time Permit, Permit Upgrade, or Degree Attainment to the [Workforce Registry](#) and email ELCstipend@smcoe.org to be considered for an Educational Milestone stipend.
 - Milestone Documentation that is not communicated or received by the deadline will not be evaluated or applicable to this year's stipend.

TRAINING TRACK APPLICANTS

- **July 1, 2023 - May 31, 2024** - Complete 5-21 hours of Professional Development.
- Trainings must be selected from one of the following 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](#)

IMPORTANT: Training Track Stipends are calculated based on Workforce Registry Training Reports. It is the applicant's responsibility to review their Workforce Registry Training report often and ensure that all professional development hours are represented by May 31, 2024.