

Tab 1



Professional Development Scholarships (200.03.01)

Effective: August 1, 2019

Revised: April 29, 2022

I. PURPOSE AND FUNDING

- A. Scholarships support individuals working towards professional development goals in the youth and early childhood education fields by providing financial support to offset the costs of formal education, training and professional certificates and credentials.
- B. Scholarships are provided through a partnership between Department of Workforce Services (DWS), Office of Child Care (OCC) and the Utah Registry for Professional Development (URPD).

II. AVAILABLE SCHOLARSHIPS

- A. Scholarships are available for the following:
 - 1. Demonstrated competency credential application and renewal fees;
 - 2. College credit courses; and
 - 3. Community-based Career Ladder-approved courses.

III. OCC WILL MAINTAIN A LIST OF CURRENT SCHOLARSHIPS ON ITS WEBSITE. ELIGIBILITY FOR PARTICIPATION:

- A. An individual shall meet all of the following eligibility requirements to receive a scholarship:
 - 1. Employed at least 15 hours per week at a program that is DWS-eligible and licensed by the Utah Department of Health, Child Care Licensing

a) The Child Development Associate (CDA) credential scholarship has different eligibility requirements than other OCC scholarships. The CDA scholarship is:

(1) Open to all early childhood professionals in the state of Utah. The program is not required to hold a license from the Utah Department of Health and Human Services, Child Care Licensing.

(2) Open to high school students completing their early childhood education skills certificate.

2. The individual's place of employment does not offer financial assistance and the individual is unaware of another funding option; and
3. Has not received the same type of scholarship from URPD within the last 12 months.
4. Due to temporary additional funding streams, time-limited scholarships and grant opportunities may become available, each with different eligibility requirements. Eligibility information for any current, temporarily available scholarships can be found on the scholarship application and on OCC and URPD's scholarship and incentive page, <https://jobs.utah.gov/occ/urpd/scholarships.html>.

B. An individual shall follow the application process to receive a scholarship.

IV. APPLICATION PROCESS

A. To apply for a scholarship, individuals must submit a scholarship application.

1. Scholarship applications are available online through the Care About Childcare website at <https://careaboutchildcare.utah.gov>.
2. Scholarship reimbursements will be paid through direct deposit. Applicants will need to submit an IRS W9 Form and account information through Utah Registry for Professional Development's (URPD) PaymentWorks system. For more information, please visit <https://jobs.utah.gov/occ/urpd/paymentworksfaq.pdf>.
3. The applicant shall comply with the requirements stated within the application regarding uploading of credentials or courses completed using scholarship funds.

4. The applicant shall submit for reimbursement no later than 12 months from the date the credential or course(s) was paid for, as recorded on the date of the receipt submitted with documentation.
- B. URPD staff will review the application, verify eligibility and process the scholarship requested within 60 calendar days following the date the application was received.
1. If all requirements have been met, URPD will:
 - a) Approve the scholarship.
 - b) Initiate a direct deposit to the individual, or if necessary, issue a check.
 2. If the eligibility or requirements were not met, or the application is deemed incomplete, URPD will notify the individual in writing within 30 calendar days of the application submission date that their application for a scholarship has not been approved. The notification will provide the reason for the denial.
 - a) An individual may resubmit an application for a scholarship when they believe the issue with the previous application submission has been resolved.
 - b) The resubmitted application will be reviewed using the process and within the timeframes outlined above.

V. PRIVACY AND DATA SHARING

- A. URPD reserves the right to share scholarship information with partner agencies, such as CCRA, DWS and OCC for the purpose of data collection and maintaining accurate records.
- B. The status of the application and any information contained therein shall not be shared with any other entity or individual who is not the applicant without the applicant's permission.