



Dear Early Childhood Professional,

Thank You for contacting the Professional Development Program at the Early Childhood Council of Bent, Otero & Crowley County. This letter and the enclosed application guidelines explain the Buell Foundation scholarship program and other services provided by the Early Childhood Council of Bent, Otero & Crowley.

**Professional Development Plan:**

The first step in your professional development plan is to set career goals and plan activities to achieve those goals. One requirement to receive a scholarship from the Early Childhood Council is to develop a professional development plan (see Professional Development Plan form) and to review and update the activities and goals annually. You can also use other professional development planning tools, such as those provided by an employer or found in the Professional Development Information System. If you need assistance in completing your plan, the Early Childhood Council is here to assist.

**Scholarships for College Level Courses:**

Scholarships are intended to increase the professional development of early care and education providers in Bent, Otero & Crowley Counties. Scholarship awards are primarily funded through the Temple Hoyne Buell Foundation but are also available for programs working with the Council through other quality improvement services. Please contact us if you have questions about what scholarships you might be eligible. Those individuals interested in receiving a scholarship must fill out all the ECCBOC Early Childhood Council Scholarship Application forms.

**Trainings and Conferences:**

Trainings and conferences are focused each year on the needs we see in the community and on the needs that providers self-report during an annual training needs survey. Trainings are designed to support early childhood professionals in their daily work with young children. For a full up to date list of the trainings we are currently offering visit our online calendar of events at [www.bocccouncil.com](http://www.bocccouncil.com).

It is well known that increased quality of services in early childhood begins with dedicated, well-trained professionals. We value your contribution to the education of the young children in our communities. We are honored to be able to provide this support to Early Childhood Professionals in Bent, Otero & Crowley Counties.

If you have any questions about filling out these forms or any of the guidelines or requirements for receiving a scholarship, please don't hesitate to contact me. We look forward to hearing from you and supporting you in your professional development goals.

**Please complete all enclosed forms and return application to:**

Early Childhood Council of Bent, Otero & Crowley

Professional Development Program

508 Willow Ave. Rocky Ford, CO 81067

Or Email to [andrea@bocouncil.com](mailto:andrea@bocouncil.com)

Sincerely,

*Andrea Martinez*

Early Childhood Council Coordinator

Bent, Otero & Crowley Counties

(719)254-3564

# Scholarship Application Guidelines and Policies

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The primary goal of this scholarship program is to develop and support an effective and well-educated workforce serving infant, toddler and preschool age children through elementary school. The following procedures, policies, and guidelines have been approved by the Professional Development Program for all current and future scholarship applicants

## Eligibility

- All scholarship recipients must work in the field of early care and education in Bent, Otero or Crowley Counties. This includes any teachers, directors or other positions at a child care center, preschool (public or private), or school age program, or family child care home providers.
- All scholarship recipients must be enrolled in ECE courses at an accredited college or university, if applying for a college level course scholarship.
- Priorities will be given to students completing ECE classes towards credentialing or licensing first (i.e. Early Childhood Teacher, Director, Infant Nursery Supervisor) and then to students pursuing degrees in ECE (Associates, Bachelors, or Masters).
- All classes must be passed with a “C” or better.
- All applicants must be registered in the Professional Development Information System (PDIS) prior to receiving scholarship funding from ECCBOC.

## Policies & Procedures (for college level courses).

- Other Funding-ECCBOC’s scholarship funding is not meant to be the sole source of funding for students. Applicants are required to seek additional sources of funding for their schooling. However, whether you qualify for assistance from other sources does not affect your eligibility to receive ECCBOC funding.
  1. Applicants must complete a FAFSA application: [www.fafsa.gov](http://www.fafsa.gov)
  2. Applicants consult you program director for TEACH funds: [www.qualistar.org](http://www.qualistar.org), (optional).
  3. Applicants must apply for College Opportunity Funds (COF) (<http://cof.college-assist.org/COFApp/COFApp/Default.aspx>), if applicable.
  4. Applicants are encouraged to look for additional scholarships and sources of funding for their schooling.
- Each Semester, applicants are required to indicate the course titles and the approximate cost of the classes they intend to take for the upcoming semester as well as the method of delivery (campus or online). The estimated cost should reflect all other funding sources.

- Funding may be used for any college related expense to include tuition, fees, books, housing, etc.
- At the end of each semester, scholarship recipients are required to complete a survey from the ECCBOC to report the number of credits they took and other money (leveraged funds) they used to pay for their tuition, fees and/or books. Participants who fail to provide this information may be denied future scholarship assistance.
- Funding awards are made one semester at a time and typically range from \$300-\$900 per semester. Applicants must submit the application before the application deadline for each semester for which they are requesting scholarship assistance.
- If you do not pass your class(es) with a “C” or better:
  1. If you receive a “D” on your course, you will be ineligible for future scholarships until you have reimbursed the council for the scholarship received.
  2. If you fail a class or drop a class(es) after the add/drop date at the school, thus receiving an incomplete or “W” grade, the student is responsible for reimbursing the Early Childhood Council of Bent, Otero & Crowley for the scholarship amount.

### Steps for completing application

1. Read through application procedures and guidelines.
2. Apply for admission at your chosen school or university.
3. Fill out all scholarship application forms. Sign all forms where requested.
4. Submit your application to the Early Childhood Council of Bent, Otero & Crowley.
5. Complete your COF, FAFSA, and TEACH applications (if applicable).
6. If you have not already done so, register for your class(es).

Applications are accepted at any time and are considered on a first come first serve basis.

Applicants are encouraged to apply as soon as possible. The deadlines for all applicants are:

Semester	Deadline for Application	Awards Made
Spring (January-May)	December 10 <sup>th</sup>	By December 22 <sup>nd</sup>
Summer (May-August)	April 15 <sup>th</sup>	By May 5 <sup>th</sup>
Fall (August-December)	July 15 <sup>th</sup>	By August 5 <sup>th</sup>



Professional Development Scholarship Application  
for Early Childhood Education Courses

Please fill out completely and legibly. For questions, contact Andrea at [andrea@bocouncil.com](mailto:andrea@bocouncil.com).

Personal Information

Name: \_\_\_\_\_

Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Length of time at current employer \_\_\_\_\_ Total number of years in early childhood field \_\_\_\_\_

Current Position (please also list ages of children served)

\_\_\_\_\_  
Tell us about your work experience in the early childhood field. Describe where you worked, the ages of children in the setting and how long you worked in each setting. (You may submit a resume in place of this question).

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

Experience and Credentials

Have you earned a college degree?    Yes    No

If yes, what degree/major? \_\_\_\_\_

Date degree earned \_\_\_\_\_

What, if any, additional credentials or licenses do you currently hold?

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Are you registered in the Professional Development Information System (PDIS)?    Yes    No  
(Please note: You must be registered in the PDIS in order to receive a scholarship.)

Do you have your Colorado Early Childhood Credential?    Yes    No

If yes, what level is your credential? \_\_\_\_\_ When does your Credential expire? \_\_\_\_\_

Educational Plan

Are you currently enrolled at a college or university?    Yes    No

If yes, where? \_\_\_\_\_

If no, where do you plan to enroll? \_\_\_\_\_

Beginning what semester? \_\_\_\_\_

Number of credit hours you plan to enroll in for the 2017-2018 academic year?

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Are you currently pursuing an Early Childhood Education Certificate and/or Degree? If so, which degree/or certificate? What is your expected graduation date? \_\_\_\_\_

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**Please include a short personal statement that answers the following:  
How will this scholarship impact you? How will it help you to achieve your goals?**

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**What are your long-term plans in the field of Early Childhood Education?**

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Professional Development Program  
Consent and Permission to Release Information

By signing this document, you agree that the answers provided are true and accurate. I accept all terms and conditions of this scholarship process of the Early Childhood Council of Bent, Otero & Crowley. I pledge that all information I include and report on my application is accurate and true. I understand that I will be disqualified from receiving any scholarship awards if I have falsified any information on my application or the documents included with my application. I also understand and give permission for the release of general data regarding my progress toward professional goals, demographic information, educational funding and other supporting documentation will be shared with the ECCBOC scholarship review board and funders, including but not limited to the Buell Foundation, the Colorado Department of Human Services, and the Colorado Department of Education.

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Applicant Signature

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Date

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Council Coordinator Signature

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Date





## Professional Development Program

### Statement of Understanding

As a recipient of a scholarship from the Early Childhood Council of Bent, Otero & Crowley County, I agree:

- That I am currently working in an ECE program in Bent, Otero or Crowley County.
- That I am currently registered in the Professional Development Information System (PDIS).
- To enroll in Early Childhood Education courses and/or programs at my chosen school before the semester begins.
- To successfully pass each course with a grade of “C” or better. I understand the penalties of not passing with a “C” or better as outlined in the Guidelines and Policies section of this scholarship application.
- To communicate with the Council Coordinator on a regular basis including the notification of course’(s) selection prior to registration each semester.
- To submit all requested information in a timely basis (e.g. number of credits each semester, reporting of leveraged funds, etc.).
- To submit grades or transcripts to the Council Coordinator at the end of each semester.
- To apply for additional scholarship funding through FAFSA, TEACH, COF, and other funders, when applicable.
- To sign the Consent and Release Information agreement.
- To participate in evaluation of the projects which may include surveys and anecdotal records.

Failure to comply with any of the above conditions may warrant the individual ineligible for further scholarships.

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Scholarship Recipient’s Signature

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Date

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Council Coordinator Signature

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Date

# Professional Development Plan

Name: \_\_\_\_\_

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

The investment that you make in your professional development will be most beneficial when you know what you want and need to learn. It is important that you create your Professional Development Plan based on your own interests and needs. What are your professional goals? You might want to improve skills in your current role, prepare for a new role in early childhood, pursue a degree or certificate in early childhood, or achieve, renew, or advance your Early Childhood Professional Credential.

This plan should reflect your goals for the next 1-3 years in the field of early childhood education and/or while you are receiving scholarship funding from the ECCBOC's professional Development Program. Please fill out (use additional pages as needed) and return with your scholarship application. If you have an existing PD plan in the PDIS or with your employer, you may submit a copy of that in place of filling this one out.

Start Date	Goal	Activities	Resources	Anticipated completion Date(s)
Example: Spring Semester 2018	Early Childhood Teacher Qualified	Take ECE 101 & ECE 111 at	ECCBOC Scholarship, Pell Grants	End of Spring Semester 2017