

# R4PDP College Course Application Form

## Region 4 Professional Development Partnership



This form is for educators interested in applying for a seat in cohort courses sponsored by R4PDP. You must apply by the deadline for that course and be prepared to meet the college enrollment requirements before it begins. You will receive notification by email with instructions if you are assigned a seat in the course. Please fill out both pages of this form and review all the related information. Return the form by email before the course deadline to [R4PDP@ccrcinc.org](mailto:R4PDP@ccrcinc.org) and mail a copy with your original signature to R4PDP, c/o CCRC, 130 Bishop Allen Drive, Cambridge, MA 02139.

As with other R4PDP opportunities, priority goes to providers who serve children with EEC subsidies, particularly students working on their first degree or on a certification requirement. All requirements of each college apply to participants in these courses. College requirements may include previous education, skills testing, and/or prerequisite courses. *You must have registered with EEC through the online Professional Qualifications (PQ) Registry. We cannot enroll any educator without their PQ Registry number. You can find information about the PQ Registry at <https://www.eec.state.ma.us/PQRegistry/>.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ EEC Registry Number\*: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Primary/Native Language: \_\_\_\_\_ Email: \_\_\_\_\_

Work/Program Name: \_\_\_\_\_ Program Number (top left on license): \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Supervisor: \_\_\_\_\_

To enroll in most college courses you need to have an official copy of your high school diploma or GED. If your diploma is from outside the U.S. you may need additional documentation. A College Advisor can review this with you if you have any questions.

**1a. What is the highest level of education you have completed up to now?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> High school diploma or GED          | <input type="checkbox"/> Associates degree in unrelated field  | <input type="checkbox"/> Graduate studies/degree in ECE or related field |
| <input type="checkbox"/> Some college                        | <input type="checkbox"/> Bachelors degree ECE or related field | <input type="checkbox"/> Graduate studies/degree in unrelated field      |
| <input type="checkbox"/> Associates degree ECE/related field | <input type="checkbox"/> Bachelor's degree in unrelated field  | <input type="checkbox"/> Graduate studies/degree in unrelated field      |

1b. Name of School & Country: \_\_\_\_\_ Field of Study: \_\_\_\_\_ Year finished: \_\_\_\_\_

2. Are you comfortable taking college level courses and doing the required reading and writing in English?  yes  no

3. Are you working towards EEC Certification?  yes  no What level?  Teacher  Lead Teacher  Director I  Director II

4. Are you working on a college or graduate degree or certificate?  yes  no Degree: \_\_\_\_\_ School: \_\_\_\_\_

5. Why do you want or need to take this course at this time \_\_\_\_\_

**6. Please list the particular course(s) you are applying to take:**

Name of Course	School	Start Date	Location

7. Have you taken any courses at this college before?  yes  no Most recent course taken: \_\_\_\_\_

8. I certify that I am aware of all the course requirements (previous education, placement testing, prerequisites, and/or payment) and will be able to meet these requirements and provide documentation to the college by the time the course begins.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**YOU MUST ALSO READ THE INFORMATION AND SIGN THE AGREEMENT ON THE NEXT PAGE FOR THIS APPLICATION TO BE COMPLETE.**

NOTICE: Funding for these courses is limited and there are many more educators who need to take them than there are slots. When you are assigned a slot in a college course there are always others who did not get a chance. It is very important that anyone signing up for a course be prepared and able to do the work and complete the course. If you are not sure about doing the college level work required, we have resources to help you review your goals and make a plan that meet your needs.

College courses through R4PDP are funded by the Dept. of Early Education and Care (EEC) Educator and Provider Support grant. All educators taking advantage of college training using these funds must read and sign the statement below. You can add a note about any concerns you have at the bottom.

### Agreement for Educators Accessing College Courses through R4PDP

I confirm that I am currently employed as an educator in an early childhood education, family child care, or out-of-school time program in Massachusetts, and that I have understood the EEC Guidelines below.

I agree that, if admitted to the course I am applying for, I will complete enrollment requirements of the college and submit an ***Educator Profile and Individual Professional Development Plan (IPDP)*** to R4PDP before the course begins. I understand that if I cannot do so, I will not be allowed to take the course.\*

I agree that, if admitted to the course I am applying for, I will attend class sessions and complete the course work. If there is some reason why I feel I cannot do so, I will talk to my professor and the R4PDP college advisor before dropping out.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please type or print clearly) \_\_\_\_\_

#### EEC GUIDELINES FOR EDUCATORS PARTICIPATING IN COLLEGE COURSEWORK

1. Educators seeking college courses towards an early education or a related degree should apply to the Early Childhood Educators (ECE) Scholarship as the payer of first resort. (EPS grantees may purchase seats in college courses for degree candidates once scholarship funds have been allocated for the coming academic year).
2. Educators who already hold an associate's or bachelor's degree in early childhood education, a related field, or an unrelated field may participate in college coursework without being enrolled in a degree program provided that said courses are required to:
  - a. Meet qualifications specified in EEC Regulations, and/or
  - b. Meet qualifications for the advancement of the program's QRIS level, and/or
  - c. Meet qualifications for the program to achieve or maintain accreditation and/or;
  - d. Attain a specific competency as evidenced by credentials and certificates.

\* Please go to <http://www.cccinc.org/ProfServForms.shtml> to download the ***Educator Profile and Individual Professional Development Plan*** form. If you need help completing the form please contact Paula Bowie at [bowiep@cccinc.org](mailto:bowiep@cccinc.org) or 617-547-1063 x234.

# R4PDP

For the Early Childhood & Out-of School Time Field

updated 11/2011