

California Transitional Kindergarten Stipend Program Los Angeles County

A project of the California Department of Education, Early Education and Support Division and administered by the Los Angeles County Office of Child Care

APPLICATION PACKET

You must have a bachelor degree to participate in this stipend program.

Participants may be employed as a transitional kindergarten (TK) teacher in a public school district, possessing a Multiple Subject Teaching Credential;

Or

Participants may be employed as a TK teacher in a charter school, possessing a Multiple Subject Teaching Credential;

Or

Participants may be employed as a California State Preschool Program (CSPP) Teacher (full- or part-day) and possess a Child Development Permit.

Transcripts of all college coursework must be submitted with this application.

You must also complete Confidential Profile for Infrastructure Organization Participants California Department of Education, Early Education and Support Division.



California Transitional Kindergarten Stipend Program Los Angeles County



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California Transitional Kindergarten Stipend Program
Office of Child Care
Within the Service Integration Branch of the Chief Executive Office
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, California 90012

Renatta Cooper: (213) 974-9884 ▪ rcoper@ceo.lacounty.gov – Educational Requirement Questions?

Erica Weiss: (213) 893-0504 ▪ eweiss@ceo.lacounty.gov – Application Questions?

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www.childcare.lacounty.gov



Instructions

California Transitional Kindergarten Stipend Program

Los Angeles County

Program Overview

Senate Bill 876 was signed by Governor Brown on September 27, 2014, making \$15 million available for professional development stipends for teachers in Transitional Kindergarten (TK) AND California State Preschool Program (CSPP) classrooms. Per this bill, credentialed teachers first assigned to TK classrooms after July 1, 2015, will be required to meet one of the following criteria by August 1, 2020:

1. Have completed at least 24 units in early childhood education, child development or both.
2. Have been determined by the local education agency employing the teacher to possess the professional experience in a classroom setting with preschool age children that is comparable to 24 units of education described above.
3. Have been awarded a Child Development Teacher Permit issued by the Commission on Teacher Credentialing.

The first priority for participation in the California Transitional Kindergarten Stipend Program (CTKSP) is for new and continuing TK teachers including those teaching in charter schools who are seeking academic units in child development. CSPP teachers **with bachelor degrees** who want to become TK teachers are the second priority. This program **is scheduled to end in March 2019**. All courses including certificate programs taken for this program must be approved to be eligible for a stipend. Teachers must complete 6 academic credits (units) within a payout period to receive a stipend. All courses must be passed with a grade of C or better.

Applying to the CTKSP is a two part process:

1. Application: determines that you meet the employment eligibility criteria.
2. Verification: Verifies that you have met the academic criteria within an approved timeline. You must also continue to meet employment eligibility. You must submit transcripts official or unofficial for all completed course work to be submitted for stipend credit
3. You must continue to meet employment eligibility.

Step 1. Determining Eligibility

You must be an employed credentialed TK teacher in a school district in Los Angeles County or a Charter School of a school district in Los Angeles County.

Or

You must be employed as a teacher in a CSPP classroom and hold a bachelor degree (BA or BS).

Step 2. Meeting the Educational Requirements

1. Complete at least 6 semester units (9 quarter units) of approved, eligible coursework at a community college, college or university with a grade of C or better. **All academic courses must be pre-approved by Renatta Cooper – contact her by e-mail at rcooper@ceo.lacounty.gov or by telephone at (213) 974-9884 to verify eligibility of classes prior to enrolling.**
2. Submit your transcript and any other requested documents within the timeline of a payout period.

Unit Completion and Stipend Amounts

Completion Period	Units Completed	Stipend Amounts
June 1, 2016 – *October 31, 2016	6 Units	\$3,000
	9 Units or more	\$5,000
January 5, 2017 – June 30, 2017	6 Units	\$3,000
	9 Units or more	\$5,000

*Grades due by completion date. Official or unofficial transcripts.

Step 3. Completing the Application

Section 1. Applicant Information

- Enter your full name in the appropriate box exactly as it appears on your social security card.
- Fill in every box. If the information is not applicable, leave blank.
- Enter your social security number (SSN) exactly as it appears on your card. SSN's are verified with the Internal Revenue Service so accuracy is crucial.
- Enter all telephone numbers where you can be reached from 9:00 a.m. – 5:00 p.m. Monday thru Friday.
- If you have ever participated in the Investing in Early Educators Stipend Program, also administered by the Office of Child Care, you may be in our database. If there have been changes in your name or address, you will need to submit the following documents available by request. Call the Office of Child Care at (213) 974-4103 and we will send them to you.
 - Name change: Submit a copy of the W-9 Form, Request for Taxpayer Identification Number and Certification.
 - Address change: Complete and submit an Address change Notification Form and W-9 Form.

Section 2. Education and Permit Levels

- Indicate the degrees you have earned and the year. Transcripts must be submitted with the application unless you have already done so.
- Indicate the credentials and permits you hold.

Section 3. Educational Goals

- Check all that apply.

Sections 4 and 5. Applicant Information

- If you are a T-K teacher for a school district or charter school, complete section 4.
- If you are a CSPP Teacher, complete section 5.

Section 6. Employment Certification

- **TK teachers complete A:** Your principal or a representative from your human resources (HR) department must complete this section indicating that you are under contract for the 2016-17 academic year. The district stamp should be affixed in the allotted space or attach a signed letter on the district's letterhead indicating that you are under contract for the upcoming academic year.
- **CSPP teachers complete B:** Your program manager must complete this section. Please note that we are requesting the **Contract Number** for your CSPP program. The program manager should sign the back of the business card to be included with your application.

Section 7. Applicant and Certification

- Please read and initial each statement.

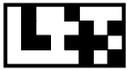
You must also complete Confidential Profile for Infrastructure Organization Participants California Department of Education, Early Education and Support Division.

Your application is incomplete without this form.

Step 4. Submitting Your Application

- **Mail in:** Return your application by certified mail or domestic return receipt to the **California Transitional Kindergarten Stipend Program** at the address listed on the application. The Office of Child Care is not responsible for documents that are sent through regular mail without a receipt to the sender.
- **Walk-in:** You may walk your application and supporting documents into the Office of Child Care located on the 6th Floor. You will receive a signed receipt from a staff member when you personally deliver your documents to the Office of Child Care.

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Name of Applicant _____

Section 7. Applicant Certification and Signature

Sign your initials to each statement and sign and date where requested.

- 1. I certify that I meet all the eligibility requirements and that all of the information and documentation provided in this application is true and correct. I understand that falsification of any information and/or documentation may require the return of all stipend monies, with penalties, to the County of Los Angeles. _____ (initial)
- 2. I understand that I will be obligated to declare any stipend award on my income tax return. _____ (initial)
- 3. My Program/District Representative has completed and signed Section 6 of this application. _____ (initial)
- 4. I understand that it is my responsibility to inform the Office of Child Care of any changes to my address from the time of application through June 30, 2019 and to provide information and documentation as requested. _____ (initial)

(Contact the Office of Child Care at (213) 974-4103 to request the Address Change Notification and W-9 Forms)

I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.

 Applicant's Signature

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 Date

Submit Your Application to:

California Transitional Kindergarten Stipend Program
Office of Child Care, SIB/CEO
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

You must also complete the Confidential Profile for Infrastructure Organization Participants Form (pages 6 through 8). Without this form your application is incomplete.



When completing this form, fill in circles and boxes like this: ● ■ Not like this: ○ ⊖ ⊗ ⊛ ⊜ ⊝

Print one character per box like this:

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16. What is your current gross salary (before taxes and other deductions)? Please Respond only once – by hour or by month or by year. Wage information is collected to help the California Department of Education better understand and report on wage levels of early care and education providers. All information will remain confidential and will be used for statistical purposes only.

Per hour \$

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or Per month \$

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or Per year \$

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Demographic Information This information is collected to help the California Department of Education better understand the characteristics and needs of people participating in their education and training programs. All information will remain confidential and will be used for statistical purposes only.

17. What is your gender? Female Male

18. How do you identify your race/ethnicity? Please check only one answer.

- Asian Latino/Hispanic Pacific Islander
- Black/African-American Native American/Alaskan White/Caucasian
- Multi-racial Other (please specify)

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19. What is the primary language you speak at home?

- English Russian Tagalog Hmong
- Mandarin and/or Cantonese Spanish Vietnamese
- Other (please specify)

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20. Please check all the languages you speak fluently.

- English Russian Tagalog Hmong
- Mandarin and/or Cantonese Spanish Vietnamese
- Other (please specify)

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21. A workforce registry is being piloted in several local quality improvement programs in California. A registry will track the education and training of the early care and education workforce in order to allow program planners to better understand the characteristics and needs of the workforce. The organizers of the pilot workforce registry would like to extend their workforce data to include participants of the California Department of Education-sponsored professional development activities.

**Do you give us permission to include the information provided on this form in the pilot registry?
All information will remain confidential**

Yes No

Thank you very much for completing this form!