



Georgia Department of Early Care and Learning

SCHOLARSHIPS & INCENTIVES

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.”

Bobby D. Cagle, MSW, 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 be eligible:

- ✔ 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 a director or assistant director.
- ✔ You must earn \$15.00 per hour or less.
- ✔ You must submit your Georgia Professional Registry (PDR) number and a copy of “My Profile.” To enter your information in the PDR, see <https://pdr.decal.ga.gov>. For technical support, call 404-492-5853.
- ✔ Applicants for the CDA Assessment Fee or technical college certificate programs must have been employed at least **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 **12 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.**

Rev. 7/2011 (Applications are updated when program revisions occur. Check www.caresolutions.com for updates and to download the most recent application.)

Bright from the Start SCHOLARSHIPS

DETACH AND RETAIN FOR FUTURE REFERENCE

PROGRAMS OF STUDY	INSTITUTION ELIGIBILITY	AWARDS	AS A RECIPIENT YOU ARE EXPECTED TO:
Technical Certificate of Credit (TCC) (Must have been employed with current employer or be a registered family day care provider 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 the HOPE grant Support Stipend of \$200 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
Technical College Diploma (TCD) (Must have been employed with current employer or be a registered family day care provider 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 the HOPE or Pell grant Support Stipend of \$200 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
Associate Degree (Must have been employed with current employer or be a registered family day care provider 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 the HOPE scholarship or Pell grant at Georgia public institutions or up to \$1,800 per semester at private institutions Support Stipend of \$150 each quarter or \$200 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 or be a registered family day care provider for 12 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 the HOPE scholarship or Pell grant at Georgia public institutions or up to \$1,800 per semester at private institutions Support Stipend of \$150 each quarter or \$200 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 or be a registered family day care provider for three months)	Any of Georgia's technical colleges, any SACS-accredited HOPE-eligible institution with an ECE department, or any CDA course approved through the Georgia ECE Training Approval System (www.training.dec.state.ga.us)	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 your Direct Assessment Application to the Council for Professional Recognition immediately upon receipt of your award letter from SCHOLARSHIPS

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.**

STEP 1: 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: <input type="checkbox"/> Female <input type="checkbox"/> Male	Race: <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: _____	Ethnicity: (any race) <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Not Hispanic / Latino	Georgia Professional Development Registry ID#: (Payment will not be issued without a copy of "My Profile," reflecting your PDR number, included with this application.)
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STEP 2: Employment Information (Employer must complete, sign, and date):

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: () _____

Facility type (check one): **Home or center is licensed by (check one):**

- | | |
|---|---|
| <input type="checkbox"/> Child Care Learning Center | <input type="checkbox"/> Bright from the Start (BFTS) |
| <input type="checkbox"/> Group Day Care Home | <input type="checkbox"/> Department of Defense (DOD) |
| <input type="checkbox"/> Family Day Care Home | |

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 SECTION

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.

STEP 3: What are your 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 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: _____

Have you been accepted? Yes No

What is the first term/year you wish to be considered for **SCHOLARSHIPS** (Example – Fall 2011): _____

STEP 4: List all credentials and/or degrees you have previously earned:

Credential/Degree Earned:	Institution	Program of Study	Year Earned
<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, circle the credential or degree.

STEP 5: Have you applied for state and/or federal financial aid?

All applicants except those 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:

HOPE Amount: \$ _____

Pell Amount: \$ _____

Other Amount: \$ _____

Submit copy of your award.

STEP 7: Attach the following documents to 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 <input type="checkbox"/> Copy of your Professional Development Registry "My Profile" reflecting your PDR number <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) <input type="checkbox"/> Copy of your Professional Development Registry "My Profile" reflecting your PDR number
<p>Family Day Care Home/Group Day Care Home</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 <input type="checkbox"/> Copy of your Professional Development Registry "My Profile" reflecting your PDR number <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) <input type="checkbox"/> Copy of your Professional Development Registry "My Profile" reflecting your PDR number

STEP 8: Sign and date the application:

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 in supporting documentation is true to the best of my knowledge. I understand that any false or incomplete information knowingly provided on this application or in 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 in 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.

I also understand and agree that my personal information may be shared with the Georgia Early Care and Education Professional Development Registry.

Applicant's Signature

Date

STEP 9: Detach pages three through six and mail to:

SCHOLARSHIPS & INCENTIVES Programs

c/o Care Solutions, Inc.

1117 Perimeter Center West, Suite W-300

Atlanta, GA 30338

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.

SCHOLARSHIPS is funded by Bright from the Start: Georgia Department of Early Care and Learning through the federal Child Care and Development Fund.

All individuals applying for the **SCHOLARSHIPS** program must register with the Georgia Early Care and Education Professional Development Registry (PDR) to be considered for funding. The PDR will help you keep track of your information relating to professional development, including training and any credentials or degrees you have earned. All your professional development records will be located in one convenient location.

Registering with the PDR is easy. You can sign up immediately even if you are currently working on your first credential or degree in ECE. To register:

1. Visit <https://pdr.dec.state.ga.us>
2. Follow the directions to create your confidential account
3. Enter your identifying information, work history, educational background, and training

After you have completed these steps, you will receive a PDR number. Then you will receive an e-mail indicating the documentation required to verify your registration. Two additional tabs will be available to you after you submit your profile for verification: *Other Career Data* and *Demographics*. Completing the information under these tabs is voluntary; if you choose to supply the information under *Other Career Data*, check each program through which you have received funds: **SCHOLARSHIPS**, **INCENTIVES** or **FIRST**. Lastly, you will be able to **print your “My Profile”** to submit with your **SCHOLARSHIPS program application** or to submit to future employers.

You can update your information by submitting documentation of state-approved trainings, credentials or degrees as you complete them. If you need help to begin the application process or have questions about the PDR, contact the PDR at 404-492-5853 or e-mail pdrsupport@dec.state.ga.us.

The PDR is a tool that benefits the early care and education community in Georgia, and we encourage you to take advantage of this opportunity. Thank you for your dedication to your professional development and your commitment to improving the quality of care for young children.

If you have any questions, call toll free 800-227-3410 or 770-642-6722.
www.caresolutions.com



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