Early Learning and Care Teacher Stipend Program

How to Apply through the Registry

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Fall 2022
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

- 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”

San Mateo: Early Learning and Care Teacher Stipend Program

The San Mateo County Early Learning and Care Teacher Stipend Program (formerly known as the AB 212 Teacher Stipend) is primarily funded through a grant from the California Department of Social Services (CDSS) and is administered by the Early Learning Support Services Department at the San Mateo County Office of Education. It is an incentive program designed to encourage early childhood education teachers working in San Mateo County to pursue education and training, and to remain in the field of early childhood education.

Requirements:

1. Be at least 18 years of age and have a Social Security Number or Tax ID Number.
2. Must have a CA ECE Workforce Registry updated profile.
3. Work in the field of early childhood education/childcare in San Mateo County for at least six (6) months during the program year, between 07/01/2021 – 06/30/2022.
4. Work a minimum of 15 hours per week directly with a group of children 12 years or younger, but not in a Transitional Kindergarten (TK) through 8th Grade classroom.
5. Must participate in approved professional development activities and/or complete college courses with a grade C or better during the Summer 2021, Fall 2021, and Spring 2022.
6. Have a 2021-2022 ELC Teacher Stipend Program Education Plan or Professional Growth Plan.

Questions? Email elct stipend@smcoe.org or call Ian Johnson at 650-802-5344. Or learn more at www.smcoe.org/ELCstipend.

REQUIRED DOCUMENTS

1. By December 17, 2021, upload to the Registry a signed, complete W-9 Form with your legal name.
2. By May 31, 2022, upload to the Registry a complete Education Plan (for those on the College Coursework Pathway) or a Professional Growth Plan (for those on the Training Track).
   - Link to Education Plan
   - Link to Professional Growth Plan
3. By June 15, 2022, upload copies of transcripts, degrees, and Child Development permits to the ECE Workforce Registry.
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 2023” 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

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3. Before completing this section, review the eligibility guidelines and instructions provided by the San Mateo: Early Learning and Care Teacher Stipend Program, [Eligibility Guidelines and Instructions](#).
Select the pathway(s) and complete the information below based on the guidelines provided above:

<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>Professional Development - Clock</td>
<td>Various Organizations</td>
<td>21</td>
<td>Hours</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Question 3, Pathways

• If you are on the College Coursework Track, you can enter **up to three** Pathways goals
  1. College Coursework
  2. Education Milestone
     • Degree Attainment   – or –
     • Child Development Permit (new or upgrade)
### 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>
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<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>
</tr>
</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
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  Cancel
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 11, 2022**
Upload transcripts and permits to the Registry

Step 1. Login to your Registry Profile
First, login to your Registry profile at www.caregistry.org. Enter your username (the complete email address associated with your Registry account) and password, and then click on Login. If you forgot your password, click on Forgot Password? to recover your password.

Step 2. Click on My Documents
Next, click on the My Documents “Quick Link”. This will bring you to the document upload page. Here you will be able to see any document that you have previously submitted or uploaded to your Registry profile.
Upload transcripts and permits to the Registry

Step 3. Select File Type
Select the type of file you would like to upload. When uploading a training certificate on My Documents, please select Training on “File Type” – “Certificate” is for certifications that expire.

Add a description in the File Description box when uploading a new document on My Documents this information will assist you during the document upload process and Registry staff process documents.
Upload transcripts and permits to the Registry

Please see the guidelines below for description examples for different document types:

• **Training**: Enter the name of the training sponsor and training title
  (e.g., “General Training – Mandated Reporter, 3/20/2022”)

• **Certificate**: Enter the name of the certification along with the expiration date
  (e.g., “Associate Teacher, 3/20/2022”)

• **Permit**: Enter the name of the permit and the expiration date
  (e.g., “Administrative Services, 3/20/2022”)

• **Credentials**: Enter the name of the credential and the expiration date
  (e.g., “Administrative Services, 3/20/2022”)

• **Unofficial Transcript**: Name of institution and transcript issue date
  (e.g., “San Jose State University, 2/2/2020”)

• **Official/Registrar Transcript**: Name of institution and transcript issue date
  (e.g., “UCLA, 2/2/2020”)

If you upload a California Child Development Permit or California Teaching Credential,
• The Registry will prompt you to enter the name of your permit or credential, the document number, issue date, and expiration date before you can continue.

*Please enter this information correctly. If there is a mistake in this information, Registry staff may be unable to verify your document.*
Upload transcripts and permits to the Registry

Step 4. Find File in Computer
After indicating the file type and entering any necessary information, click on Choose File and browse your computer for the file you would like to upload. Files can be in .doc, .pdf, or .jpg formats. After you select the file, click on Upload Document, your file will appear on your Uploaded Documents.
Upload transcripts and permits to the Registry

Step 5. Document Verification
After you upload your document, your document will be entered into a queue for verification by Registry staff. Registry staff will confirm the information on the document, input any relevant information to your Education and Training Report, and then verify the document. Once your document has been verified, Registry staff will email you informing you that your document has been verified and that your profile has been updated. If Registry staff cannot verify your document, they will email you explaining why the document could not be verified and assist you in submitting a verifiable document. Please permit 6 to 8 weeks for your document to be verified.

While Registry staff verify your documents, you will be able to view your document on your Registry profile. If your current employer has Administrative Access on the Registry, they will also be able to access your uploaded documents while you are waiting for your documents to be verified.

Please note that your Education and Training Report will not be updated until Registry staff have completed the verification process. While your document remains unverified, you will be able to delete the document in case you mistakenly upload the wrong document and need to re-upload the correct one. Once the document has been verified, you will no longer be able to delete the document and will need to contact the Registry Help Desk if you would like to remove that document from your profile.
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
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