



Virginia Department of Social Services
Division of Child Care and Early Childhood Development

1-866-636-1608

childcare.scholarship@dss.virginia.gov

Web site: *http://www.dss.virginia.gov/family/cc/scholarship.cgi*

Revised October 2012

Professional Development for Child Care

Undergraduate college courses required for a certificate or degree in early childhood education may be approved for payment through the Virginia Child Care Provider Scholarship Program (VCCPSP), as funding allows. Child care teachers and directors are essential contributors to Virginia's workforce and economy, and we value their efforts to improve the quality of child care by increasing their knowledge and skills in early care and education.

Maximum Award Amount

The Scholarship Program will pay for either eight college courses or a maximum lifetime award of **\$2,988**, whichever occurs first. The scholarship award pays the cost of tuition and technology fees for up to two courses per semester. Any additional fees for activities, parking, travel or expenses (such as books) are the responsibility of the student.

Eligibility Information

The applicant must meet all of the following criteria (Regulation 22 VAC 40-690-30).

1. Be an employee of a child care program located in Virginia, OR a Virginia resident (as defined by the *Code of Virginia*) who is employed in a non-Virginia child care program, OR a Virginia resident who intends to become employed in child care.
2. Select a Program-approved course for which a scholarship was not previously received.
3. Have no more than one past occurrence of the following: (a) received an award and did not register for the class; (b) withdrew from the awarded class after the add/drop deadline (college's last day to receive a refund) and did not complete the course; or (c) received a failing grade for an awarded course. For any one-time occurrence of the noted conditions, the Department will not award future scholarships to an individual until the applicant reimburses the State for the course tuition and fees that were paid to the college or university on behalf of the applicant.
4. Priority will be given to applicants currently employed in the field of child care. Based on eligibility and funding availability, applications for applicants who do not currently work in child care will be processed in the final week before the application deadline.

Payment

This program does not reimburse college students. The program directly pays the colleges. If an award letter is not received in time from the Program and the college requires payment from the student, it is the student's responsibility to ensure that the college policy allows reimbursement to the student if the student receives a scholarship later. The Program will notify the educational institutions' business offices of any VCCPSP awards.

Communication with Students

Program **staff will only speak directly with scholarship applicants/recipients** about the status of their scholarship application unless dated, written permission is provided for another individual to speak on the student's behalf each semester.

Changes in Your Plans Regarding the Scholarship

By the last day to add/drop (without financial penalty), students must complete and submit a Course Change Form to VCCPSP if: (1) the awarded course is no longer available and a substitute pre-approved course is requested, or (2) the scholarship cannot be used due to extenuating circumstances, or (3) an advisor recommends another course.

Submission: Complete the attached application, and mail it to:

Attn: VCCPSP, Division of Child Care & Early Childhood Development, Virginia Department of Social Services, 801 East Main Street, 3rd Floor, Richmond, Virginia 23219-2901

Applications must be postmarked no later than the last day of the application period:

Spring (October 15 – December 1); **Summer** (March 15 – April 15); **Fall** (June 15 – August 1).

Faxed or e-mailed applications will NOT be accepted.

VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM

Directions: Please READ CAREFULLY and complete all relevant sections

<p>1. SEMESTER: Indicate the semester and year for which you are requesting a scholarship. APPLICATIONS WILL BE ACCEPTED ONLY DURING THE DESIGNATED DATES.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 15%;">FALL</td> <td style="width: 10%;">20__</td> <td style="width: 75%;">(Application period June 15- August 1)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPRING</td> <td>20__</td> <td>(Application period October 15 – December 1)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SUMMER</td> <td>20__</td> <td>(Application period March 15 – April 15)</td> </tr> </table>	<input type="checkbox"/>	FALL	20__	(Application period June 15- August 1)	<input type="checkbox"/>	SPRING	20__	(Application period October 15 – December 1)	<input type="checkbox"/>	SUMMER	20__	(Application period March 15 – April 15)	<p style="text-align: center;">(F) CHILD CARE PROGRAM/BUSINESS INFORMATION</p> <p>Business Name: _____</p> <p>Street Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Web site or e-mail: _____</p>
<input type="checkbox"/>	FALL	20__	(Application period June 15- August 1)										
<input type="checkbox"/>	SPRING	20__	(Application period October 15 – December 1)										
<input type="checkbox"/>	SUMMER	20__	(Application period March 15 – April 15)										
<p>2. PERSONAL INFORMATION</p> <p>Full Legal Name: _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">First</td> <td style="width: 25%; border-bottom: 1px solid black;">M.I.</td> <td style="width: 50%; border-bottom: 1px solid black;">Last</td> </tr> </table> <p>Last 5 of Social Security #: _____</p> <p>Date of Birth: __ / __ / __ - __ - __</p> <p>Home Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: (____) _____ FAX: (____) _____</p> <p>Email Address: _____</p> <p>Your Highest Education Level:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Did not complete high school</td> <td><input type="checkbox"/> Associate Degree</td> </tr> <tr> <td><input type="checkbox"/> High school graduate/GED</td> <td><input type="checkbox"/> Bachelor Degree</td> </tr> <tr> <td><input type="checkbox"/> 1-year early childhood certificate</td> <td><input type="checkbox"/> Master Degree</td> </tr> <tr> <td><input type="checkbox"/> Career studies certificate</td> <td><input type="checkbox"/> Doctorate Degree</td> </tr> </table> <p>Your tuition category: <input type="checkbox"/> In-state <input type="checkbox"/> Out-of-State</p> <p>Have you applied for a scholarship in the past? <input type="checkbox"/> yes <input type="checkbox"/> no</p>	First	M.I.	Last	<input type="checkbox"/> Did not complete high school	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> High school graduate/GED	<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> 1-year early childhood certificate	<input type="checkbox"/> Master Degree	<input type="checkbox"/> Career studies certificate	<input type="checkbox"/> Doctorate Degree	<p>6. ALL STUDENTS COMPLETE THIS SECTION</p> <p>Provide below the name of the institution that you are planning to attend. If you are requesting scholarships for two courses at two different institutions, please complete both lines below. See the list of approved institutions.</p> <p>College 1: _____ Empl ID#: _____</p> <p>College 2: _____ Empl ID#: _____</p>	
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<p>3. EMPLOYMENT INFORMATION</p> <p>Are you currently employed in child care? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>(A) IF NO, PLEASE CERTIFY THAT YOU INTEND TO BECOME EMPLOYED IN CHILD CARE IN VIRGINIA BY CHECKING THIS BOX. <input type="checkbox"/> Please provide a telephone number where you may be reached during the day. Daytime telephone: (____) _____ (You may now skip to #6.)</p> <p>(B) IF YES, COMPLETE SECTIONS 4 AND 5 BELOW:</p>	<p>7. ONLY COMMUNITY COLLEGE STUDENTS COMPLETE THIS SECTION</p> <p>Provide below the course number(s) and title(s) of the courses for which you are requesting a scholarship. You may select up to two courses.</p> <p>Example: Course No: <u>CHD 120</u> Title <u>Introduction to ECE</u></p> <p>Course 1: No. _____ Title _____</p> <p>Course 2: No. _____ Title _____</p> <p style="text-align: center;">OR</p>												
<p>4. WORK EXPERIENCE INFORMATION</p> <p>(C) HOW LONG HAVE YOU WORKED IN CHILD CARE?</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> 0-2 years</td> <td><input type="checkbox"/> 3-5 years</td> <td><input type="checkbox"/> 6-9 years</td> <td><input type="checkbox"/> 10+ years</td> </tr> </table> <p>(D) WITH WHAT AGE GROUPS DO/DID YOU WORK? (CHECK ALL THAT APPLY.)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Infants (up to 16 months)</td> <td><input type="checkbox"/> Toddlers (16 months 2 years)</td> </tr> <tr> <td><input type="checkbox"/> Preschoolers (2 years–5 years)</td> <td><input type="checkbox"/> School-age (5 year –12 years)</td> </tr> </table>	<input type="checkbox"/> 0-2 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 6-9 years	<input type="checkbox"/> 10+ years	<input type="checkbox"/> Infants (up to 16 months)	<input type="checkbox"/> Toddlers (16 months 2 years)	<input type="checkbox"/> Preschoolers (2 years–5 years)	<input type="checkbox"/> School-age (5 year –12 years)	<p>8. ONLY FOUR-YEAR COLLEGE/UNIVERSITY STUDENTS COMPLETE THIS SECTION.</p> <p>Provide below the number(s) and title(s) of the undergraduate course(s) for which you are requesting a scholarship and the equivalent community college course(s) listed on page 4 of this application. (You may select up to two undergraduate courses.) A course will only be approved if it is comparable to an approved community college course. ** You must submit a course description for each and list comparable pre-approved courses.</p> <p>Course 1: No. _____ Title _____</p> <p>Course 2: No. _____ Title _____</p> <p>Equivalent pre-approved college course number or title:</p> <p>Course 1: No. _____ Title _____</p> <p>Course 2: No. _____ Title _____</p> <p>**Requested course description attached? <input type="checkbox"/> yes <input type="checkbox"/> no</p>				
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<p>5. EMPLOYER INFORMATION</p> <p>(E) PLEASE INDICATE TYPE OF FACILITY WHERE YOU ARE EMPLOYED:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Licensed Center</td> <td><input type="checkbox"/> Religiously Exempt Center</td> </tr> <tr> <td><input type="checkbox"/> Certified Preschool</td> <td><input type="checkbox"/> School Education & Care Program</td> </tr> <tr> <td><input type="checkbox"/> Licensed Head Start</td> <td><input type="checkbox"/> Unlicensed Head Start</td> </tr> <tr> <td><input type="checkbox"/> Licensed Family Home</td> <td><input type="checkbox"/> Voluntarily Registered Family Home</td> </tr> <tr> <td><input type="checkbox"/> Family Day System Home</td> <td><input type="checkbox"/> Local DSS Approved Family Home</td> </tr> <tr> <td><input type="checkbox"/> Unregulated Family Home</td> <td><input type="checkbox"/> Other: (specify) _____</td> </tr> </table>	<input type="checkbox"/> Licensed Center	<input type="checkbox"/> Religiously Exempt Center	<input type="checkbox"/> Certified Preschool	<input type="checkbox"/> School Education & Care Program	<input type="checkbox"/> Licensed Head Start	<input type="checkbox"/> Unlicensed Head Start	<input type="checkbox"/> Licensed Family Home	<input type="checkbox"/> Voluntarily Registered Family Home	<input type="checkbox"/> Family Day System Home	<input type="checkbox"/> Local DSS Approved Family Home	<input type="checkbox"/> Unregulated Family Home	<input type="checkbox"/> Other: (specify) _____	<p>9. SIGNATURE AND DATE</p> <p>My signature declares under penalty of perjury that all information provided is complete and true. I have read and understand the Program eligibility information and Virginia child care employment criteria. I will provide my college/university with a Grade Release Form and give permission to release my grade(s) to the Virginia Department of Social Services (VDSS). I agree to provide any additional information that is required of scholarship recipients to VDSS. I also give my permission for the Program to share my scholarship information with my college's Financial Aid Office.</p> <p>Signature: _____</p> <p>Date: _____</p>
<input type="checkbox"/> Licensed Center	<input type="checkbox"/> Religiously Exempt Center												
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<input type="checkbox"/> Unregulated Family Home	<input type="checkbox"/> Other: (specify) _____												
<p>Office use only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional</p> <p>Entered by _____ Date _____</p>													

PARTICIPATING PUBLIC AND PRIVATE COLLEGES

PUBLIC COMMUNITY COLLEGES

Blue Ridge Community College
Central Virginia Community College
Dabney S. Lancaster Community College
Danville Community College
Eastern Shore Community College
Germanna Community College
J. Sargeant Reynolds Community College
John Tyler Community College
Lord Fairfax Community College
Mountain Empire Community College
New River Community College
Northern Virginia Community College

Patrick Henry Community College
Paul D. Camp Community College
Piedmont Virginia Community College
Rappahannock Community College
Southside Virginia Community College
Southwest Virginia Community College
Thomas Nelson Community College
Tidewater Community College
Virginia Highlands Community College
Virginia Western Community College
Wytheville Community College

PUBLIC TWO-YEAR AND FOUR-YEAR INSTITUTIONS

Christopher Newport University
College of William and Mary
George Mason University
James Madison University
Longwood College
Mary Washington College
Norfolk State University
Old Dominion University

Radford University
Richard Bland College
University of Virginia
University of Virginia at Wise
Virginia Commonwealth University
Virginia Polytechnic and State University
Virginia State University

PRIVATE NOT-FOR-PROFIT AND FOR-PROFIT INSTITUTIONS

Averett College
Bluefield College
Bridgewater College
Eastern Mennonite University
Emory and Henry College
Ferrum College
Hampden-Sydney College
Hampton University
Hollins University
Liberty University
Lynchburg College
Mary Baldwin College
Marymount University
Patrick Henry College
Randolph-Macon College

Randolph-Macon Women's college
Roanoke College
Saint Paul's College
Shenandoah University
Southern Virginia College
Sweet Briar College
Tidewater Tech
University of Management & Tech
University of Northern Virginia
University of Richmond
Virginia Intermont College
Virginia Union University
Virginia University of Lynchburg
Virginia Wesleyan College
Washington and Lee University

APPROVED COMMUNITY COLLEGE COURSES

- **ONLY THE COMMUNITY COLLEGE COURSES LISTED BELOW ARE PRE-APPROVED FOR THIS PROGRAM.**
- If you would like to receive up to \$394 to take an **undergraduate** course at a **four-year college or university**, you **MUST** do the following:
 - a. submit the course description of the course you would like to take, AND
 - b. list the comparable community college pre-approved course in Section 8 on your scholarship application (see <http://courses.vccs.edu/courses> for community college descriptions).

1. ALL CHD (CHILD DEVELOPMENT) CLASSES ARE PRE-APPROVED.

2. The following are pre-approved, AND the scholarship program will only pay for **TWO** non-CHD courses.

ART 100 – Art Appreciation
BIO 101 – General Biology
BIO 106 – Life Science
BIO 270 – General Ecology
BUS 121 – Business Mathematics I
BUS 165 – Small Business Management
CHM 101 – General Chemistry I
CST 100 – Principles of Public Speaking

EDU 100 – Introduction to Education
EDU 160 – Observation and Assessment in Early Care
EDU 200 – Introduction to Teaching as a Profession
EDU 225 – Audiovisual Materials and Computer Software
EDU 235 – Health, Safety, and Nutrition Education
ENG 111 – College Composition I
ENG 112 – College Composition II

GOL 105 – Physical Geology
HIS 121 – United States History I
HIS 122 – United States History II
HLT 100 – First Aid and Cardiopulmonary Resuscitation
HLT 105 – Cardiopulmonary Resuscitation
HLT 106 – First Aid and Safety
HLT 110 – Concepts of Personal and Community Health
HLT 135 – Child Health and Nutrition
HMS 100 – Introduction to Human Services
HMS 227 – The Helper as a Change Agent
ITE 115 – Intro. to Computer Applications & Concepts
ITE 200 – Technology for Teachers

MTH 120 – Intro to Mathematics
MTH 151 – Mathematics for the Liberal Arts I
MTH 152 – Mathematics for the Liberal Arts II
MTH 158 – College Algebra
MUS 121 – Music Appreciation
PED 116 – Lifetime Fitness and Wellness
PLS 135 – American National Politics
PLS 211 – United State Government
PSY 201 – Introduction to Psychology
PSY 230 – Developmental Psychology
PSY 235 – Child Psychology
SOC 200 – Principles of Sociology
SOC 215 – Sociology of the Family
SOC 216 – Child-Parent Community Relations
SOC 268 – Social Problems
SDV/STD 100 – College Success Skills