This guide can be used with the How to Apply for a Stipend Program video to help you navigate the CA ECE Workforce Registry and successfully apply for a stipend in your county. It is important to understand that every county stipend is different and may have different eligibility criteria.

Before you apply:

- **Update your Profile:** Extremely important to *have an updated profile* with accurate information.
    1. Update your email, as you will be receiving email confirmation.
    2. Update your Employer, as your Employer may need to verify your employment (See Update your Employer video).

- **Does your county have a Stipend Program?**
  Check to see if your county has stipends available. Log in to your Registry Profile and click on "**Stipend Pathways**" and "**Application.**" Select your county's program to see whether you are eligible to apply.

- **Upload Relevant Documents:** Submit the documents *required by your county stipend program to show you are eligible* for the stipend (see How to Upload Documents video).

1. Online Application Process

Step 1: Log in to Registry at www.caregistry.org

a. I have a Registry account - Login to your account using your email address.

b. I DO NOT have a Registry account - Click on 'Create a Profile' (Create a Profile video) and follow all the steps to create a personal account. Your username is your email address.

Step 2: Update your Registry Profile

a. Click on **My Tools & Settings**, then select **My Profile.**
b. Review and edit your profile information by clicking on **Edit.**
c. Update with your current personal and employment information, then click on **Update Account Info.**

DON'T HAVE A PROFILE YET?
CREATE PROFILE

ALREADY HAVE A PROFILE?
LOG IN HERE:

Email Address:
[Email Address]

Password:
[Password]

LOG IN

Forgot password? Click here.

Step 3: Apply for the Stipend

a. Click on **"Stipends & Pathways"**

b. Click on **Application**

c. Review your **Registry Profile**.

Application

Update Information

If any of the information below is incorrect, please click the link to your Registry Profile and correct information before continuing to the next page. The accuracy of this information will determine eligibility criteria for stipend applications. You must have a mailing address on file to be able to apply for a stipend.

d. Once your profile is up to date, click on **Confirm and Continue**

Confirm and Continue

e. The **"Request Stipend"** page will provide the names of all available stipends. <u>Locate the county in which you plan to apply for a stipend and click on the stipend program name</u>. (If you are not sure which one you should apply to, contact your local county stipend administrator).

Request Stipend

Below are Stipend Programs with applications available on the CA ECE Workforce

Please select a stipend program from the list below:

Alameda Quality Counts Professional Growth Stipend Program

Del Norte Workforce Pathways-Early Education and Empowerment Stipend

El Dorado: Quality Counts El Dorado Scholarship

f. **Read the program description as this provides details to eligibility, supplemental forms, timelines, and contact information.**

g. After you have read the information, scroll down and click on **Continue to Online Application**.

Continue to Online Application

Step 4: Complete your online stipend application

Please, r*ead the Stipend Criteria for your county's stipend carefully. This will help you avoid mistakes that could lead to the rejection of your application.*

1. Tell us what your career/educational goals are:
Check off up to two boxes that identify what your educational and/or career goals for the options given.

> 1. Please identify which qualification goal(s) this stipend/reimbursement will help you attain? You may select up to two. *
>
> ☐ Obtain a Bachelors Degree in ECE
>
> ☐ Obtain an Associates Degree in ECE
>
> ☐ Obtain/Renew a Teaching Credential

2. Select the Stipend Period for which you are applying to. Please refer to stipend instructions to determine which Stipend Periods Should be selected.

> **2. Please select the stipend period:** *
>
> Please Select a Period

3. Select the Pathway Type.

Before completing this section, **review the eligibility guidelines and instructions** provided by your county's stipend administrator as they will have information on what pathway types are eligible under their Stipend Program.

Pathway Type	Pathway Information	Pathway Detail
Professional Developm ⌄	Enter Description	# Hours
⊕ Add Request		

Inaccurate information may lead to denial to the stipend program. Please follow the guidelines for which information should be included in the stipend application.

How to fill out the Pathway Type:

Each county selects the Pathways available for you on the stipend application. You may be able to apply for more than one type (refer to the County Stipend Program Information).

- **College Credit:**
  Enter College/University Name
  Number of Units that you will or have completing to receive the stipend
  Quarter or Semester
  Student ID number

- **Professional Development:**
  Enter Description: Either type in the name of each Professional Development Organization for which you attended or will attend, unless your Stipend Program has requested you to only include "Various Training Organizations."
  # Hours: Enter the number of hours of professional development that you will be or have taken in order to receive the stipend.

- **Retention:**
  Enter Activity: An example of this is a permit renewal.

- **Health & Safety Requirement:**
  Enter Description: Name the organization where you took the training
  # Hours: Enter the length of the training in hours

- **Degree Attainment:**
  Enter the Degree Completed and the College University (e.g. B.A. ECE, Chico State University).
  Enter the date that the degree was awarded, so known as the conferral date.
  Student ID number

- **CA Child Development Permit Acquired:**
  Enter the Child Development Permit Name: For example, Assistant, Associate, Teacher, etc.
  For more information on CA Child Development Permits go to:
  https://www.ctc.ca.gov/credentials/req-child-dev
  Enter date permit was issued
  Enter the Permit Number

- **CA Child Development Permit/Credential Fee Reimbursement:**
  Enter Permit/Credential Type
  Enter amount of the reimbursement

- **Child Care Cost:**
  Enter Hours of Service
  Amount of reimbursement

Early Care & Education Workforce Registry

- **Cohort Model/Apprenticeship Completion:**
  Enter Program Name
  Units
  Student ID number

- **College/University Tuition Reimbursement:**
  Enter College/University Name
  Enter amount of Reimbursement or the amount that your courses cost
  Student ID number

- **Community Care Licensing Fee Reimbursement:**
  Enter License type: For example, small family child care home, large family child care home, etc.
  Enter amount of reimbursement or the amount of the fees

- **Obtain a Child Care License:**
  Enter Type and Name of Child Care Program
  Enter date of issue
  CCL License number: Enter Community Care License number. To look up licensed facilities and license numbers go to: https://www.ccld.dss.ca.gov/carefacilitysearch/

- **Professional Development Cost:**
  Enter Training Name and Organization
  Enter amount of reimbursement

- **Textbook reimbursement:**
  Enter Number of books
  Enter amount of reimbursement or amount that textbooks cost

- **Transportation Cost:**
  Enter Transportation Types
  Enter amount or amount that transportation cost

Step 5: Submit your stipend request(s)

a. IMPORTANT - Reading the *Statement of Understanding* will help you understand the stipend terms and conditions of your application.

b. Click **Submit Stipend Application** at the bottom of the page. If you need to go back or do not want to submit your application, click **Cancel**.

c. Once you have completed the application, you will see the following statement, *"Step 1: The online portion of your application has been submitted for review."*

d. If an **Employment Verification Request** pop-up box appears this means your current employer does not have access to submit electronic verification of employment through the Registry or your employment has not been verified within the last 6- months.

> Type the <u>First and Last Name of your Director or Supervisor and email</u>. If your employer does not complete the Registry verification process you will need to have your employer fill out a paper copy of the Employer Verification Form.

Employer Verification Request   ✕

Your current employment at   Employment Site Name   is not verified or has not been verified in the last 6 months. Please enter the information below and we will email instructions to your administrator for electronic employment verification.

> Input First and Last Name of Supervisor/Administrator

> Input Supervisor/Administrator Email Address

Send Email

2. Download "Supplemental Forms" (Step 2 of the online application)

IMPORTANT – Download, save or print the <u>Supplemental Forms</u>. Once you pass this screen, you **cannot go back** to download the documents. For support on how to complete the supplemental forms, it is best to contact your stipend administrator.

Step 1:
The online portion of your application has been submitted for review.

Step 2:
Next, download the <u>Supplemental Forms</u>

Step 3:
Upload your completed required documents, including your supplemental forms, to your profile in <u>My Documents</u>. If you would like to send your forms by email, instructions are in the confirmation email you received.

💬 Support

3. Upload Documents (step 3 of the online application)

You can upload required stipend documents by going to **My Tools & Settings**, then **My Documents** (see <u>Upload Documents video</u>).

To view your Education and Training Report, login to the Registry and go to **My Tools & Settings**, then click on **View Education and Training Report** or on the **Quick Links** select the **View Education and Training Report (PDF)** (see <u>Education & Training Report video</u>).

How to Edit and View Your Stipend

You may edit your stipend request while it is still in Applied Status. Once your application is accepted, you can no longer make changes (however, contact your Stipend Administrator, if you need to make updates once it's been accepted).
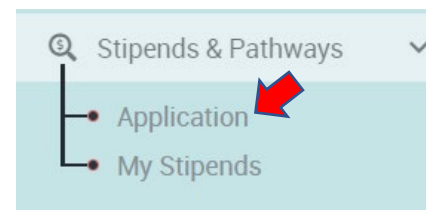
To **Edit** your Stipend Requests, click:
Stipends & Pathways and **My Stipend** and click **Edit.**

Click on **Edit** to update the application you submitted, including the **Stipend Request Information** and the **Required Documents**. After you complete your updates, you will need to click on **Submit Stipend Application.**

My Stipends

Application ID	Request Date	Stipend Program	Stipend Period		Edit
18996	08/20/2021	TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY	Spring 2022	View	✎
18995	08/20/2021	TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY	Spring 2022	View	✎
18994	08/20/2021	TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY	Spring 2022	View	✎

Stipend Request Information

Pathway Type	Pathway Information	Pathway Detail	Unit Type	Additional Information, if applicable	Request Status
College Credit	PSU	12.00	Quarter	90000000	Applied

Application Status:
The Stipend Administrator will send emails to communicate your application status, the need to submit the required forms, answers to your inquiries and any other needed communication required. IT IS IMPORTANT TO CHECK YOUR EMAILS.

If you have questions about Stipend eligibility or your application, contact your stipend administrator.

For assistance with the Registry, contact the Help Desk:
By Email Support or call (323) 645-2631, Toll free: 855-645-0826. Click on the "Support" box to chat on the CA ECE Workforce Registry website.