



Child Care Aware of Washington Scholarships Program Guidelines

Child Care Aware of Washington *Scholarships Program Guidelines*

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The Scholarships Program

Child Care Aware of Washington (CCA of WA) Scholarships is a program of Child Care Aware of Washington. CCA of WA Scholarships provides early learning professionals with resources to earn higher education certificates and degrees in early childhood education. Our goal is to advance the early learning field in Washington State by improving the educational qualifications, incentives and retention of the early childhood workforce.

Scholarships Program Staff

Director of Early Learning

The Director of Early Learning manages and oversees the scholarships and Early Learning departments. The Director represents these departments as well as the Child Care Aware of WA network at early care and learning meetings nationally, statewide and in local communities as well as reviews and updates processes for program policies to increase alignment with program goals and the overall Early Achievers quality framework.

Scholarships Program Manager

The Scholarships Program Manager manages day-to-day operations of the scholarships program and collaborates with regional Child Care Aware of Washington offices, state-level partners and funders to ensure successful implementation of scholarship opportunities that advance educational outcomes for child care and early learning professionals in Washington. Collaborates with the Director of Early Learning, college program advisors and directors and community partners to help maintain and grow the scholarships program.

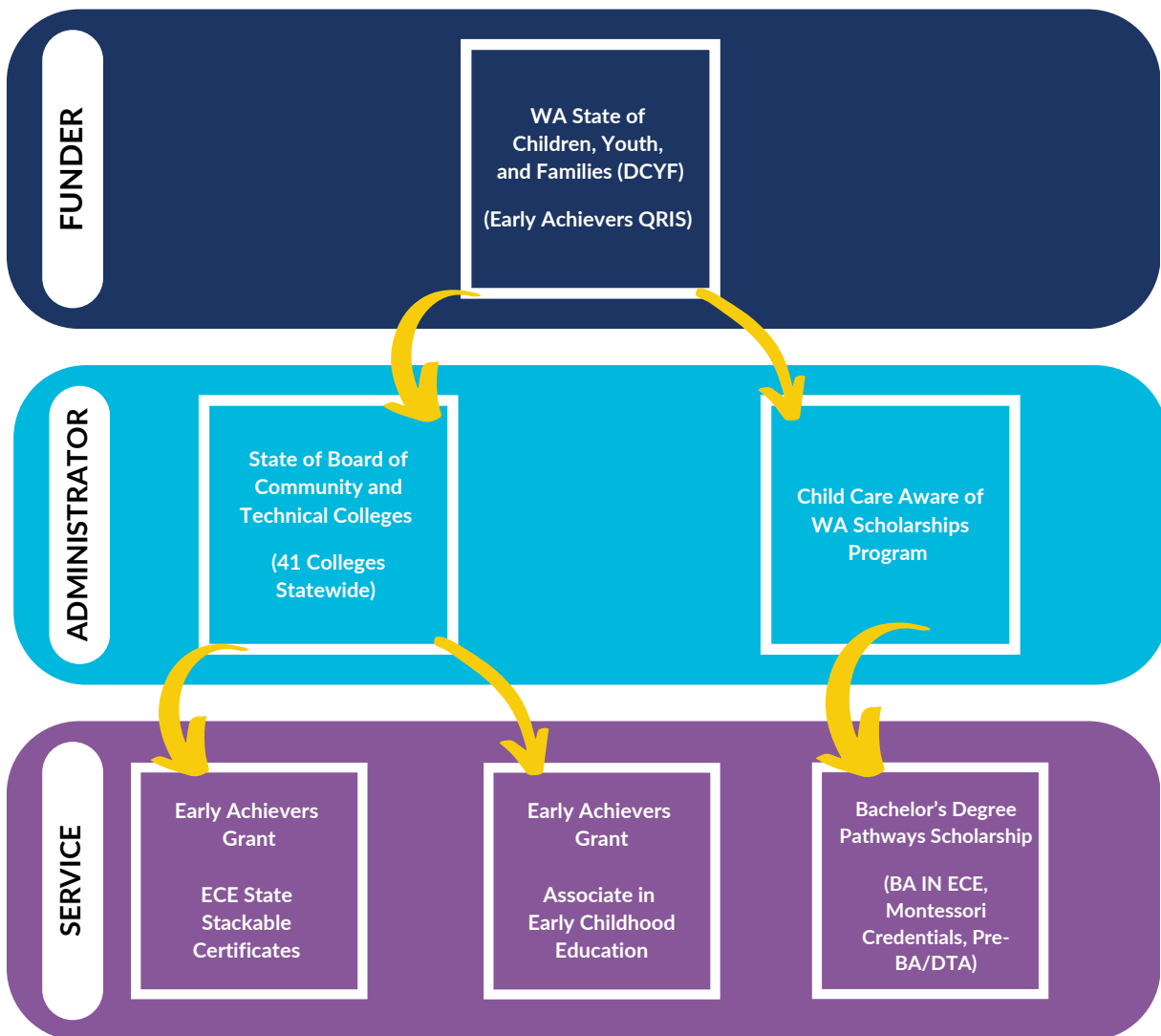
Scholarships Program Coordinators

The Scholarships Program Coordinators provide guidance, advocacy and navigational support for both scholarship applicants and active scholars. They are directly responsible for case management by issuing, tracking and processing scholarship applications, contracts, registration, tuition vouchers, grades, reimbursements and other related documents. They work with center directors, financial aid staff, community college early childhood education staff, child care providers and community partners to successfully meet the goals of both our scholars and our program.

Funding for Child Care Aware of Washington Scholarships

The Washington State Department of Children, Youth, and Families (DCYF) provides grants and scholarships for child care professionals through [Early Achievers](#), Washington's quality rating and improvement system. The diagram below illustrates the different programs offered and the organizations that administer them. Eligible early learning professionals may receive funding from [Child Care Aware of Washington](#) for bachelor's degree scholarships in early childhood education or from the [State Board of Community and Technical Colleges](#) (SBCTC) for early childhood education certificates and associate degrees, but may not receive funding from both organizations at the same time. Applicants can pursue their certificates or degrees on a part time or full time basis. Click this link for more information about the degrees and certifications supported by our [DCYF Scholarship Funded Programs](#).

To find the [Early Achievers Grant](#) point of contact for colleges, click the link here: <https://www.sbctc.edu/colleges-staff/grants/early-achievers-grant-program-contacts.aspx>.



Bachelor's Degree Pathway Scholarship

CCA of WA Scholarships offers three pathways for obtaining a Bachelor's Degree in Early Childhood Education or a similar, approved field. Applicants can pursue their pathways on a part time or full time basis. Applications for this scholarship are available online.

Click this link for more information about the degrees and certificates supported by our [DCYF Scholarship Funded Programs](#).



Bachelor's Degree Completion Pathway (No new awards available)

The Bachelor's Degree Completion Pathway is for early learning professionals who need to complete the last two years of their BA or BAS Degree. This pathway is for those who have completed an associate degree or a Direct-Transfer Agreement (DTA), and have already applied to, or been admitted to, a Washington State Bachelor's Degree program in Early Childhood Education or a similar, approved field. Applicants needing additional credits in order to be accepted into their chosen bachelor's degree program are not eligible for this pathway but may be eligible for our DTA/Pre-BA Coursework Pathway.



DTA/Pre-BA Coursework Pathway (No new awards available)

The Direct-Transfer Agreement/Pre-Bachelor's Degree Coursework (DTA/Pre-BA) Pathway supports qualified applicants toward the completion of a Direct-Transfer Agreement (DTA) or pre-bachelor's degree coursework necessary to enter a BA or BAS program in Washington State. Eligible applicants do not need to have an associate degree to choose this pathway but must have some credits toward a DTA. Child Care Aware of Washington will cover up to 30 lower-division (100 and 200 level) credits for scholars working toward an Associate Degree in Early Childhood Education or a similar, approved field, as required toward a BA or BAS program.



Montessori Credential Pathway (New awards available if funding allows)

CCA of WA Scholarships supports eligible early learning professionals who wish to earn a Montessori Credential. Eligible applicants can pursue their credential either part time or full time and must have already met the education requirement set by the institution. This pathway can be used at any approved MACTE-accredited academy in Washington State. **For a list of covered Montessori Academies**, please visit the MACTE website: <https://www.macte.org/accredited-programs/#/?state=Washington>.

Eligibility for Scholarships

Applicants must meet all eligibility requirements for a selected pathway to apply. Submission of an application does not guarantee a scholarship award.

Bachelor's Degree Completion Pathway

- Be employed by a WA child care center or family child care program that is participating in **Early Achievers, Washington's Quality Rating and Improvement System**
- Work an average of 10 hours per week in an approved job role at current facility (Family Home Owner/Licensee; Center Director; Assistant Director; Program Supervisor; Lead or Assistant Teacher; EA Coach; ECEAP Family Support Staff)
- Have worked for a minimum of three months at current facility at time of application
- Have an associate degree, or a Direct-Transfer Agreement (please submit this in MERIT)
- Have documentation of application to, or acceptance at, a Washington State BA or BAS Degree program in ECE or a **similar, approved field** (copy of application or acceptance letter required)

DTA/Pre-BA Pathway

- Be employed by a WA child care center or family child care program that is participating in **Early Achievers, Washington's Quality Rating and Improvement System**
- Work an average of 10 hours per week in an approved job role at current facility (Family Home Owner/Licensee; Center Director; Assistant Director; Program Supervisor; Lead or Assistant Teacher; EA Coach; ECEAP Family Support Staff)
- Have worked for a minimum of three months at current facility at time of application
- *Be in pursuit of, or within 30 credits of starting a BA or BAS degree in ECE or a [similar approved field](#)

Montessori Credential Pathway

- Be employed by a WA child care center or family child care program that is participating in **Early Achievers, Washington's Quality Rating and Improvement System**
- Work an average of 10 hours per week in an approved job role at current facility (Family Home Owner/Licensee; Center Director; Assistant Director; Program Supervisor; Lead or Assistant Teacher; EA Coach; ECEAP Family Support Staff)
- Have worked for a minimum of three months at current facility at time of application
- Must have met the education requirement set by the institution.
- Plan to attend a [Montessori Accreditation Council for Teacher Education \(MACTE\)](#)-accredited school in WA

Scholarship Application Process

CCA of WA Scholarships Application: <https://childcareawarewa.org/scholarships/>

Application Process Map: (Montessori)



All applications must be completed and verified by the applicant's employer to be considered and incomplete applications will not be considered. Applications can be saved and finished later if necessary. The application takes an average of 30 minutes to complete.

Before you apply

Before beginning the application process, applicants need the following items available:

- Authorized Facility Representative (Employer) name and email address (this is required and must be entered to complete the application)
- Applicant's STARS Identification Number
- Applicant's primary email address (one that is checked most often)
- Applicant's facility's Early Achievers participation status (please verify with your employer that they are participating in Early Achievers and/or are willing to support you throughout this scholarship)
- Past academic information (names of previous high school and college, dates of attendance, majors, etc.)
- Acceptance letters to your institution and BA program
- Complete unofficial transcripts from all previous and current institutions showing awarded degrees Applicant's schedule for term being awarded (including coursework and detailed breakdown of tuition information)

Who is the Authorized Facility Representative?

The title or position of the Authorized Facility Representative may vary from facility to facility, but this person is generally in charge of the applicant's work schedule and/or salary.

When you apply: Application Form and Tasks

Applicant information required on the form

- Personal information (address, phone, email, etc.)
- Employment/Employer's information
- Academic history
- Academic Goal - All eligible programs are listed in the application; if the scholarship an applicant wants to apply for does not appear they should contact the scholarships team atscholarships@childcareawarewa.org

Child Care Aware of Washington Scholarships

Scholarships@childcareawarewa.org

866-308-3224

Employer Verification

Once the applicant completes the Employer Verification section of the application, an email is automatically sent to the Authorized Facility Representative for completion of the final step of the application. Applicants must complete the task of contacting their Authorized Facility Representative to notify them that they need to check their inbox or spam folder for the email. The Authorized Facility Representative must complete and submit their portion of the application. The application is then submitted to CCA of WA Scholarships for consideration.

Application Priority Deadlines

CCA of WA Scholarships continually accepts applications, unless otherwise indicated. Applications must be complete and received by the dates listed to be prioritized for the corresponding term. Only complete applications can be considered. Applications are considered complete when they are signed and submitted by the Authorized Facility Representative.

Applications received before the priority deadline dates are guaranteed to be reviewed. Applications received after these dates may still be eligible for funding if funding permits, and if funding is not available then applicants will be placed on a waiting list. Final application deadlines are as follows: Fall 9/6; Winter 12/6; Spring 3/6; Summer 5/6.

Applicants are notified of status updates and scholarship awards via email to the email address indicated on the application and in their online account. Applicants should contact the scholarships team if they have not received an email regarding their scholarship application by the sixth week after submitting their application.

Important Scholarship Deadlines

Application Priority Deadlines

Fall Term.....	Aug. 15th
Winter Term/Spring Semester.....	Nov. 15th
Spring Term.....	Feb. 15th
Summer Term.....	Apr. 15th

Participation in Early Achievers and submitting a scholarship application does not guarantee award of a scholarship. Scholarship awards are based on eligibility, award priority and available funding.

Scholarship Awards

Scholarships are awarded to eligible applicants based on available funding. For our Montessori scholarships, we accept applications throughout the year and CCA of WA Scholarships will only review complete applications. Submission of an application does not guarantee an award, and funding is subject to change by the Department of Children, Youth, and Families and CCA of WA Scholarships.

Waitlist

CCA of WA Scholarships will place eligible Montessori applicants on a waitlist if the number of applicants exceeds the amount of funding available, or if we are not yet awarding for the term indicated on the application. Applicants on the waitlist will continue to be considered each month but will remain on the waitlist until funding is available, or for up to one year from the date the application is received. Applicants will receive notification from CCA of WA Scholarships regarding the status of their application and CCA of WA Scholarships will contact applicants by email once additional funds are available for the award.

Failure to reply to CCA of WA Scholarships emails will result in removal from the waitlist. Applicants removed from the waitlist will need to reapply for a scholarship from CCA of WA Scholarships if they wish to be considered again.

Nondiscrimination Policy

Scholarship recipients may be selected based on criteria reasonably related to the charitable purposes of CCA of WA Scholarships and its funding. From the list of individuals that meet the established scholarship eligibility requirements, all scholarships shall be awarded on an objective and nondiscriminatory basis. In selecting scholarship recipients, CCA of WA Scholarships will not take into account ethnicity, race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, veteran or immigration status.

Scholarship Contracts

The contract specifies the dates the scholarship covers, as well as the maximum allowed dollar amounts for tuition and other benefits. Scholarship contracts are valid for one year. CCA of WA Scholarships contract dates are based on calendar quarters.

A Scholarships Contract
typically covers four
consecutive calendar
quarters (one full year)
from the start date of
the contract.

Each scholar receives a scholarship contract that is a joint agreement between the scholar, their facility and CCA of WA. It is imperative that all involved parties read and sign the contract. This contract provides information about the responsibilities of the scholar, the supporting facility and CCA of WA Scholarships. The contract is sent electronically via DocuSign to the scholar, the authorized facility representative (as indicated on the scholarship application), and the Child Care Aware of Washington Program Manager, in this order.

Scholars have a limited number of days to sign the contract before the contract expires. If a contract expires before the signature process is completed, the scholarship offer may be voided. Scholars must monitor their email and respond to the incoming scholarship contract in a timely manner and notify CCA of WA Scholarships if their contact information changes.

CCA of WA Scholarships will consider a scholarship recipient an active scholar upon receipt of a signed scholarship contract from all involved parties, and once we have sent you a welcome email. CCA of WA Scholarships reserves the right to modify the terms of the scholarship contract as funding allows or if the scholarship recipient receives other sources of financial aid. The conditions of the contract are subject to change.

Expectations of Scholars

- All scholars are strongly encouraged to apply for financial aid before applying for our scholarship. Applying for financial aid is not mandatory. If scholars do apply they are required to send us their financial aid award letter (that includes the amount awarded each term).
- Scholars must inform CCA of WA Scholarships if they are using other sources of financial aid.
- Scholars must complete a minimum of 15 academic credits within the 12-month scholarship contract.
- Scholars must respond to communications from CCA of WA Scholarships during the timeframes indicated.
- Scholars and authorized facility representatives are required to notify CCA of WA Scholarships by email if there is a change in a scholar's contact information, employment status or academic status.
- Scholars must adhere to CCA of WA Scholarships guidelines and contract terms.
- Scholars must complete an End-of-Contract Survey at the end of each scholarship contract.

Facility Participation

All applicants must have the full support of their sponsoring child care facility in order to qualify for and maintain a scholarship. An authorized representative from the applicant's child care facility is required to sign the application and the scholarship contract.

Facilities are responsible for informing CCA of WA Scholarships of any change in the scholar's employment, which includes, but is not limited to, reduction in hours, change in position, termination, or departure from the center. Scholarship contracts are between three parties - the scholar, the scholar's facility and Child Care Aware of Washington.

Changing Child Care Facilities

Scholars can maintain eligibility if they are employed by a facility participating in Early Achievers and are meeting all scholarship contract requirements. Scholars must notify CCA of WA Scholarships of a change in employment within ten days of their last day of employment with their facility. The scholar must demonstrate employment with another facility participating in Early Achievers within 28 business days of ending employment with their previous facility. Scholars lose eligibility for our scholarship contract completion incentive if they change child care facilities.

If an applicant changes their child care facility they must reapply for the scholarship, with their new facility information and their new authorized facility representative signature. Applicants must be eligible in order to apply for a scholarship and must maintain eligibility requirements throughout the application process and the scholarship contract. Changes to employment may affect scholarship eligibility.

Scholarship Benefits

The Bachelor's Degree Pathway Scholarship supports eligible providers by reducing the costs associated with earning a bachelor's degree or Montessori Credential. These benefits may change from one fiscal year to the next.

CCA of WA Scholarships funds are disbursed each term, based on the scholar's academic progress and successful completion of scholarship contract requirements.

Tuition and Fees

Our scholarships cover up to \$9,000 in tuition and tuition-related fees per year-long scholarship contract. Tuition is paid directly to the academic institution based on the amount owed, as indicated by enrollment information submitted each term. CCA of WA Scholarships funds will be applied after financial aid grants and other scholarships, but before financial aid loans.

Tuition Payment Vouchers

Scholars are required to submit detailed coursework and tuition statement documentation to CCA of WA Scholarships each academic term, before their institution's 100% refund deadline. CCA of WA Scholarships sends tuition payment vouchers to the scholar's academic institution. The voucher notifies the institution that CCA of WA Scholarships promises to pay the amount indicated on the voucher. Students should not receive a bill for tuition charges covered by CCA of WA Scholarships.

Montessori scholars do not have to send in coursework and tuition information, but are required to stay in good standing at their Montessori Academy during the scholarship. CCA of WA Scholarships works with each academy to pay for courses in three payments throughout the scholarship contract and also verifies the scholars' good academic standing in the program with staff.

Attending Multiple Colleges

CCA of WA Scholarship funds can be used to attend two different academic institutions during one academic term. In this case, the scholar submits student schedules for both institutions and tuition will be paid directly to each institution. Once a scholar exceeds \$9,000 in tuition benefits within a scholarship contract year, they are responsible for any remaining balances.

CCA of WA Scholarships can be used at any Washington State institution that is approved by the Department of Children, Youth and Families (DCYF). CCA of WA scholars who need to complete pre-BA (100-200 level) coursework can attend any approved community or technical college in Washington State.

To find a list of covered programs and to learn more about colleges and early childhood education programs in Washington State, please examine the linked document:
https://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0033.pdf

College Fee Coverage

CCA of WA Scholarships covers the cost of certain college fees associated with enrollment and tuition. Below is a list of common fees we cover and do not cover:

Covered Fees	Non-Covered Fees
• Tuition/Registration Fees • Placement Test Fees • Articulation, Transfer or Prior Learning Assessment Fees • Graduation/Certificate Fees • Security Fees	• College Admissions/Application Fees • Late Fees • Parking Fees • Shipping Costs for Books, Required Materials and Supplies

Book Reimbursement

CCA of WA Scholarships reimburses scholars up to \$500 for the cost of books and other required exams and materials each scholarship contract year. Each term, scholars can submit a Reimbursement Claim Form and purchase or rental receipts for reimbursement. The Reimbursement Claim Form can be submitted online. Forms must be submitted by the appropriate deadline for each quarter. Scholars are responsible for the cost of books and materials once the \$500 reimbursement benefit is reached within a scholarship contract year. The Reimbursement Claim Form is available here: <https://childcareawarewa.org/scholarships/scholar-resources/>

A child care facility, family member or acquaintance may purchase books for a scholar. For a facility to be reimbursed, scholars must submit the Reimbursement Claim Form for the facility and must include the signature of the facility representative. If a family member or an acquaintance purchases the books and their name is on the receipt (not the scholar's), then the scholar must provide a brief explanation as to why their name is not on the receipt. Depending on the fee or reimbursement, the Scholarships Team may request additional information.

Important Scholarship Deadlines

Release Time Form

Fall Term..... Jan. 15th
Winter Term..... Apr. 15th
Spring Term..... Jul. 15th
Summer Term.... Oct. 15th

Course Materials Coverage

If scholars purchase or rent any required materials other than books, scholars must submit a copy of the course syllabus page or screen capture that reflects the course materials list with their Reimbursement Claim form and receipts.

General Exclusions

Computers, laptops, tablets and other computer-related hardware are excluded from the book and materials allowance. Notebooks, paper, printing, binders, writing utensils and other general school supplies are also excluded, even if they are listed on the syllabus.

Release Time

Release Time is a voluntary benefit used to compensate child care facilities for supporting scholars while they are enrolled in higher education. Scholars may use the paid time off to study, meet with advisors, attend classes, or to address any matters regarding their coursework.

The scholar's child care facility still pays the scholar for this time at their regular rate of pay. CCA of WA Scholarships will pay the child care facility (even if the scholar is also the owner), \$15.00 per hour, for up to three hours each week of enrollment, for the time away from the scholar's work duties. Facility directors and scholars must complete the Release Time Reimbursement Claim Form (Form C) during the term and submit the request for payment at the end of that term before the term deadlines listed in the adjacent graphic and payments are made to child care facilities. The Release Time Reimbursement Claim form is available here:

<https://childcareawarewa.org/scholarships/scholar-resources/>

New Scholars

CCA of WA Scholarships welcomes scholars with a “Next Steps” email that provides detailed information about successfully maintaining scholarship contracts and gives scholars an idea of what to expect and what to do next, such as completing the CCA of WA new student orientation.

One Time Only

New Scholar Orientation (Montessori Scholars)

If you are a brand new CCA of WA scholar, you must schedule a meeting with a member of our scholarships team to review the particulars of your scholarship. The link for scheduling a meeting will be available in your welcome email. If you are a scholar who is renewing, you are not required to take this step, however please feel free to message us at scholarships@childcareawarewa.org if you have any questions.

Scholarship Paperwork Submissions

1. **EFT Form (OPTIONAL):** Scholars will receive reimbursements via EFT (Direct Deposit). Scholars can complete and submit the EFT (Direct Deposit) Payment Authorization Form with a copy of a cancelled/voided check from the account where the reimbursements will be deposited. If an EFT Form is not submitted, then all reimbursements for books, materials, and other direct scholar payments are sent via check. We highly recommend filling out the EFT Form in order to reduce the amount of time it takes for a scholar to receive their reimbursement, as well as to mitigate the risk of lost or damaged checks.
2. **Academic Advising Form (ONLY REQUIRED IF CHANGING ACADEMIC PROGRAMS):** If a current scholar changes their academic program, they are required to consult with their new college's program advisor to discuss their course of study and submit a new Academic Advising Form. The form is due to CCA of WA Scholarships by the end of the first three months of their new scholarship contract. **Failure to submit this form may result in suspension of scholarship benefits or cancellation of the contract.** Scholars should schedule time to consult with the program advisor in person, via email or by phone.

Every Scholarship Contract

End of Contract Survey (REQUIRED): Scholars must complete the end-of-contract survey in order to successfully end or renew their scholarship contract.

Every Quarter

1. **Student Coursework/Schedule and Tuition and Fees Statement (Required):** Scholars must submit their student coursework/schedules and tuition and fees statement to CCA of WA Scholarships immediately after registering for courses, along with a copy of any financial aid award letters (if applicable) for each academic term. CCA of WA Scholarships will send payment vouchers to institutions only after we have received the appropriate schedule information and have approved scholars' coursework. The process of issuing payment vouchers usually takes 24-48 hours. A [Student Schedule](#) must have the following:

- College Name
- Academic Term (i.e. Spring quarter)
- Student Name
- Course Number (ex: ECE 305)
- Units/Credits
- Itemized Tuition/Fees Charges
- Total Amount Due

2. **Tuition Payment Information:**

CCA of WA Scholarships funding is applied after Federal Financial Aid grants, VA funding and other scholarships (gift aid), have been applied to the tuition balance. CCA of WA Scholarships will not pay for sports fees, entrance fees and other fees not related to tuition, such as admission and application fees. Scholars must notify CCA of WA Scholarships if they decide to add or drop a course after a tuition voucher has been sent to their school. Scholars will be responsible for any costs incurred if they drop a class after their institution's 100% refund deadline. It is recommended that scholars contact their academic advisor before dropping a class since each college has its own guidelines and deadlines for this process.

3. **Financial Aid Award Letter (REQUIRED IF FINANCIAL AID AWARD HAS BEEN GRANTED):** Applying for financial aid is not mandatory but strongly encouraged. If a scholar applies for financial aid (FAFSA), they will need to submit their award letter to scholarships each financial aid year. The letter should reflect the amount awarded each term and is needed before a voucher can be sent to the scholar's school. If the scholar is awarded a financial aid grant, the CCA of WA scholarship funding will then be applied after the grant, but before loans.

Scholars should ask their college Financial Aid/Cashier's office to put their account on hold while the tuition voucher is processed. Scholars should never have to pay up front for tuition covered by CCA of WA Scholarships. Check the FAFSA website for application information:

[Apply for FAFSA](#)

4. **Reimbursement Claim Form (OPTIONAL):**

If coursework requires books or special materials, scholars must purchase or rent them and save the receipts to be reimbursed. To receive reimbursement, scholars must submit a completed [Reimbursement Claim Form](#), with copies of receipts and or other required documents as applicable. The completed form must be submitted by the appropriate quarterly deadlines posted on our [website](#). Reimbursements are provided according to calendar quarters.

5. **Release Time Claim Form (OPTIONAL):** If scholars need to leave during their regularly scheduled work time to participate in school-related activities (advising, tests, coursework, etc.) scholars have the benefit of release time. This time can be used by their facility to supplement the cost of their time away. The intent is for scholars to not lose pay while they are navigating school and work at the same time, and to compensate scholars' facilities for supporting them while they attend school. Release time should be used when it is necessary (for example, the course is only taught during a time when the scholar is scheduled for work). Scholars must submit the [Release Time Claim Form](#), by the quarterly deadlines noted on our [website](#) and on the form. This form can be submitted twice each quarter or all at once at the end of the quarter.
6. **Final Transcript/Final Grades Submission (REQUIRED):** At the end of each term, scholars must submit their unofficial transcript or a copy of their grades. We require these in order to pay for the next term and to process any reimbursements for books or release time. Final transcripts must be submitted with the degree or certification listed within 30 days from the end of the academic term.

Scholarship Maintenance

To successfully maintain scholarship contracts, scholars must complete paperwork each quarter. Scholars are required to check in with CCA of WA staff each quarter to determine if funding will be needed for courses and materials.

First Quarter Awarded

Newly awarded scholars are required to attend courses during the first quarter of their award. Failure to attend may result in termination of their scholarship contract.

Scholars unable to meet the requirements listed above may be provided with an exception to this rule. To be granted a first quarter award extension, scholars must:

- Contact the scholarship program if they are unable to meet the requirements listed in their scholarship contract.
- Provide a clear plan of action to ensure that they will be able to attend courses in the following quarter.

CCA of WA Scholarships staff will determine on a case-by-case basis whether the scholar has made reasonable attempts to attend courses in their first eligible quarter, and whether there is a clear plan of action for attending courses in the following quarter.

Consecutive Term Enrollment

A goal of CCA of WA Scholarships is to ensure that scholars consistently move towards their academic goals. This involves consistently being enrolled in classes to meet contract requirements.

- Scholars are required to complete the minimum number of credits per contract.
- Scholars are required to notify CCA of WA Scholarships staff before the beginning of a term if they do not intend to enroll in courses.
- Scholars failing to enroll in coursework for two consecutive quarters/semesters, without informing CCA of WA Scholarships, will lose their scholarship and may be ineligible to reapply for funding.

Scholars who need to take time off from coursework for a term during the contract year are able to as long as they inform CCA of WA Scholarships of the reason, via email, and receive approval. Certain circumstances include, but are not limited to:

- Scholar cannot register because course(s) is full or was cancelled by the college
- Scholar must drop course(s) due to an approved medical withdrawal or family emergency
- Scholar's courses conflict with work schedule
- Scholar needs courses that are not offered in that particular term
- Scholar met the minimum credits requirement in less than three terms

Courses Failed, Withdrawn or Dropped

Scholars are expected to pass all courses attempted each term.

Failing or withdrawing from a course:

If a scholar fails their course or takes a withdrawal ("W") on their transcript after the institution's deadlines (i.e. add/drop date), they will be required to repeat the course the following quarter or as soon as the course is next available. The cost accrued for the failed or withdrawn course will be paid by the scholarships program. If the scholar fails or takes a "W" for the same course a second time, the scholar is responsible for reimbursing the cost of tuition and fees to CCA of WA. If they failed or take a "W" for that course or any other course with a combined total of three failed/withdrawn courses, we must close out their contract before the next quarter starts, but they would only owe for that 2nd failed/withdrawn course.

Dropping from a course:

Scholars who decide to drop a course after the add/drop deadlines set by their institution, might owe either all of the tuition amount or just a portion of the tuition amount. In certain situations, Scholarships will need to follow up with the scholar's institution to determine the actual date the class was dropped and the actual amount the scholar will owe to CCA.

Cancellation of a Scholarship Contract:

A scholar will lose their scholarship and be ineligible for a renewal contract if they:

1. Fail, drop or take a withdrawal for any three classes during their contract. (This does not include courses with an "Excused Withdrawal" status).
2. Do not pay their balance in full OR do not set up a payment plan with CCA of WA Finance Department within 10 business days of their notification from CCA of WA Scholarships Department.

Scholar Responsibilities and Conditions:

It is the responsibility of the scholar to immediately inform CCA of WA Scholarships of any potential hardships or changes in their academic plan, or to request special payment arrangements in relation to this policy. Scholars are permitted to continue using their scholarship and enroll in courses once they have met their payment obligation of either setting up a payment plan or paying the balance in full.

Scholars will need to check with their college regarding minimum grade requirements for ECE classes and program completion. Many programs require scholars to have a 2.0, or C, Grade Point Average for each class or as an average to complete the program.

Cancelled Courses

Colleges reserve the right to cancel any course for which there is insufficient enrollment or for other reasons as judged necessary by the college.

Scholars must notify CCA of WA Scholarships as soon as they receive notice from the college that their class has been cancelled. In the event that courses are cancelled by the college, and the scholar is not charged tuition and fees, the credits associated with the cancelled course will be removed from the total minimum required credits established in the scholarship contract. The scholar is still expected to meet the minimum credit requirement of their scholarship contract. Exceptions can sometimes be made on a case-by-case basis as determined by CCA of WA Scholarships.

Scholarship Contract Renewal

Scholarship contract renewal is not guaranteed. Scholars can request to renew their scholarship contracts for another year if there is funding available, if their previous scholarship contracts are in good standing and if they maintain their scholarship eligibility. Toward the end of a scholarship contract, CCA of WA Scholarships will contact scholars via email to inquire if scholars wish to renew their scholarship contracts.

To qualify for potential renewal of a scholarship contract, scholars must:

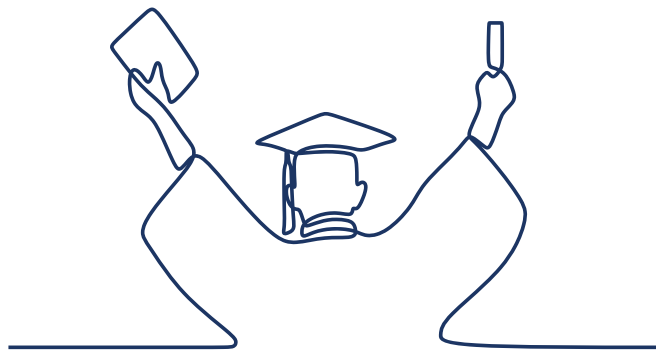
- Submit all required forms for their current contract
- Meet the contract terms and have completed the minimum number of required credits
- Continue to meet the eligibility requirements of the scholarship
- Continue to work at a facility that participates in Early Achievers
- Maintain contact with the CCA of WA Scholarships Team
- Complete the CCA of WA Scholarship End-of-Contract Survey

If funding is available, Montessori Scholarship recipients can be eligible to renew their scholarship to complete their student teaching requirement if they have successfully completed their first year of their Montessori program on the Child Care Aware of Washington Scholarship.

Scholarship Completion

How do I complete my scholarship?

Scholars who have completed their last term classes and satisfied their degree requirements at their school can close their scholarship. To complete this step, scholars will need to complete their end of contract survey and submit their unofficial transcript that reflects their last term grades and degree award status.



Graduation Success

CCA of WA scholars benefit from the high-touch care from the scholarships department. Scholars are provided encouragement and support from the onset of their scholarship, to their graduation and beyond. Scholars also receive congratulatory correspondence and graduation gifts, and select graduates are featured in our marketing ads, quarterly newsletters, website, blog and social media posts.

Frequently Asked Questions



How much does it cost to apply for the Montessori scholarship, and what is the deadline to apply?

There is no cost to apply for this scholarship. The application deadlines are specific to each term: Fall term is August 15th; Winter term/Spring Semester is November 15th; Spring term is February 15th; Summer term is April 15th.

Can I use this scholarship with other scholarships, grants or loans?

Yes. Child Care Aware (CCA) of Washington scholarships can be used in conjunction with most forms of financial aid and scholarships, except for Early Achievers grants. Your scholarship will be applied to student financial aid packages after all other grants and scholarships, and before any student loans.

What colleges can I attend?

You can attend any Washington State higher education institution that has an academic program approved by DCYF.

Do I have to major in early childhood education to qualify and keep this scholarship?

CCA of WA scholarships will cover any coursework necessary for the completion of your academic goals in early childhood education or another approved academic program.

Frequently Asked Questions



I just renewed my scholarship, but I cannot find classes to take this quarter. Can I wait until next quarter to use my scholarship?

If you are unable to enroll for whatever reason, you must contact us.

What if I drop a class?

If you drop a course after your college's drop deadline and after CCA of WA has sent a payment voucher for your tuition and fees, you may be charged a portion or all of the costs for that course. To avoid financial responsibility, contact the college to identify the date for which a full refund can be made.

What if I fail a class?

If you fail a class, or take a "W" on your transcript, you will be required to repeat the course the following term or as soon as that class is next available. CCA of WA will cover the cost of the first failed course or "W" taken, but if you fail or take a "W" for the same class again, you will be responsible for reimbursing CCA of WA for the cost of the second class. If you fail a course or take a "W" on your transcript for any three courses during your one-year contract, then you will lose your scholarship.

What GPA do I need to maintain to keep my scholarship?

Your minimum required GPA to maintain is based on your school's program grade requirement. Please check with your school's Program Advisor for those requirements.

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Do I have to re-apply for the scholarship every term?

No, you do not have to apply every term. Once you apply and are awarded, your scholarship contract is active for one year and you can find the specific start and end dates in your scholarship contract.

What if I change employers after I am awarded the scholarship?

Scholars must notify CCA of WA Scholarships of a change in employment within ten business days of their last day of employment with their facility. Scholars must then provide proof of employment with their new facility within 28 business days of ending employment with their previous facility.



Definitions & Acronyms

Term	Definition
Academic Advising Form	Form used by CCA of WA Montessori Scholarships to determine a scholar's academic goal and the timeline of support. The form is found online and must be completed by the scholar and signed by an academic advisor at the institution the scholar is attending.
Academic Term/Term	The academic period of courses taken at an academic institution. Terms may be quarters (four 9-12 week terms), semesters (two 15 to 16 week terms), or trimesters (three 10 to 14 week terms).
Applicant	A person applying for a scholarship.
Articulation Fees	Any fees required by the institution for the review and transfer of college credits from another institution. Scholars should check with their institution for more information about these fees. (See also Prior Learning Assessment Fee or Transfer Fee.)
Associate Degree	A post-secondary academic degree issued by a community college, university or technical college that can be earned in as little as two years if attending full time. Associate degrees usually consist of 90 college credits that often include general education courses, electives and courses required toward a chosen major. Types of associate degrees include an Associate of Arts (AA), Associate of Technical Arts (ATA), Associate of Arts and Science - Direct Transfer Agreement (AAS-DTA), Associate of Science (AS), Associate of Applied Science (AAS) and Associate of Applied Science - Transfer (AAS-T). The recipient of an associate degree can transfer credits toward a bachelor's degree program.
Associate of Applied Science (AAS)	An Associate of Applied Science, or AAS, degree is a two-year undergraduate degree similar to the Associate of Arts (AA) and the Associate of Science (AS) Degree. The AAS degree is offered at most community colleges, technical colleges and vocational schools, as well as a few Bachelor's degree-granting colleges and universities. The AAS degree is designed for students who intend to enter the workforce immediately following graduation. Consequently, most AAS degree programs require students to choose an area of emphasis or specialty early in the program, so they are adequately prepared for entry-level career positions in a specific field upon graduation. Most AAS programs teach real-world skills that are immediately applicable in the workplace.

Term	Definition
Associate of Applied Science Transfer (AAS-T)	A two-year, job-training degree. It prepares students for immediate employment and is designed to provide transfer opportunities to students with a desire to work toward earning a bachelor's degree at specific universities. An AAS-T degree is a degree awarded in a career and technical discipline that contains a minimum of 20 transferable general education credits. <i>Not all colleges offer AAS-T degrees and not all AAS-T degrees transfer to all four-year programs.</i>
Associate of Technical Arts (ATA)	The Associate of Technical Arts Degree is similar to the AAS degree. It is designed for those students wishing to enter the workforce immediately following graduation.
Authorized Facility Representative	The person at a child care facility who signs scholarship application, forms and contracts on behalf of child care facilities.
Bachelor's Degree (BA)	For the purpose of this scholarship program, this is a post-secondary degree issued by a college or university that is usually earned in four years if attending full time. Bachelor's degrees usually consist of approximately 180 college credits with the last two years (junior and senior years) focusing on a specific major. Types of bachelor's degrees include a Bachelor's of Arts (BA), Bachelor's of Applied Science (BAS), and Bachelor's of Applied Science - Teaching (BAS-T).
Calendar Terms	For the purpose of this scholarship program, calendar terms are three-month segments of the year starting with the first day of January. There are four calendar terms (January 1 - March 31, April 1 - June 30, July 1 - September 30, October 1 - December 31). If you fail any three courses during your one year contract then you will lose your scholarship.

Term	Definition
Child Care Aware of Washington	Child Care Aware of Washington is a nonprofit agency dedicated to ensuring that every child in Washington has access to high-quality child care and early learning programs. As a statewide organization, Child Care Aware of Washington advocates for child care and early learning providers while also delivering the means to make a positive difference for all children, including those furthest from opportunity.
Child Care Aware of Washington Scholarships	Child Care Aware of Washington Scholarships is a program of Child Care Aware of Washington that supports early learning professionals who wish to expand and enrich their expertise in early childhood education by providing scholarships and other forms of support. The goal of Child Care Aware of Washington Scholarships is to advance the early learning field by improving the educational qualifications, incentives and retention of the early childhood workforce.
Child Care Provider	For the purpose of this scholarship, this is a professional who cares for, teaches or supervises children in a home, center or school-based child care setting. The children in these programs range in age from birth to age five.
Contract Year	The dates or terms a scholarship contract is valid. These dates are indicated in the contract and usually cover four academic quarters or two semesters from the start date of the contract. The length of scholarship contracts may vary.
Coursework	Written or practical academic work required in a course of study for the purpose of gaining skills and education.

Term	Definition
Direct Transfer Agreement (DTA)	The Direct Transfer Agreement (DTA) is a Washington State policy that enables the transfer of earned credits from one academic institution to another. The Direct Transfer Agreement (DTA) associate degree is designed to transfer to most bachelor's degree programs at four-year colleges and universities.
DocuSign	A third-party, online program that used to issue, track and sign documents electronically.
Early Achievers	Early Achievers is the voluntary Quality Rating and Improvement System (QRIS) for Washington State child care and early learning facilities. The framework was created by the Washington State Department of Children, Youth, and Families with key input and support from Washington state early learning professionals, with the goal of being Washington's roadmap to improving early learning so that all children can start school ready to succeed. Parts of Early Achievers include professional development, scholarship resources and coaching.
Early Childhood Education	Early childhood education is a broad term used to describe the educational and developmental experiences and activities provided for children from birth to age eight. It can also be used to describe the academic program that teachers take to learn more about early childhood development.
Early Childhood Education and Assistance Program (ECEAP)	The Washington State preschool program that provides home-based and classroom services to low-income or at-risk three and four year olds and their families.
Early Learning Professional	A person with the professional development, knowledge, experiences and/or skills to provide direct service to children from birth through age eight. Also, higher education faculty and instructional administrators who meet the academic and professional guidelines to qualify as a professional in the early learning field.

Term	Definition
ECE Stackable Certificates	Professional, technical certificates that are earned by people attending specific higher education programs in early childhood education. The programs train students for immediate entry into the child care and early learning profession. Many certificates are designed to build on each other and eventually lead to a higher certificate or degree.
Electronic Funds Transfer (EFT)	A direct deposit payment where a business is able to credit payments to a consumer's bank account.
End-of-Contract Survey	The questionnaire sent via email to CCA of WA Scholarships scholars toward the end of their scholarship contract. Scholars who want to renew their scholarship are required to complete this survey.
Financial Aid	Financial Aid is any grant, scholarship, work-study or student loan funding used to cover the cost attending college. For more information about different types of aid, visit the U.S. Department of Education's website: studentaid.gov/h/apply-for-aid/fafsa
Institution	The college, university, school or academy a scholar attends to complete their professional development goals.
Interest List	The Interest List houses contact information for those who have applied for the scholarship but were not able to get awarded due to limited state funding.
Managed Education and Registry Information Tool (MERIT)	The Washington State Department of Children, Youth, and Families online portal that tracks individual provider professional development, as well as posts ECE professional development opportunities.

Term	Definition
Medical / Hardship Withdrawal	A request to drop courses at an academic institution due to mental, physical or emotional challenges that prevent successful completion. Institutional policies regarding medical withdrawal vary. Scholars are responsible for knowing the policies at their institution.
Montessori Accreditation Council for Teacher Education (MACTE)	A national accrediting body for Montessori programs.
Pre Bachelor's (Pre-BA)	For the purpose of this scholarship program, this refers to the pathway that covers required courses taken post-associate degree, but prior to qualifying for a bachelor's degree program.
Prior Learning Assessment	Assessment of skills based on prior learning or experience. Institutions may require a fee for this service.
Provider License ID Number	The number of the child care program license issued by the WA State Department of Children, Youth, and Families as part of the licensing process.
Quality Rating Improvement System (QRIS)	A voluntary program created to support, promote and improve the quality of child care and early learning facilities.

Term	Definition
Release Time	Refers to the time spent away from normal work hours for the purpose of higher education. The cost for this time is paid to the facility at \$15 per hour, up to 3 hours per week during quarters scholars are enrolled. Facilities must complete and submit a Release Time Reimbursement Claim Form in order to receive payment for release time.
Scholar	For the purpose of this scholarship, an early learning professional who has applied for and been awarded a scholarship from CCA of WA Scholarships.
Scholarship Contract	The official, binding document that identifies the scholar, child care facility and CCA of WA Scholarships responsibilities involved with an individual's scholarship. The contract must be signed by all involved parties.
Special Education	Academic programs that provide teachers with the skills and education necessary to serve children who have special needs.
STARS ID Number	The State Training and Registry System (STARS) is a unique identifier that is used to record and manage education and training records in MERIT.

Term	Definition
State Board of Community and Technical Colleges (SBCTC)	A governor-appointed board that provides advocacy, leadership and support for community and technical colleges in Washington State.
Student Schedule	A document issued by an academic institution that details a student's classes, times, and costs for a term.
Transfer Fee	Any fees required by an institution for the review and transfer of college credits from another institution. Scholars should check with their institution for more information about these fees. (See also Prior Learning Assessment or Articulation Fee.)
Waitlist	The list of completed, eligible applications waiting to be awarded a scholarship. Waitlists can develop when CCA of WA Scholarships receives more scholarship applications than there is funding for.
Washington State Department of Children, Youth, and Families (DCYF)	The Washington State agency charged with administering the state's child care and early learning system. To learn more about DCYF, its mission and its values, please visit: https://www.dcyf.wa.gov

Helpful Links for Scholars



- DCYF approved programs: https://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0033.pdf
- Montessori approved programs: <https://www.macte.org/accredited-programs/#/?state=Washington&country=United%20States>
- ECE Careers portal: <https://ececareers.dcyf.wa.gov/>
- EAG about page: <https://www.sbctc.edu/paying-for-college/early-achievers-student-grant>
- EAG POC page: <https://www.sbctc.edu/colleges-staff/grants/early-achievers-grant-program-contacts>
- MERIT info: <https://www.dcyf.wa.gov/services/earlylearning-profdev/merit>



Washington State Department of **CHILDREN, YOUTH & FAMILIES**

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Child Care Aware of Washington Scholarships
Scholarships@childcareawarewa.org
866-308-3224