



INSTRUCTIONS

2017 Spring PROFESSIONAL DEVELOPMENT INCENTIVE AWARD— Higher Education (PDIA—HE) APPLICATION

This award has been developed with the goal of improving the quality of early care and education for young children and families, by promoting early childhood education college coursework, college certificate and degree attainment. PDIA—HE participants may receive \$1000 for completion of a minimum of 6 credits or \$400 for completion of 2-5 credits for Spring 2017.

PDIA—HE awards will be available based on the following criteria:

1. An individual must have a current Practitioner Registry Certificate at the time of application. The ECP will check your registry status online upon receipt of your application. If you would like to apply to The Practitioner Registry go to www.mtecp.org. It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending, emailing or uploading your documents to the ECP.

2. Applicants must work a minimum of 15 hours a week in a:

- State registered group or family child care home, or
- State licensed child care
(Applicants who are in the process of becoming state licensed or registered, but have not yet been granted a certificate are eligible to apply) or,
- Montana Head Start or Tribal Head Start, or
- Montana Child Care Resource and Referral Agency, or
- Regulated Tribal Child Care

3. The following education will qualify:

- College courses that lead to a national credential (Child Development Associate/CDA), Montana Child Care Development Specialist Apprenticeship Certificate, 30 College Credit Early Childhood Certificate, Associate's, Bachelor's, or Master's Degree in Early Childhood or courses you are taking as continuing education. Verification of completion of coursework with a grade of 'C' or higher is required.
- Undergraduate and graduate courses must be taken through a regionally accredited Montana college or university.
- If the MT Infant Toddler or Preschool Course is being taken for 4 college credits along with additional early childhood courses, it may be used to receive this award under the 6 credits or more option. If you choose to do this, you will not be eligible to receive the \$500 award for I/T course completion through the Early Childhood Services Bureau.
- If you are receiving P3 and Leadership Financial Assistance you are not eligible for this award. We will verify this information at the ECP.

The attached application must be completed and received in The Early Childhood Project office, no later than 4:00 p.m. on July 7, 2017. Approval and denial letters will be mailed within 5 business days of the due date. Faxed and emailed applications are not accepted.

ALL documents listed on the next page MUST be sent in with the application to be considered for the award.

If you have any questions, please contact The Early Childhood Project at 1-800-213-6310, ecp@montana.edu or visit www.mtecp.org.

Send to:

**Early Childhood Project—MSU
PO Box 173540
Bozeman, MT 59717**





FOR ECP OFFICE USE ONLY
 PR Status:
 Level:
 Expiration Date:

**APPLICATION
 PROFESSIONAL DEVELOPMENT INCENTIVE AWARD—HIGHER EDUCATION
 FOR COURSES TO BE COMPLETED Spring 2017**

Please type or print using BLUE OR BLACK ink.

Name: _____ State PS# (if applicable): _____
 Address: _____ City: _____ Zip: _____
 Date of Birth: ___/___/___ Work Phone: _____ Home Phone: _____
 Place of Employment: _____ State PV#(if applicable): _____

1. You MUST have a current Practitioner Registry certificate to continue with this application. We will verify your current status online. If you would like to apply to The Practitioner Registry go to www.mtcp.org. It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending your documentation to the ECP.

2. Applicants must work a minimum of 15 hours/week in one of the settings listed below:
 Check type of program where you work:
 Registered Family Child Care Home Registered Group Child Care Licensed Child Care Center
 Part-Day Head Start/Early Head Start Full-Day Head Start/Early Head Start Tribal Head Start
 Child Care Resource & Referral agency Regulated Tribal Child Care

3. How will this award help you enhance your knowledge and skills in early childhood? Please be specific.

4. Have you received a PDIA- Higher Ed before? Yes No Year: _____
 5. Have you submitted the Free Application for Federal Student Aid (FAFSA) for 2016/2017 Yes No
 Go to <http://www.fafsa.ed.gov/> for more information. This may help you pay for college!
 6. Have you applied for the P-3 and Leadership Financial Assistance Project? Yes No
 If yes, were you approved? Yes No

Please choose one of the two award options:
 \$400 for 2-5 credits
 \$1000 for a minimum of 6 credits

Undergraduate AND Graduate coursework must be completed at a regionally accredited college or university located in Montana. If you in an out-of-state EC graduate program and have been approved in the past you will still be able to receive this award.

For the \$1000 award:

- A minimum of 6 Semester Credits or 9 Quarter Credits for Spring 2017
- \$1000 will be awarded upon successful completion of a minimum of 6 credits of approved coursework for Spring 2017

For the \$400 award:

- A minimum of 2 credits and a maximum of 5 credits for Spring 2017
- \$400 will be awarded upon successful completion of a minimum of 2 credits of approved course work for Spring 2017

I _____ attest that I am seeking a Credential, Certificate or Degree in Early Childhood Education that leads to a Level 4 or higher on The Practitioner Registry.

I am currently working toward (check one):

- ___ Child Development Associate (CDA) credential
- ___ MT Child Care Development Apprenticeship Certificate
- ___ 30 Credit College ECE Certificate
- ___ Associate’s Degree
- ___ Bachelor’s Degree
- ___ Master’s Degree
- ___ Early Childhood Minor

I have included the following documents (required):

- Copies of transcripts (must include name of institution, individual name, major (and minor if applicable), completion grades and semester/quarter terms)
- W-9 Form

** Incomplete transcripts will result in the denial of your application.

Employer Certification: (Must be filled in even if the applicant is the owner/director of the facility)

I certify that _____ is currently working 15 or more hours per week in a registered group or family child care home, a licensed child care center, Head Start, Early Head Start, or Tribal Head Start, Regulated Tribal Child Care or with a Montana Child Care Resource and Referral Agency.

Signature of Director/Owner: _____ State PV#: _____

I certify that all information given is true and correct.

Applicant Signature: _____ **Date:** _____

Applications must be received by 4:00 p.m. July 7, 2017.

Faxed and emailed applications are not accepted.

Send to: ECP/MSU, PO Box 173540, Bozeman, MT 59717

FOR ECP OFFICE USE ONLY Approved by: _____ Date: _____

