
VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM
Provided by: Virginia Department of Social Services (VDSS)
Now Administered by: Northern Virginia Community College (NVCC)
1-866-636-1608 OR 703-257-6579
Email: childcare.scholarship@nvcc.edu
Web site: <http://www.dss.virginia.gov/family/cc/scholarship.html>
Revised: March 2006

PACKET CONTENTS

This packet contains:

- (1) the form and instructions needed to apply for a scholarship,
- (2) program eligibility information, and
- (3) directions on how to obtain additional program materials.

The Application

The application has been revised. There is now only one part to the application. Please ensure that you answer each question.

****Important**** You **MUST** have applied for admission and been accepted by the school of your choice before this application can be processed. If you are attending a community college, you must provide us with your college-assigned “Empl. ID” number. Contact your college’s Counseling Center if you have any questions about obtaining a college identification number.

- (1) **It is necessary that all relevant questions be answered** and that Northern Virginia Community College receive the application during the established application period or postmarked no later than the last day of the application period.
- (2) **Applications are accepted as follows: Spring semester: October 15 – December 15; Summer semester: March 15 – May 1; and Fall semester: June 1 – August 10.**



Please send completed application to:

**Northern Virginia Community College
Virginia Child Care Provider Scholarship Program
6901 Sudley Road, MH 4th floor
Manassas, VA 20109**

Note: We do not accept emailed or faxed applications.

Professional Development for Child Care

A statewide professional development system for child care providers is currently under development. The system will include core competencies and a career lattice for early childhood practitioners. One of the first steps in developing this system was a review of the Virginia Child Care Provider Scholarship Program (VCCPSP) and how the Program relates to the needs of the child care industry. Beginning with the Summer 2005 semester, all courses required for a certificate or degree program in the early childhood education field will be approved for payment through the VCCPSP, as funding allows. This practice will better guide providers through career path while supporting the professionalization of the industry. 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 maximum benefits allowable for the Scholarship Program include either 8 classes or a maximum lifetime award of \$1,707.60, whichever comes first. The scholarship award pays the cost of tuition and the technology fee for up to two courses per semester, up to the maximum lifetime award. Any additional fees, travel or expenses (such as books) will be the responsibility of the student. ****In-state students will have an advantage over out-of-state students because their scholarship dollars will stretch further with in-state tuition rates. Virginia employers may contract with community colleges to use the in-state tuition rate for employees who live out-of-state. Check with your college's Admissions and Records Office/Student Services Center if you have any questions about your tuition rate status.** If students are new to Virginia, they may want to establish residency before applying for a scholarship.

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 (as defined by the Code of Virginia) who intends to become employed in child care
2. Select a Program-approved course for which she/he has not previously received a scholarship
3. Have no more than three past occurrences 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 and did not complete the course; or (c) received a failing grade for an awarded course
4. Inform the VCCPSP if the requested course is no longer available and must be substituted with another approved course
5. Understand and follow the requirements of the Scholarship Program.

Students are encouraged to work toward completing an early childhood certificate or degree program. However, students who have completed all of their certificate or degree program course requirements, and have not used their full lifetime benefit, will remain eligible to apply for additional scholarships. The VCCPSP provides two documents that explain program and employment information. They are the "Virginia Child Care Provider Scholarship Program Overview" and "Eligibility for Employment in Child Care in Virginia." These documents can be obtained by: (1) using the VDSS Web site (<http://www.dss.virginia.gov/family/cc/scholarship.html>) or (2) calling the Program's hotline.

Payment

THIS PROGRAM DOES NOT REIMBURSE COMMUNITY COLLEGE STUDENTS. THE PROGRAM DIRECTLY PAYS THE COLLEGES. It is important that you apply in a timely manner after you register for up to 2 courses so that a decision can be made on your scholarship request prior to your institution's payment deadlines. **If an applicant elects to pay for the course because she/he has not yet received a confirmation letter from this Program, it is the applicant's responsibility to ensure that the college policies allow reimbursement to the student upon notification of a scholarship award.**

Students must inform the VCCPSP if they receive federal assistance from another source, such as a Pell Grant, and therefore will not be using their scholarship. The Program will notify the appropriate college's financial aid office of any VCCPSP awards.

VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM

Administered by Northern Virginia Community College

Directions: Please READ CAREFULLY and complete all relevant sections.

1. SEMESTER - Indicate the semester and year for which you are requesting a scholarship. APPLICATIONS WILL ONLY BE ACCEPTED DURING THE DESIGNATED DATES.

- FALL 20__ (Application period: June 1 – August 10)
 SPRING 20__ (Application period: October 15 – Dec 15)
 SUMMER 20__ (Application period: March 15 – May 1)

2. PERSONAL INFORMATION

Full Legal Name: First _____ MI _____ Last _____

Social Security Number: _____ - _____ - _____

College Assigned Student Number (Empl. ID)* _____

*You MUST provide us with your college ID number.

Home Address: Street _____

City _____ State _____ Zip _____

Telephone: (____) _____ - _____ FAX (____) _____ - _____

Personal Email Address: _____

Your highest educational level : _____ did not complete high school
_____ high school graduate/GED _____ career studies certificate
_____ 1-year early childhood certificate _____ associate degree
_____ bachelor degree _____ master degree _____ doctorate degree
_____ other (please list) _____

Your tuition category: _____ in-state _____ out-of-state

Have you applied for a scholarship in the last year? _____ yes _____ no

3. EMPLOYMENT INFORMATION

Are you currently employed in child care? _____ yes _____ no

a. **If no**, please certify that you intend to become employed in child care in Virginia by checking this box and please provide a telephone number where you may be reached during the day. (You may skip to #4.)

Daytime Telephone: (____) _____

b. **If yes**, complete subsections c. -f.

YOUR INFORMATION

c. How long have you worked in child care?

_____ 0-2 years _____ 3-5 years _____ 6-9 years _____ 10+ years

d. With what age groups do you work?:

_____ Infants only (up to 16 mo.) _____ Toddlers only (16 mo.-2 yrs.)
_____ Preschoolers only (2 yrs.-5 yrs.) _____ School-age only (5 yrs.-12 yrs.)
Mixed: (check all that apply) _____ Infants _____ Toddlers _____ Preschoolers
_____ School-agers

EMPLOYER INFORMATION

e. Please indicate type of facility where you are employed:

_____ Licensed Center _____ Religiously Exempt Center
_____ School Education and Care Program _____ Certified Preschool
_____ Licensed Head Start _____ Unlicensed Head Start
_____ Licensed Family Home _____ Voluntarily Registered Family Home
_____ Family Day System Home _____ Local DSS Approved Family Home
_____ Unregulated Family Home _____ Other (specify:) _____

f. Child Care Program Information:

Business Name: _____

Street Address: _____

City _____ State _____ Zip _____

Telephone: (____) _____ - _____ FAX (____) _____ - _____

Email Address: _____

4. ALL STUDENTS COMPLETE THIS SECTION.

Below provide 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. A list of the approved institutions is on pages 2-3.

College 1: _____

College 2: _____

5. ONLY COMMUNITY COLLEGE STUDENTS COMPLETE THIS SECTION.

Below provide the course number(s) and title(s) of the courses for which you are requesting a scholarship. You may select up to two courses.

Course 1: Number _____ Title _____

Course 2: Number _____ Title _____

OR

6. ONLY FOUR-YEAR COLLEGE/UNIVERSITY STUDENTS COMPLETE THIS SECTION.

Below provide 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 2 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 the course(s) for which you are requesting a scholarship.**

Course 1: Number _____ Title _____

Course 2: Number _____ Title _____

Equivalent community college course number or title:

Course 1: Number _____ Title _____

Course 2: Number _____ Title _____

****Requested course description attached? _____ yes _____ no**

7. SIGNATURE AND DATE

My signature declares under penalty of perjury that all information provided is complete and true. I have read and understand the information regarding my eligibility to participate in this Program and qualifications to be employed in child care in Virginia. I give my permission for the college/university to release my grade(s) to the Northern Virginia Community College (NVCC) and for NVCC to share relevant information pertaining to my request with VDSS and the selected institution. I agree to participate in providing any additional information that is required of scholarship recipients to NVCC. I also give my permission for the program to share my scholarship information with my college's Financial Aid Office.

Signature

Date: _____

APPROVED COMMUNITY COLLEGE COURSES

THERE HAVE BEEN SOME SIGNIFICANT CHANGES TO APPROVED COURSES. ONLY THOSE COURSES LISTED BELOW ARE CURRENTLY APPROVED FOR THIS PROGRAM.

- Introduction to Early Childhood Education (CHD 120)
- Introduction to School-Age Child Care (CHD 220)
- Introduction to Exceptional Children (CHD 210)
- Language Arts for Children (CHD 118)
- Infant and Toddler Programs (CHD 166)
- Inclusion in Infant & Toddler Programs (CHD 193)
- Guiding the Behavior of Children (CHD 205)
- Behavior Management for School-Age Child Care (CHD 230)
- Administration of Child Care Programs (CHD 270)
- Childhood Education Development I (CHD 121)
- Childhood Education Development II (CHD 122)
- Models of Early Childhood Education Programs (CHD 215)
- Curriculum Development for School-Age Child Care (CHD 225)

The following are approved, but the scholarship program will only pay for one from each category:

Safety:

First Aid & Cardiopulmonary Resuscitation (HLT 100), **OR**
Cardiopulmonary Resuscitation (HLT105) and First Aid & Safety (HLT106)

Health:

Child Health and Nutrition (HLT 135) **OR**
Health, Safety, and Nutrition Education (EDU 235) **OR**
Health and Recreation for School-Age Child Care (CHD 235)

Psychology:

Child Care Psychology (PSY 135) **OR**
Child Psychology (PSY 235)

Science and Math:

Science and Math Concepts for Children (CHD 126) **OR**
Math, Science, and Social Studies for Children (CHD146)

The following are approved, but the Scholarship Program will only pay for two from each category:

Activities: You may select up to two courses from this category.

Music and Movement for Children (CHD 109) **OR**
Creative Activities for Children (CHD 125), **OR**
Teaching Art, Music, and Movement to Children (CHD145)

Practicum: You may select up to two courses from this category.

Coordinated Practice (CHD 190) **OR**
Coordinated Practice I-III (CHD 290) **OR**
Observation & Participation in Early Childhood Settings (CHD 165) **OR**
Adv. Observation & Participation in Early Childhood Settings (CHD 265)

For persons who are pursuing a career studies certificate, advanced career studies certificate, or a one-year certificate in a child care program, the following additional courses are approved:

- Principles of Accounting I (ACC 211),
- Principles of Management (BUS 200),
- College Success Skills (SDV 100)
- Techniques and Observations in Early Education (EDU 160),
- Children's Literature (ENG 150)
- Introduction to Speech Communication (SPD 110)
- Intercultural Communication (SPD 229)
- Introduction to Education (EDU 100)
- Parent Education (EDU 155)
- Seminar & Project (CHD 298)

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

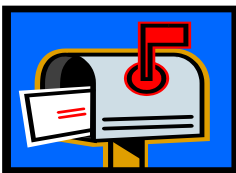
PUBLIC: TWO-YEAR AND FOUR-YEAR INSTITUTIONS

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 Institute 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 Coll.
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





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It is highly recommended that you mail your application no less than 3 weeks prior to the registration deadline at your institution. This should allow sufficient time for NVCC to receive and process your application. Applications are processed in the order in which they are received. This practice does not allow for applications to be processed out of order. Therefore, you need to allow for peak volume periods.

Inquiries About the Status of An Application

Most applications are processed within seven to ten days of receipt, which means that applicants should receive notification within 21 days of mailing their applications. Generally, we ask that applicants allow a minimum of 21 days from the date the application form was mailed before inquiring about the status of the application. This will help expedite the application process for everyone.

