

R4PDP CDA or Accreditation Fee Reimbursement Application



First Round funding applications due February 10, 2012 and Second Round funding applications due May 18, 2012 for funding of a portion of fees for CDA or program accreditation paid in FY2012 (July 1, 2011-Dec 31, 2011).

The Region 4 Professional Development Partnership (R4PDP) has funding to support providers going through national accreditation (NAEYC, NAFCC, or COA) and educators working on the Child Development Associate (CDA) credential. Per EEC guidelines, R4PDP may provide up to 50% of accreditation or 100% of CDA application fees. Awards will be made to the extent funding allows. As with all EEC funding through the Educator and Provider Support grant program, all providers and educators may apply for this assistance, but priority will be given to those who serve children with EEC-subsidies (vouchers/contracts).

This year R4PDP also has an additional grant from EEC through the Child Care Quality Improvement fund that is available for non-profit agencies to support their programs' Accreditation or their staff or affiliated FCC providers working on CDA (provided the agency has provided such support in the past).

If you are submitting materials for CDA or program accreditation between July 1, 2011-June 30, 2012, you may request R4PDP financial assistance. All programs/providers/educators in Region 4 who wish to apply for these funds must submit an application with proof of payment, and complete an *Educator Profile & Individual Professional Development Plan (IPDP)* or a *Provider Profile & Program Quality Improvement Plan (PQIP)*. Funding applications will be reviewed in two rounds. Deadlines are: **February 10, 2012** for first round applications and **May 18, 2012** for second round applications. NOTE: If you plan to submit your accreditation or CDA materials after May 18 but before June 30, you must submit your application for funding by May 18 and provide the remaining required documentation before July 13, 2012.

- **For CDA** - Educators can apply for funding support for their initial CDA application or for an application to renew a CDA credential. Agencies may bundle applications from affiliated staff or FCC providers for whom the agency would ordinarily pay the application fees. Upon request of R4PDP, educator must submit a copy of the application or candidacy packet for review.
 - Submit application form along with proof of payment (a copy of your cancelled check or receipt from the Council on Professional Recognition) and *R4PDP Educator Profile & Individual Professional Development Plan (IPDP)* form. NOTE: If you have not yet sent in your CDA application to the Council on Professional Recognition, you may be eligible to have R4PDP pay the fee directly. Contact Paula Bowie (bowiep@ccrcinc.org) for information about this option.
- For Accreditation – Providers can apply for funding for any step in the accreditation process. Upon request of R4PDP, program must submit a copy of the application or candidacy packet for review. Each fee is paid once during the accreditation cycle. In such case as a program misses a deadline or is deferred or denied by the national accrediting, R4PDP does not reimburse for the second or subsequent time the Step fee is paid.
 - **NAEYC** - Submit application along with proof of payment (a copy of your cancelled check or receipt from NAEYC), and *R4PDP Provider Profile & Program Quality Improvement Plan(PQIP)* form.
 - **NAFCC** - Submit application along with proof of payment (a copy of your cancelled check or receipt from NAFCC), and *R4PDP Provider Profile & Program Quality Improvement Plan(PQIP)* form.
 - **COA** –Submit application form along with proof of payment (a copy of your cancelled check or receipt from COA), and *R4PDP Provider Profile & Program Quality Improvement Plan(PQIP)* form.

Please email this form to bowiep@ccrcinc.org and mail a signed copy with your required materials to: R4PDP, c/o CCRC, 130 Bishop Allen Drive, Cambridge, MA 02139. No faxes, but PDFs and scanned materials may be submitted by email.

- R4PDP CDA or Accreditation Fee Reimbursement Application
- Copy of returned check(s) or printout/receipt(s) for fees you paid between July 1, 2011 and June 30, 2012
- for CDA Candidate: *R4PDP Educator Profile & Individual Professional Development Plan (IPDP)*
- for Program Seeking Accreditation: *R4PDP Provider Profile & Program Quality Improvement Plan(PQIP)*

R4PDP CDA or Accreditation Fee Reimbursement Application

Application for FY2012 Funding for: Round One due February 10, 2012 Round Two due May 18, 2012

For CDA (Child Development Associate) Application:

Name of CDA Applicant: _____ Birthdate: _____ PQ Registry number: _____

Home address: _____ City/Town: _____ Zipcode: _____

For CDA and Accreditation Application:

Name of Program/Provider: _____ EEC Program number: _____

Program Director: _____ Lead Agency or System (if applicable): _____

Program Street Address: _____ City/Town: _____ Zip code: _____

Mailing Address (if different): _____ City/Town: _____ Zip code: _____

Phone: _____ Email: _____

Does program serve children with EEC Vouchers or Contracted Slots? Yes No How many? _____

Is program a non-profit organization? Yes No (If yes, include copy of Tax Exempt Certificate)

Please check the type of fees you are applying for reimbursement:

- For CDA:** CDA Application Fee CDA Renewal Fee
- For NAEYC Accreditation:** Enrollment in Self Study Fee Application/Self-Assessment Fee Candidacy Fee
 Annual Report Fee Intent to Renew Fee Renewal Materials Fee
- For NAFCC Accreditation:** Self Study Enrollment Fee Accreditation Application Fee Application CoProvider
 Annual Renewal Fee Accreditation Fee Package
- For COA Accreditation:** Application Fee Accreditation Fee Site Visit Costs
 Annual Maintenance Fee

Total amount of above fees you paid for CDA or Accreditation between July 1, 2011 and June. 30, 2012: _____

Total amount of scholarship or other assistance you already received for CDA or Accreditation this year: _____

I certify that the information provided on this application is correct. I understand that I/my program must complete and submit an Individual Professional Development Plan and/or Program Quality Improvement Plan to R4PDP before funds will be released.

Signature: _____ Date: _____

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- for CDA Candidate: *R4PDP Educator Profile/IPDP (Individual Professional Development Plan)*
- for Program seeking Accreditation: *R4PDP Provider Profile /PQIP (Program Quality Improvement Plan)*

As with other R4PDP opportunities, priority goes to providers who serve children with EEC subsidies. EEC allows EPS grant funds to be used to support up to 50% of Accreditation fees or 100% of CDA fees. Actual reimbursements will be made based on the number of applications received by Feb. 10, 2012. Awards will be made to the extent funding allows.

For R4PDP Use Only:	Received by: _____	Date: _____	EEC Priority: _____	CCQ eligible: _____
	Documentation received: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: _____	Payment Date _____