

CDA Assessment/Renewal Scholarship Application Form

ELIGIBILITY

To be eligible for scholarship you must meet the following requirements:

- Be enrolled in the IdahoSTARS Professional Development Systems Registry
- Work in a child care program in Idaho designed to care for children while parent(s) or guardian(s) work or attend school
- Work in a child care program with operating hours that extend beyond a preschool only or academic (K-6th grade) school day
- Work with children, staff and parents a minimum of 15 hours/wk or 780 hours/yr

FEES COVERED BY A SCHOLARSHIP

Fees for the CDA Assessment or Renewal process.

CDA ASSESSMENT/RENEWAL SCHOLARSHIP AWARDING PROCESS

Step 1: Complete CDA training or college coursework

Step 2: Apply online for CDA Assessment or Renewal using the Council for Professional Recognition's *YourCDA Online CDA Application*

Step 3: In the Online CDA Application: Click "Check or Money Order" in the *Payment Options* then click "Proceed". On the *Payment Information* page fill in amount of the "Balance Due", "Check or Money Order Number" will be "0000" and then type in "Idaho AEYC" as the "Name on Check, if not Candidate." Click on "Confirm Payment." On the *Payment of Balance Due* page click "Submit Direct Assessment Fee." On *Payment Submission* page click on "Print Cover Letter."

Step 4: Submit CDA Assessment/Renewal Scholarship Application and the following required documents to the IdahoSTARS Scholarship Office:

1.) *YourCDA Cover Letter*

MAIL, FAX OR E-MAIL COMPLETED APPLICATION TO:

Idaho Association for the Education of Young Children

Attn: IdahoSTARS Project Scholarship Office

4355 W Emerald, Ste 250

Boise, ID 83706

Fax: 208-345-6569

Email: AcademicScholarships@idahoaec.org

Step 5: IdahoSTARS will send an acceptance letter to the applicant confirming that the scholarship has been approved.

Step 6: The IdahoSTARS Scholarship Office attaches payment to the "YourCDA Cover Letter" and sends to the CDA Council.

Step 7: The applicant completes the CDA process with the CDA Council and submits CDA Certificate to the Scholarship Office.

PLEASE NOTE: Application materials and training associated with assessment/renewal are not covered by this scholarship.

CDA ASSESSMENT/RENEWAL SCHOLARSHIP APPLICATION FORM

Name: _____ Change of name? Yes No

(If your name has changed, please print the "Change of Contact Information Form" found on the IdahoSTARS website www.idahostars.org and submit the form and supporting documents with this application.)

Other names you have used: _____

Home Mailing Address: _____ Change of address? Yes No

City: _____ State: _____ Zip Code: _____ County: _____

Email: _____ Home Phone: _____ Work Phone: _____

Number of hours working with children, parents and staff per week: _____

CURRENT EMPLOYER

Name of Facility: _____

Mailing address: _____

Work Phone Number: _____ Fax: _____

Program Director Name: _____

Director's Email: _____ Change of employment? Yes No

(If your place of employment has changed, please print the "Employment Verification Form" found on the IdahoSTARS website www.idahostars.org and submit the form and supporting documents with this application)

SCHOLARSHIP REQUEST

Check One: CDA Assessment Fees CDA Renewal Fees

If you were awarded a scholarship, which CDA Type would you choose?

Infant/Toddler Family Preschool 2nd Setting Spanish

Have you paid your Assessment/Renewal fees? Yes No

(If yes, please submit a payment receipt and copy of current CDA with this application)

CDA training requirements were completed through:

College/University: _____ Training: _____

APPLICANT CONSENT

I am requesting financial support for professional development. I certify that the information I have given on this application to be true and correct to the best of my knowledge.

Date: _____ Applicant Signature: _____

DIRECTOR CONSENT

I will allow observation of the center employee by a representative from the CDA Council for Professional Recognition.

Date: _____ Director Signature: _____

