



2020 Spring Professional Development Incentive Award - Higher Education (PDIA-HE) Application

Montana State University
Early Childhood Project
P. O. Box 173540
Bozeman, MT 59717
Phone 406-404-1624 Toll
free 800-213-6310
www.mtecp.org

Application Instructions:

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 coursework, college certificate, and degree attainment. PDIA-HE participants may receive \$1000 for completion of a minimum of 6 early childhood credits or \$400 for completion of 2-5 early childhood credits completed in Spring 2020.

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. 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 on how quickly you verify your application information by uploading your documents to your account.
2. Applicants must work a minimum of 15 hours per week in one of the following:
 - a. State Registered group or family child care home
 - b. State licensed child care program
 - c. Montana Head Start or Tribal Head Start
 - d. Montana Child Care Resource and Referral Agency
 - e. Regulated Tribal child care
3. The following education will qualify:
 - a. 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.
 - b. Undergraduate and graduate courses must be taken through a regionally accredited Montana college or university.
 - c. 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.

The attached application must be completed and received in the Early Childhood Project office, no later than 4:00 PM on June 21, 2020. Approval and denial emails will be sent 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.



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PROFESSIONAL DEVELOPMENT INCENTIVE AWARD—HIGHER EDUCATION FOR COURSES TO BE COMPLETED Spring 2020

Please complete the following information: Application date: _____

First Name: _____ Last name: _____

Registry ID#: _____ Place of Employment/PV#: _____

Date of Birth: _____ Home Phone: _____

Home Address: _____

City, State: _____ Zip code: _____

Personal Email: _____

- 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.mtecp.org. It may take up to 8 weeks to receive your current certificate depending on how quickly you get the necessary information into your account.
- Applicants must work a minimum of 15 hours/week in one of the settings listed below (please select the type of program where you work):**

- | | |
|---|--|
| _____ Registered Family Child Care Home | _____ Registered Group Child Care Home |
| _____ 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. **Have you received a PDIA-HE award before?** _____ Yes _____ No Year: _____

4. **Have you submitted the Free Application for Federal Student Aid (FAFSA for 2019-2020)?**
_____ Yes _____ No (go to <http://www.fafsa.ed.gov/> for more information. This may help you pay for college!)

Please indicate which of the following award options you are applying for (choose one):

_____ \$400.00 for 2-5 Early Childhood College Credits completed in Spring 2020

_____ \$1000.00 for a minimum of 6 Early Childhood College Credits Completed in Spring 2020



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Undergraduate AND Graduate coursework must be completed at a regionally accredited college or university located in Montana.

Criteria for the \$1000 incentive award:

- A minimum of 6 semester credits or 9 quarter credits for Spring 2020
- \$1000 will be awarded to eligible applicants upon successful completion of a minimum of 6 credits of approved coursework for Spring 2020

Criteria for the \$400 incentive award:

- A minimum of 2 credits and a maximum of 5 credits for Spring 2020
- \$400 will be awarded upon successful completion of a minimum of 2 credits of approved coursework for Spring 2020

I, _____, attest that I am seeking a Credential, Certificate, or Degree
(Your first and last name)

in Early Childhood Education that leads to a level 3 or higher on the Montana Practitioner Registry.

This is to verify that the information provided is correct to my knowledge _____.
(Your signature)

I am currently working toward (select one of the following):

- _____ Child Development Associate (CDA) credential
- _____ MT Child Care Development Apprenticeship Certificate
- _____ 30 Credit College ECE Certificate
- _____ Associates Degree
- _____ Bachelors degree
- _____ Masters degree
- _____ Early Childhood Minor

I have included the following documentation required for this application:

- _____ Copies of most recent transcripts ******(must include the name of institution, individual name, major and minor, if applicable, and completion grades for semester/quarter hours)
- _____ A completed W-9 Form (can be found on <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

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

Applications MUST be received by 4:00 PM June 21, 2020. Faxed and emailed applications are not accepted. Send applications and required documentation to: ECP/MSU P.O.Box 173540, Bozeman, MT 59717.

All PDIA-HE awards are dependent on funding.

For ECP Office Use Only: Approved by: _____ Date Approved: _____