Track 5 Requirements

I. Qualification Requirements: Applicants must have earned a degree in ECE, child development, or a related field by December 31, 2018.

II. Professional Development/Unit Requirements: To receive a stipend you must meet each of the following:

- Complete 21 professional growth hours. All professional growth hours must be completed in the 2019 calendar year and meet the CARES Approved Professional Growth Guidelines listed on page 20.

- Write a Professional Growth Action Plan - a brief statement about how the trainings, workshops, or courses you are taking align with your professional goals (see page 21).

- Hold a Teacher Level Child Development Permit or higher from the Commission on Teacher Credentialing (CTC) by the documentation due date.

III. Profile Requirements: To receive a stipend you must create a membership with the California Early Care and Education Workforce Registry and receive a Registry ID number (see page 22).

*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.*
Track 5 Documentation Checklist

Center Staff must submit:

[ ] A copy of W-2 or last pay stub issued in December 2019 showing 2019 year-to-date earnings.
[ ] Letter of employment verification signed in blue ink (see sample letter on page 19).
[ ] A copy of your degree.
[ ] Verification of all completed hours of training and/or college units.*
[ ] Professional Growth Action Plan or Education Plan if taking units.
[ ] A copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC).
[ ] An Early Care and Education Workforce Registry ID Number (see page 22).

Licensed Family Child Care Home Providers** must submit:

[ ] Child Care Roster (see page 21).
[ ] A copy of Family Child Care License(s).
[ ] Verification of program participation in Beanstalk.
[ ] A copy of your degree.
[ ] Verification of all completed hours of training and/or college units.*
[ ] Professional Growth Action Plan or Education Plan if taking units.
[ ] A copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC).
[ ] An Early Care and Education Workforce Registry ID Number (see page 22).

Family Child Care Home Assistants** must submit:

[ ] A copy of W-2 or last pay stub issued in December 2019 showing 2019 year-to-date earnings.
[ ] Letter of employment verification signed in blue ink (see sample letter on page 19).
[ ] A copy of Family Child Care License(s).
[ ] Verification of program participation in Beanstalk.
[ ] A copy of valid ID including date of birth.
[ ] A copy of your degree.
[ ] Verification of all completed hours of training and/or college units.*
[ ] Professional Growth Action Plan or Education Plan if taking units.
[ ] A copy of your Child Development Permit issued by the Commission for Teacher Credentialing (CTC).
[ ] An Early Care and Education Workforce Registry ID Number (see page 22).

All documentation is due by Friday, February 14, 2020

Mail or hand deliver all documentation to:
Attn: CARES
c/o Child Action, Inc.
9800 Old Winery Place
Sacramento, CA 95827

*College units can be converted to hours; 1 unit is equal to 15 Professional Growth Hours.

**All Family Child Care Home Providers and Staff must be members of Beanstalk, the Family Child Care Home Education Network in Sacramento County.