



CDA Assessment Fee Scholarship Participant and Sponsor Handbook



Ohio Child Care
Resource & Referral
Association

6660 Doubletree Ave. Suite 11
Columbus, OH 43229
Toll Free: 1-877-547-6978

Website: <http://teach.occrra.org>

Email: teach@occrra.org

Dear Scholarship Participant,

Congratulations on receiving a T.E.A.C.H. OHIO Scholarship! You should be proud of your commitment to increasing your knowledge and skills, which in turn improves the quality of care the children in your program receive.

Please carefully read this handbook so you will have a clear understanding of T.E.A.C.H. and what is expected of you as a T.E.A.C.H. scholarship participant. Please sign and return the Participant Procedures Handbook Form at the end of this handbook so we will know you have read and understand the policies of your scholarship agreement. We have divided the handbook into specific sections to provide you with information on how the program works.

We have included a staff directory on **page 6** of the handbook. Feel free to contact us with any questions or concerns you may have. We are here to serve you and advocate for you.

Sincerely,

Greg Yorker

Greg Yorker
Director
T.E.A.C.H. Early Childhood® OHIO

Table of Contents

- SCHOLARSHIP OVERVIEW..... 3**
 - ADMINISTERING AGENCY3
 - CDA COUNCIL.....3
 - PRIVACY3
 - COUNSELOR ROLE3
- CDA ASSESSMENT FEE SCHOLARSHIP PROCEDURES 4**
- THE CONTRACT 4**
 - COMPENSATION.....5
 - WHEN LEAVING T.E.A.C.H. AND/OR LEAVING YOUR PROGRAM5
- SURVEYS..... 5**
- IMPORTANCE OF ADVOCACY..... 5**
- CONTACT INFORMATION & T.E.A.C.H. OHIO STAFF DIRECTORY 6**
 - CONTACTING YOUR COUNSELOR6
 - CONTACT INFORMATION.....6
- CDA ASSESSMENT FEE SCHOLARSHIP PARTICIPANT AND SPONSOR HANDBOOK ACKNOWLEDGEMENT FORM 8**

Scholarship Overview

Administering Agency

Ohio Child Care Resources & Referral Association (OCCRRA) holds the Ohio license for T.E.A.C.H. OCCRRA is a nonprofit membership organization providing a variety of services to the eight local CCR&R agencies and their staff. To learn more, visit our website, www.occrra.org, call 1-877-547-6978, or e-mail teach@occrra.org.

CDA Council

T.E.A.C.H. is not the CDA Council; however we are fully aware of their procedures and can guide you. For specific inquiries regarding the CDA process, you may review their website at: <http://www.cdacouncil.org/cda.htm>, or call their toll-free number 1-800-424-4310.

Privacy

OCCRRA agrees to respect and maintain confidentiality of all personal information from you (i.e.: wages, ID numbers, personal data, etc). We will keep all confidential information in a secure place. OCCRRA will not sell your personal information to anyone. Personal information may be shared with funders of your scholarship for the purposes of producing aggregate data for reporting, and may be used for determination of eligibility. Communications (email, phone, fax, blog comments, etc...) between scholars, sponsors and OCCRRA may also be shared with funders and be used to determine continuing scholarship eligibility. Email addresses of scholars and sponsors will be used to communicate scholarship related information, and opportunities to advocate for the early childhood workforce and OCCRRA. Participant names and contact information may also be shared with our member Resource and Referral agencies. The Resource and Referral agency in your area may contact you to offer further professional development assistance, and to recognize you for your achievements related to participation with T.E.A.C.H.

Counselor Role

Our T.E.A.C.H. OHIO Counselors have a minimum of a bachelor's degree in Early Childhood Education (ECE) or a related field and a variety of experience in the ECE field. The Counselor provides scholarship counseling to T.E.A.C.H. participants and sponsoring programs. They process scholarship paperwork and communicate with those participating in the scholarship. The Counselor is available to assist you when you have any questions regarding your T.E.A.C.H. scholarship.

The Counselor may inquire about any missing forms (i.e. copy of DAA or CDA Credential)

Counselors will also contact you after completion of your contract, to verify you are still employed at your program (or family care home) and have received your bonus or raise from your sponsor. The final contact will be 6 months after the date on your CDA to verify you fulfilled your work commitment to your program or family care home.

CDA Assessment Fee Scholarship Procedures

- After your scholarship application is approved you must send the three items below to us:
 1. A contract (we will mail to you) that must be signed by yourself and your program director.
 2. You and your Director must also sign the form at the end of this Handbook acknowledging you have read and understand this Handbook.
 3. You must also send a photocopy of your Direct Assessment Application (DAA).
- After you return to T.E.A.C.H. the three items above, T.E.A.C.H. will send you a voucher letter for the \$325 application fee to the Council.
- Send the voucher letter with your DAA and verification of 120 in service hours to the Council. Package must be addressed to the Council for Professional Recognition and sent to their address, not to OCCRRA.
- Then you will receive a call (will take about two months) from a representative of the Council to set up your verification visit. You may receive a letter stating that your application has been accepted (or denied).
- If all requirements are fulfilled, you will be sent your CDA credential certificate within 6-8 weeks. You must send a copy of the certificate to our office to claim your bonus. At that time we will send a letter to your program stating you should receive your bonus or raise from them as well.
- In exchange, you must remain in the early childhood field at your current program or family home for six months after the date on your CDA.
- If you have been denied your credential, you will also be sent an explanation of the appeal process. T.E.A.C.H. can only pay for your assessment fee once.

The Contract

When you receive your contract (Form A), please read it carefully so that you understand all of your responsibilities. Remember that you are making a long-term commitment to your current child care program when you sign this contract. It is a formal agreement, so do not sign it unless you understand the requirements and you intend to honor the contract in full. This contract is effective for 1 year.

Call us with questions. The contract is not in effect until returned to T.E.A.C.H. after you and your Director have signed it.

Compensation

After receiving your CDA Credential from the CDA Council, you will receive compensation in the form of a bonus or raise, depending on your contract. For program staff, the sponsoring program chooses during the application process which compensation they will provide you. The compensation they choose must be above and beyond any regularly scheduled bonus or raise (for example above and beyond an annual cost of living adjustment) not related to the CDA. Additionally a bonus will be paid by T.E.A.C.H. (Type B professionals only receive the T.E.A.C.H. bonus). Your program may choose to contribute an amount equal to your bonus toward payment of your Assessment Fee instead of paying you a bonus. In this event (option 3 in the participation agreement), T.E.A.C.H. will double the bonus payment we make to you.

A compensation letter will be sent out to the sponsoring program informing the sponsor the raise or bonus is now due to you. **You need to give us proof that you have received the bonus or raise from the program with a copy of the check or paystub.** If your program is not paying your bonus or raise as you expected, contact your Counselor for assistance.

When Leaving T.E.A.C.H. and/or Leaving Your Program

Let us know if you leave your program by your own choice. If you have a Life Issue (i.e. serious illness) that forces you to leave your center please let us know. Otherwise, if the contract is broken or the commitment year is not completed you will be prohibited from re-joining T.E.A.C.H. in the future, your current contract will be terminated and you may forfeit your bonus. Your sponsoring program may expect you to reimburse them some additional funds as well (i.e. they may try to reclaim a bonus or raise from you, if you leave during a commitment period). Be sure to consult an employment lawyer before breaking your contract, so that you are prepared for any possible repercussions. T.E.A.C.H. staff cannot give legal advice.

If your employer changes through no choice of your own (ex: your center is bought by a different agency), please let us know right away.

Surveys

You will receive by email a link to a survey following completion of your contract. If you do not have a computer or internet connection available to you, we will send you a copy of the survey by mail. We appreciate your response to it. Completing the survey can help us advocate on your behalf and make changes to our program in response to your needs.

Importance of Advocacy

On occasion, we may contact you to share your story with one of our state partners, funders, or legislators. Please take the opportunity to share how T.E.A.C.H. has helped you and the children in your care.

Contact Information & T.E.A.C.H. OHIO Staff Directory

Contacting Your Counselor

We want to be an active part of your career in Early Care and Education. We encourage you to call or email the office to check on paperwork and next steps. Please contact us if you have any questions about your scholarship, any needed resources, etc. We especially want to hear from you:

- When you have a personal emergency that prevents you from attending work for an extended period of time.
- When you have gotten married or had a baby (or grandbaby).
- When you or your program have achieved national accreditation or received a star in Step Up to Quality.
- When your number of hours worked or the age group you work with changes.
- When you are considering changing jobs or are no longer employed in your program.
- When you have earned a credential.
- When any of your contact information changes.

We are so proud of the effort you are making to increase your own professional development and provide high quality care for young children. Congratulations!

Contact Information

Ohio Child Care Resource & Referral Association

6660 Doubletree Ave. Suite 11
Columbus, OH 43229
Phone: (614) 396-5959
Toll Free: (877) 547-6978
Fax: (614) 396-5960
Email: teach@ocrra.org

See our website at <http://teach.ocrra.org> for more information, application, paperwork, and forms.

If you reach the automated voicemail system, you can dial the person's extension to be directly connected.

Todd Barnhouse, Executive Director of OCCRRA
Email: tbarnhouse@ocrra.org, phone ext. 308

Greg Yorker, Director of T.E.A.C.H. Early Childhood® OHIO
Email: gyorker@ocrra.org, phone ext. 304

Tonya Ward, Counselor: AAS and CDA scholarships, University of Cincinnati and Cincinnati State Community College
Email: tward@ocrra.org, phone ext. 307 ; direct fax 614-396-5963

Cathy Ryan, Senior Counselor: AAS and CDA scholarships, All Ohio Universities and Colleges that T.E.A.C.H. works with except those handled by Tonya above

Email: cryan@ocrra.org, phone ext. 303 ; direct fax 614-396-5966

Revision History

Rev 12.09: New

Rev 06.10: Revised staff directory information.

Rev 01.11: Removed Registry information. Required with Application. Removed History and Funding sections, now on website. Revised deadlines. Revised Staff contacts. Added detail to confidentiality statement.

Rev 03.11: Added Option 3 language. Removed references to deadlines. Changed commitment start date to date on CDA.

Rev 08.11: Updated directory

