Department: Human Resources	Effective Date: 7/1/18	Procedure Number: 8030a
Regulation Number: **1302.91**	**Regulation Topic:** **Staff Qualifications**	**Procedure Title:** **Request for Continuing Education Funds (Tier 1 and Tier 2)**

Procedure:

MARC Head Start will retain training funds for Tier 1 and Tier 2 direct service providers for staff seeking qualifications for the positions they hold, as funds are available.

Staff seeking financial assistance for CDA training or college coursework to meet qualification requirements will complete the *Request for Education Funds* form (select form 8030a for college coursework or form 8030b for CDA assessment/renewal/training) after 90-day probationary period.

- Site Management from a Tier 1 or Tier 2 direct service provider should upload the documents to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* The documents uploaded will be the completed form along with the following required documentation:
    - Current professional development plan (PDP) outlining process for obtaining required qualifications, timelines and signed by staff and site supervisor or designee.
    - Documentation of projected costs or expenditures including all fees associated with classes (i.e. books, lab fee, technology, in/out district fee).
    - Evidence of successful completion (or current grade report) of training coursework previously paid for with MARC Head Start funds.
    - For CDA applicants:
        - Submit application to ChildCare Aware (CCA) scholarship for financial support and support and technical assistance. https://www.mo.childcareaware.org/cda-scholarship-project/
        - If staff person doesn't qualify for the ChildCare Aware (CCA) scholarship program they can:
            - Apply for CDA courses by uploading the MARC Head Start form 8030b to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*
            - Enroll at Metropolitan Community Colleges to earn the Early Childhood Education and Development certificate.

See procedure for degree seeking staff.

- If choosing to enroll in CDA courses, submit MARC Head Start form 8030b, and
    - Attach high school diploma; or
    - Attach all college transcripts, CDA online modules or Care Courses, and training certificates to be analyzed by MARC Head Start, ChildCare Aware or contracted consultants for completed coursework; and,
    - Professional Development Plan (PDP) with timelines for completion and any updates. A PDP template, MARC Head Start form 8030 CDA PDP, is available to develop timelines and track progress.
- Programs can request CDA support from The Family Conservancy by uploading the MARC Head Start form 8030b to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* The following support services are available:
    - CDA Essentials
        - CDA Coursework-120 hours of online CDA coursework through Smart Horizons at The Family Conservancy
        - CDA Document Review- Proof core competency statements and review resource collection in preparation for observation—this will occur over two visits. Additional visits will be an additional cost.
    - CDA Additional Supports
        - Introduction to CDA & Audit of Completed Coursework- CDA specialist provides a 1-hour on-site overview of the CDA process to individuals who want to obtain a CDA. CDA specialist will review transcripts to determine what training is still needed.
        - CDA Monthly Check-In- CDA specialist will check in virtually monthly via email, text, or phone with individuals to support them in staying on track with monthly goals pertaining to coursework in obtaining a CDA. (This is only available to individuals enrolled in TFC's online CDA coursework through Smart Horizons.) It is a 12-month subscription.
        - This is available for staff members needing additional support, even if you qualify for the CCA scholarship.
- Once a staff person is ready to apply for or renew CDA:

- Upload MARC Head Start form 8030b and supporting documentation to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*
- MARC Head Start Quality Assurance Coordinator will set up a third-party payment authorization through the Council's online registration portal after receiving the request

- For degree seeking applicants:
  - In order to establish a third-party payment authorization with a college or university (other than Fort Hayes State, UMC or MCC), original request must be uploaded to SharePoint in the HR Folder by the first day of the month prior to the first day of the session/ semester or request could be delayed or denied. (Example: school begin date in August, all paperwork will be due July 1st). *See Instructions for uploading documents to SharePoint Folder.* The documents uploaded will be the completed form along with the following required documentation:
  - Initially, submit:
    - Professional Development Plan (PDP),
    - Plan of Study and,
    - Current documentation that FAFSA has been submitted and what, if any, was awarded.
  - Per semester, upload to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* The documents uploaded will be the completed form along with the following required documentation:
    - MARC Head Start form 8030a
    - Course schedule for session/semester
    - Student account summary
    - Book estimate printout from college/university bookstore
    - Submit certificates or grade cards to show successful completion of training or coursework paid for by MARC Head Start
    - Professional Development Plan (PDP) with timelines for completion and any updates
    - All paperwork must be submitted by the first day of the month prior to the first day of the session/semester or request could be delayed or denied.
- The "Request for Education Funds" MARC Head Start form 8030a (college coursework) or 8030b (CDA seeking) should be uploaded to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*

MARC Head Start Quality Assurance Coordinator will review the completed request packet. Priority is given to teaching staff seeking required qualifications.

- If education funds are approved to pay for CDA assessment or CDA renewal, MARC Head Start Quality Assurance Coordinator will issue a third-party payment through the online portal with the Council for Professional Recognition, then the applicant will accept the payment and apply to their application or renewal in the portal.
- If education funds are approved for CDA training, MARC Head Start Quality Assurance Coordinator will order materials or register applicant in selected training program within 10 business days of request.
- If education funds are approved for college coursework or books a third-party authorization letter will be sent to the college business office once the employee has notified the MARC Head Start Quality Assurance Coordinator of enrollment in the approved class. (MARC Head Start currently has an agreement with Fort Hayes State, MCC and UCM only.) If MARC Head Start does not have a third-party agreement with the institution this may extend the process time.

The receiver of education funds is to provide documentation of enrollment; documentation of progress (for CDA training); and submit certificates or grade cards to show successful completion of training or coursework on a quarterly basis or semester basis.

If the receiver of education funds fails a course, MARC Head Start will not pay for that class again.

If the receiver of education funds drops a class all funds paid by MARC Head Start for books or tuition, should be reimbursed to the direct service provider that employs them. The direct service provider training plan total budget will be reduced by the cost paid for books or tuition.

When a CDA is due for renewal, Site Management from a Tier 1 or Tier 2 direct service provider should support staff in completing requirements for renewal. MARC Head Start will pay the cost of renewal. If a CDA is not renewed and allowed to expire, MARC Head Start will review to determine if any portion of the cost to apply for a CDA will be paid by MARC Head Start.