

# **ALABAMA COMMUNITY COLLEGE SYSTEM ALABAMA DEPARTMENT OF HUMAN RESOURCES LEADERSHIP IN CHILD CARE SCHOLARSHIP APPLICATION PACKET**

The Leadership in Child Care Scholarship provides financial assistance (tuition and selected fees) to qualified child care professionals working in legally operating child care facilities. The Scholarship is designed for the eligible recipient to obtain a Child Development Associate (CDA) Credential, Short-Term Certificate, Certificate, Associate in Applied Science/Technology Degree in Child Development/Early Care and Education at a designated institution in the ACCS. The Scholarship also offers a Bachelor of Science Degree in Early Childhood Education at Athens.

**Eligibility Criteria** – See *Leadership in Child Care (LICC) Scholarship Eligibility Requirements*.

**Eligible Colleges and Universities** – Recipients may participate in the Leadership in Child Care Scholarship Program at a designated institution in the Alabama Community College System currently offering a Child Development, Early Care and Education, or Early Childhood Program. (See list of ACCS institutions currently offering a Child Development or Early Care and Education Program and participating in the Leadership in Child Care Scholarship Program.)

**Scholarship Awards** – The amount of the Scholarship award is based on the number of semester credit hours in which the recipient enrolls. There is no minimum or maximum course load requirement. Scholarships are available at each participating institution for the fiscal year (October 1 – September 30) and will be awarded based on availability of funds. Scholarship funds are disbursed on a semester/term basis for reimbursement of tuition and selected fees in Child Development, Early Care and Education, or Early Childhood Education studies.

## **Application Process**

- Applications for the Leadership in Child Care Scholarship are available through any participating Alabama Community College System institution. Athens State University offers a BS in Early Childhood Education. Applications may also be obtained from the Alabama Community College System Office and other Alabama Department of Human Resources (DHR) Quality Contract Agencies.
- Applicants must apply for college admission and are encouraged to apply for financial aid prior to submitting the Leadership in Child Care Scholarship application. The Alabama Community College System must receive applications no later than **June 1st for Fall Semester** enrollment and **September 1st for Spring and Summer Semester** enrollment.
- Applicants must consult with the Child Development Program Coordinator at the Alabama Community College System institution where they will obtain their credential coursework, certificate and/or degree in Child Development, Early Care and Education, or Early Childhood Education.
- Applicants must fully complete their part of the application, and consult with and obtain the signature of their College Advisor/Child Development Program Coordinator prior to submitting the Scholarship application.
- The completed application and verifications of residency and employment in child care in Alabama must be forwarded directly to the Leadership in Child Care Scholarship Program at the Alabama Community College System for consideration. Please be aware that you must be employed in child care continuously while you are on the Scholarship.

# **Leadership in Child Care (LICC) Scholarship Eligibility Requirements:**

## **1. GENERAL CRITERIA**

- Resident of Alabama
- Employed in a legally operating child care facility/setting in Alabama; must remain employed continuously in child care; if you resign, get laid off, or for any other reason, are not employed in child care, you must immediately let ACCS know of this change
- Caring for pre-school children (birth to school age)
- Caring for school-age children (5 through 12 years) in a school-age child care program
- 19 years of age
- Has a High School diploma or GED
- Seeking first Child Development Associate (CDA) Credential
- Seeking a Short-Term Certificate or Certificate in Child Development or Early Care and Education
- Seeking an Associate in Applied Science (AAS) or Associate in Applied Technology (AAT) degree in Child Development or Early Care and Education at a designated institution in the Alabama Community College System (ACCS)
- Bachelor of Science degree in Early Childhood Education at Athens State University
- Obtained a two-year or four-year degree in a field other than Child Development, Early Care and Education, or Early Childhood Education – *Eligible for CDA only*

## **2. RECIPIENTS**

- Center Directors
- Teachers
- Assistant Teachers/ Aides/ Instructional Assistants
- Family Child Care Providers (1 to 6 children)
- Group Child Care Providers (7 to 12 children)
- Group Child Care Provider Assistants

## **3. CHILD CARE FACILITIES/SETTINGS**

- Child care center/nighttime center (licensed or exempt)
- Family child care home
- Group child care home
- Head Start (in a freestanding building, public school, etc.)
- School-age child care program for children 5 through 12 years (in a child care center, family or group home, public school, YMCA/YWCA, etc.)
- Pre-K program (in a child care center, public school, etc.)
- Special needs pre-school program
- Even Start Family Literacy Program Early Childhood Component

*Revised November 2008  
Revised January 2008  
Revised January 2006*



**EMPLOYMENT:** *Verification of current employment must be submitted with this application. (See page 7 for acceptable forms of verification.) (YOU MUST WORK CONTINUOUSLY IN CHILD CARE WHILE ON SCHOLARSHIP) (If you resign, get laid off for any reason, you must contact 334-293-4552 immediately)*

Are you currently working in a child care program?      ☐ Yes      ☐ No

How long have you worked in child care? \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

**Employer Address:**

\_\_\_\_\_  
Street Address  
City State Zip

County in which you work: \_\_\_\_\_ ☐ Licensed      ☐ Licensed-Exempt

Type of child care provider (*check one*):      ☐ Center Provider      ☐ Home Provider

Job Title: \_\_\_\_\_

Dates of Employment: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Age groups that you teach: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

\_\_\_\_\_  
City State

Type of child care provider (*check one*):      ☐ Center Provider      ☐ Home Provider

Job Title: \_\_\_\_\_

Dates of Employment: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Age groups that you taught: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_

\_\_\_\_\_ City

\_\_\_\_\_ State

**Type of child care provider (*check one*):**    ☐ **Center Provider**    ☐ **Home Provider**

**Job Title:** \_\_\_\_\_

**Dates of Employment: (From)** \_\_\_\_\_ **(To)** \_\_\_\_\_

**Age groups that you taught:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **EDUCATION BACKGROUND**

**EDUCATION:** *List last high school attended and date of graduation or date of GED. List all colleges attended, major or area of study, and graduation/completion date (if applicable).*

Name of High School or GED	City/State	Date Completed
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\_\_\_\_\_  
\_\_\_\_\_

Name of College	City/State	Major	Date Completed
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\_\_\_\_\_  
\_\_\_\_\_

### **EDUCATIONAL GOALS AND COMMITMENT**

**Briefly describe why you would like to further your education in Child Development/Early Care and Education studies:**

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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**Briefly describe why you chose to pursue a career in child care:**

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**Briefly describe why you should receive this scholarship:**

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**ACADEMIC/FINANCIAL INFORMATION**Have you been accepted at a 2-year college?     ☐ Yes     ☐ NoAre you currently enrolled at a 2-year college?     ☐ Yes     ☐ No

If currently enrolled, name of college currently attending: \_\_\_\_\_

If currently enrolled, cumulative/overall Grade Point Average: \_\_\_\_\_

Total number of semester credit hours completed in Child Development:  
\_\_\_\_\_

What two-year college will you attend should you be selected to receive a Leadership in Child Care Scholarship? \_\_\_\_\_

Semester you wish to begin using the Scholarship: ☐ Fall   ☐ Spring   ☐ Summer

Indicate the number of credit hours you anticipate taking per Semester: \_\_\_\_\_ Hours

*Part-time students (fewer than 12 semester credit hours) and full-time students (12 or more semester credit hours) are considered equally.*Are you currently receiving other scholarship(s)?     ☐ Yes     ☐ NoIf currently receiving scholarship(s), which scholarship(s) are you receiving? \_\_\_\_\_  
\_\_\_\_\_

What is/will be your major? \_\_\_\_\_

Which of the following do you wish to obtain? *(Check all that apply.)*

<input type="checkbox"/> CDA Credential	<input type="checkbox"/> Short Certificate	<input type="checkbox"/> Certificate
<input type="checkbox"/> A.A.S. Degree	<input type="checkbox"/> A.A.T. Degree	

*You will need to consult with the advising staff at the two-year college to help you determine if you want to pursue the CDA Credential, Short Certificate, Certificate, A.A.S. or A.A.T. degree. An A.A.S. or A.A.T. degree must be obtained before you are eligible for transitional coursework to attend Athens State University.*

When is/was your appointment to consult with advising staff at the two-year college?

My appointment (is/was) on \_\_\_\_\_  
Date of Appointmentat \_\_\_\_\_  
Name of CollegeWill meet/met with \_\_\_\_\_  
Signature of College Advisor\_\_\_\_\_  
Printed Name of College Advisor

**LEADERSHIP IN CHILD CARE SCHOLARSHIP APPLICATION DECLARATION**

*Please read carefully before signing.*

**I certify, understand, and agree to the following:**

- I certify that the information provided on this form is true.
- I certify that I currently reside in the state of Alabama and that I am currently employed in Child Care.
- I will commit to taking the required Child Development courses should I receive the Leadership in Child Care Scholarship.
- I understand that I will become ineligible for the Scholarship the semester following any semester that I withdraw from a class(es) or the college unless granted a waiver by ACCS. I understand that I must reapply for the Scholarship to become eligible again.
- I understand that I will become ineligible for the Scholarship the semester following any semester for which my semester/term cumulative Grade Point Average is below 2.0. I understand that I must reapply for the Scholarship to become eligible again.
- I understand that I must work continuously in child care; if I resign, get fired or laid off, I must notify ACCS immediately; as I could lose the Scholarship.
- I will participate in telephone interviews and written surveys to gather information regarding this Scholarship and my employment status.
- I grant permission for this form to be used in gathering data related to improving the quality of child care.
- I agree to have my name and city of residence listed in any documents pertaining to the Leadership in Child Care Scholarship Program.
- I agree to obtain admission to the applicable institution and be responsible for purchasing the required texts.
- I understand that my application will be rated based on the content and completeness of the application.
- I grant permission to the college to release to the Alabama Community College System and the Alabama Department of Human Resources information concerning my academic records and financial aid eligibility.
- I understand that funding for this Scholarship Program is dependent on continuous funding from the Alabama Department of Human Resources.

**I hereby confirm that all the information supplied on this application is complete and accurate. I understand that withholding requested information and/or giving false information will make me ineligible for the Scholarship.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***IMPORTANT: Applicants should make and keep a copy of their completed application and verifications of residency and employment before mailing this information to ACCS.***

**Mail application with verifications of residency and employment to the address listed below:**

Alabama Community College System  
Leadership in Child Care Scholarship  
Post Office Box 302130  
Montgomery, AL 36130-2130  
(334) 293-4552 - Telephone



**Alabama Community College System  
Alabama Department of Human Resources  
Leadership in Child Care Scholarship**

**Supplemental Application Information**

**ACCEPTABLE FORMS OF EMPLOYMENT AND RESIDENCE VERIFICATION**

**ACCEPTABLE EMPLOYMENT VERIFICATION**

- **Center Directors and Owners** – Submit copy of current **Day Care License**.
- **Exempt Church Center Directors** – Submit copy of current **Exemption Letter**.
- **Family and Group Home Providers** – Submit copy of current **Day Care License**.
- **Directors** – Submit copy of a current letter on employer's letterhead stating applicant's **Job Title**, **Dates of Employment**, and **Age Groups** taught by applicant. Letter should be signed by employer's authorized official.
- **Teachers/Assistants/Aides** – Submit copy of a current letter on employer's letterhead stating applicant's **Job Title**, **Dates of Employment**, and **Age Groups** taught by applicant. Letter should be signed by director or employer's authorized official.

**ACCEPTABLE RESIDENCE VERIFICATION** *(Submit one of the following):*

- Copy of driver's license with current **Residential/Home** address.
- Copy of current utility bill that shows **Residential/Home** address.
- Copy of lease that shows the current **Residential/Home** address.

**Alabama Community College System  
Leadership in Child Care Scholarship  
Post Office Box 302130  
Montgomery, AL 36130-2130  
(334) 293-4552 - Telephone**