

Application Check-off Sheet



As you complete your application, place a check mark by each section as it is completed.

Put N/A (not applicable) on your application if something does not apply to you.

Page 1:

Application Information

- Application Information Section complete
- Check box yes or no "Are you applying for a stipend for the first time?"
- Check box yes or no "Have you ever been denied a stipend?"
- Check box for the Track Level I am applying for.
- Check appropriate box for Language Spoken at Home, Race/Ethnicity and Language Spoken with Child at Work.

Page 2:

Education

- Check Highest Level of Education
- Major indicated and Date indicated if applicable
- List names of Colleges/Universities and TOTAL units taken in 2009

Child Development Permit Information

- Check appropriate Permit Level in box #1 if you are applying for a **first time permit**.
- Check appropriate Permit Level in box #2 if you **currently hold a permit**.
- Check appropriate Permit Level in box #2 and box #3 if you are **upgrading your permit**
- Check appropriate Permit Level in box #4 if you are **renewing your permit**
- Indicate Date applied, upgraded or renewed permit.
- Indicate **Expiration** of current permit.

Employment Information

- Name of **Organization**: Example: ABC Child Care
- Name of **Site**:
- Director's name** should be the Director at the Organization level. This is the person who can verify that the applicant does work at a site, and can also verify hours and wage of the applicant.

Page 3:

- Indicate **Current position title at work**, not your permit title.
- Indicate **Number of children you work with**. This question asks for a number, **not a check mark**. Enter a number for each of the three questions in each age group.

START DATE:

- Complete Month and year
- Complete **Hours worked** per week, Hourly **Wage** and Annual **Gross**.
- Complete Signature of **Owner / Director / Supervisor**

Page 4:

STATEMENT OF UNDERSTANDING

- Sign and print where indicated.
- Signature of interpreter and printed name of interpreter if applicable.

Page 5:

CONSENT TO PARTICIPATE

- Sign and print your name.
- Enter a date.
- Yes or no if you would like to participate in the study.

Pages 1 through 5 must be submitted

Failure to complete the application and sign where requested will result in your denial of a stipend.

Is your application ready to mail?

Document check-off list:

- 2009-2010 Stipend Application (5 Pages)
- Child Development Permit or verification of Application for Permit
- License for Family Child Care Network Provider (If applicable)
- College Transcripts
- Professional Growth Certificates. Certificates must have a Title of Workshop, Date and Hours Earned. (If applicable)

Application deadline March 30, 2010