



## INSTRUCTIONS

### 2015 Fall PROFESSIONAL DEVELOPMENT INCENTIVE AWARD— Higher Education (PDIA—HE) APPLICATION

This award has been developed with the goal of improving the quality of early care and education for young children and families, by promoting early childhood education college coursework, college certificate and degree attainment. PDIA—HE participants may receive \$1000 for completion of a minimum of 6 credits or \$400 for completion of 2-5 credits for Fall 2015.

**PDIA—HE awards will be available based on the following criteria:**

1. An individual must have a current Practitioner Registry Certificate at the time of application. The ECP will check your registry status online upon receipt of your application. If you would like to apply to The Practitioner Registry go to [www.mtecp.org](http://www.mtecp.org). It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending the ECP documentation.
2. Applicants must work a minimum of 15 hours a week in a:
  - State registered group or family child care home, or
  - State licensed child care center, or  
*Applicants who are in the process of becoming state licensed or registered, but have not yet been granted a certificate are eligible to apply.*
  - Montana Head Start or Tribal Head Start, or
  - Montana Child Care Resource and Referral Agency
3. The following education will qualify:
  - College courses that lead to a national credential (Child Development Associate/CDA), Montana Child Care Development Specialist Apprenticeship Certificate, 30 Credit College Early Childhood Certificate, Associate's, Bachelor's, or Master's Degrees in Early Childhood or yearly courses you are taking as continuing education. Verification of completion of coursework with a grade of 'C' or higher will be required.
  - Undergraduate courses must be taken through a regionally accredited Montana college or university.
  - Graduate courses must be taken through any regionally accredited college or university.
  - If the MT Infant Toddler or Preschool Course is being taken for 4 college credits with additional early childhood courses, it may be used to receive this award under the 6 credits or more option. If you choose to do this, you will not be eligible to receive the \$500 award for I/T course completion.

**The attached application must be completed and received in The Early Childhood Project office, no later than 4:00 p.m. on August 7, 2015. Approval and denial letters will be mailed by August 14, 2015.**

**Please ONLY SEND the application. Additional documents will be required AFTER the completion of the approved courses to receive your award. DO NOT SEND any other documents at this time with your application, they will be discarded.**

If you have any questions, please contact The Early Childhood Project at 1-800-213-6310, [ecp@montana.edu](mailto:ecp@montana.edu) or visit [www.mtecp.org](http://www.mtecp.org).

**Send to:**

**Early Childhood Project—MSU  
PO Box 173540  
Bozeman, MT 59717**





FOR ECP OFFICE USE ONLY  
PR Status:  
Level:  
Expiration Date:

**APPLICATION  
PROFESSIONAL DEVELOPMENT INCENTIVE AWARD—HIGHER EDUCATION  
FOR COURSES TO BE COMPLETED Fall 2015**

*Please type or print using BLUE OR BLACK ink.*

Name: \_\_\_\_\_ State PS# \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Place of Employment: \_\_\_\_\_ State PV#: \_\_\_\_\_

1. You MUST have a current Practitioner Registry certificate to continue with this application. We will verify your current status online. If you would like to apply to The Practitioner Registry go to [www.mtecp.org](http://www.mtecp.org). It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending your documentation to the ECP.

2. Applicants must work a minimum of 15 hours/week in one of the settings listed below:

Type of program where you work:

- Registered Family Child Care Home
- Registered Group Child Care
- Licensed Child Care Center
- Part-Day Head Start/Early Head Start
- Full-Day Head Start/Early Head Start
- Tribal Head Start
- Child Care Resource & Referral agency
- Tribal Child Care
- In process of becoming a state licensed or registered child care program

3.

How will this award help you achieve your career and education goals? Please be specific.

4.

Have you received a PDIA- Higher Ed before?  Yes  No Year: \_\_\_\_\_

5. Have you submitted the Free Application for Federal Student Aid (FAFSA) for 2015/2016  Yes  No  
Go to <http://www.fafsa.ed.gov/> for more information. This may help you pay for college!

6. Please indicate the total amount of financial assistance you expect to receive for this semester.  
(This information will not disqualify you from a PDIA- HE)

Federal Pell Grant \$ \_\_\_\_\_ Student Loans \$ \_\_\_\_\_ Employer \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

**Please choose one of the two award options:**

- \$400 for 2-5 credits
- \$1000 for a minimum of 6 credits

**Undergraduate** coursework must be completed at a regionally accredited college or university located in Montana. **Graduate** coursework may be completed at a college or university, in or out of Montana, which is regionally accredited through the U.S. Department of Education.

For the \$1000 award:

- A minimum of 6 Semester Credits or 9 Quarter Credits for Fall 2015
- \$1000 will be awarded upon successful completion of a minimum of 6 credits of approved coursework for Fall 2015

For the \$400 award:

- A minimum of 2 credits and a maximum of 5 credits for Fall 2015
- \$400 will be awarded upon successful completion of a minimum of 2 credits of approved course work for Fall 2015

### PLAN OF STUDY FALL 2015

Fill in each box below All fields in the box below are required, please use the examples as a guide to complete this

College Course <small>(ex. EDEC 160 EC through Adolescent Development)</small>	Name of College/University <small>(ex. Montana State University)</small>	Start Date & End Date <small>(ex. 8/30/15–12/16/15)</small>	Number of Semester (or Quarter Credits)
<b>Total Credits:</b>			

I \_\_\_\_\_ attest that I am seeking a Credential, Certificate or Degree in Early Childhood Education that leads to a Level 4 or higher on The Practitioner Registry.

I am currently working toward (check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Child Development Associate (CDA) credential | <input type="checkbox"/> MT Child Care Development Apprenticeship Certificate |
| <input type="checkbox"/> 30 Credit College ECE Certificate            | <input type="checkbox"/> Associate's Degree                                   |
| <input type="checkbox"/> Bachelor's Degree                            | <input type="checkbox"/> Master's Degree                                      |
| <input type="checkbox"/> Early Childhood Minor                        |   |

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Employer Certification: (Must be filled in even if the applicant is the owner/director of the facility)**

I certify that \_\_\_\_\_ is currently working 15 or more hours per week in a registered group or family child care home, a licensed child care center, Head Start, Early Head Start, or Tribal Head Start, Tribal Child Care or with a Montana Child Care Resource and Referral Agency.

**Signature of Director/Owner:** \_\_\_\_\_ **State PV#:** \_\_\_\_\_

- I certify that all information given is true and correct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applications must be received by 4:00 p.m. August 7, 2015.**

**Faxed and emailed applications are not accepted.**

**Send to: ECP/MSU, PO Box 173540, Bozeman, MT 59717**

FOR ECP OFFICE USE ONLY Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

