



PO Box 573
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303.460.6810

Professional Development Scholarships Policy:

These policies will need to be reviewed and agreed to before award is assigned.

Purpose:

To provide scholarships for Early Childhood Education (ECE) providers for professional development opportunities to higher education classes or ECE trainings that will increase their skill, knowledge and abilities.

Goal:

Create a stronger workforce for early childhood education and increase the capacity of leadership positions within child care education.

Allocation:

This scholarship currently provides funds based on the recommendation from the scholarship committee. Each scholarship may differ in value based on the need.

Requirements:

- Applicant must work a minimum of 24 hours in an ECE setting;
- A letter of recommendation must be included from a Director if working in a Center. Or a letter of recommendation from a parent of a child in your home care;
- Submit completed application to BECC;
- Applicants must be registered for a class or training prior to award being assigned. Proof of enrollment must be provided;
- The course must be passed with a grade of C or better. If in a training setting, must receive a certificate of attendance;
- A professional development plan created in the Professional Development Information System (PDIS) is required.

Process:

- Online or paper application distributed
- Applications collected and reviewed by BECC
- Scholarship amount awarded based on applicant meeting criteria
- Award letters sent to award recipients
- Recipient provides the student number or the training for which she/he is registered
- BECC contact college or trainer for an invoice and BECC will pay the college or trainer directly (student does NOT pay this bill)

- Student will attend all classes and complete required coursework
- Written confirmation that class has been successfully completed will be submitted to BECC
- The scholarship is awarded for one semester at a time. Should the student want to participate in additional scholarship opportunities, re-application is required.

Procedure for award recipient:

- Upon award of scholarship, the BECC will provide direct payment to the school for the tuition. Student will not have to handle the billing or the payment process. Submit all billing; information to the BECC promptly, a minimum of 10 days before the payment deadline;
- Upon successful completion of class, the student will send written confirmation in the form of an unofficial transcript that the class has been completed satisfactorily with a grade of C or better.

Conditions of scholarship:

If the class is not completed or is not: passed with a satisfactory grade of C or better, recipient withdraws or drops class, or does not complete all required work of the class, the recipient will repay all expenses including tuition and books within 30 days to the Broomfield Early Childhood Council.

I have read and understand all policies on the Scholarship Procedure and agree to abide by all procedures and conditions.

Applicant Name (print)

Date

Applicant signature