



September 6, 2011

Dear Guiding Star Center Director:

Once again the coalition will be providing **TUITION CREDENTIAL SCHOLARSHIPS** and **ADVANCED DEGREE REIMBURSEMENTS** during the 2011-12 fiscal year. All scholarships and reimbursements will be awarded on a first come, first serve basis. Listed below is the tuition scholarship process for applying for the various credentials. The application for applying for an advanced degree reimbursement is also included in this mailing.

This will be the last time a hard copy of the scholarship and reimbursement information will be sent via mail to Guiding Star center directors. Please access this information and appropriate applications from our website: www.elcofuval.org after September 30, 2011.

Please note:

- You will NOT be given a call from our office stating you are approved; however if funding is no longer available you will be notified. Please note that if steps 1 and 2 (listed below) are not fully completed by the applicant **before** he or she enrolls in a class, the applicant will be responsible for **all** payments associated with obtaining their credential. ELC of Duval will not honor any scholarship requests made **after** an applicant is enrolled in a class.
- Incomplete applications will not be processed.
- If you change the agency where you enrolled to take your classes, you must notify Cynthia Robbins prior to the **start** of the class. Otherwise your scholarship will not be awarded.
- **Once the credential, renewal, and/or degree is awarded, you MUST send a copy of the credential to Cynthia Robbins. Failure to do so will result in the recipient paying the entire scholarship back to ELC of Duval.**
- T.E.A.C.H scholarships will not be offered.

Staff Credential Scholarships

Process for National Child Development Associate (CDA) Scholarship (ECS, JCC, FSCJ)

- Step 1: Complete the enclosed Tuition Credential Scholarship Application. Please refer to the directions at the top of the application for successful completion.
- Step 2: Mail, email or fax the application and all required documentation to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbins@elcofuval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

Below are the names of people to contact for class schedules and availability:

- ECS EJ Jones, (904) 726-1500 Ext. 282, ejones@ecs4kids.org
- FSCJ Dr. Lydia Walter, (904) 357-8934, lwalter@fscj.edu
- JCC Delphine Brock, (904) 630-6468, dbrock@coj.net

Once you complete your class hours, it is the applicant's responsibility to submit the following documents to the Early Learning Coalition of Duval (ELC of Duval) to receive the Direct Assessment Observation fee (\$325) in order to complete the CDA process. ELC of Duval will mail the documents to the Council for Professional Recognition for you. Mail, email or fax the required documents (listed below) to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbins@elcofuval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

1. A signed and complete Direct Assessment Application (white copy only)
2. Certificate/Proof of 120 hours
3. A copy of the first page of the CDA Assessment Observation Instrument cover sheet (must be signed and dated by advisor)

Process for National Child Development Associate (CDA) Online Course Scholarship (CDEA)

This scholarship only pays for the 120 course hours required to obtaining a National CDA by the Council for Professional Recognition. All other National CDA requirements will be the responsibility of the applicant which may include a cost for the CDA Assessment Observation.

- Step 1: Complete the enclosed Tuition Credential Scholarship Application. Please refer to the directions at the top of the application for successful completion.
- Step 2: Mail, email or fax the application and all required documentation to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

Below is the name of the person to contact for class schedules and availability:

- CDEA Ellen McKinley, (904) 573-8831, kids@CDEAlliance.org

Once you complete your National CDA requirements, it is the applicant's responsibility to submit the following documents to the Early Learning Coalition of Duval (ELC of Duval) to receive the Direct Assessment Observation fee (\$325) in order to complete the CDA process. ELC of Duval will mail the documents to the Council for Professional Recognition for you. Mail, email or fax the required documents (listed below) to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

1. A signed and complete Direct Assessment Application (white copy only)
2. Certificate/Proof of 120 hours
3. A copy of the first page of the CDA Assessment Observation Instrument cover sheet (must be signed and dated by advisor)

For more information about the National CDA provided by the Council for Professional Recognition, please visit the website: www.cdacouncil.org.

Process for Direct Assessment Application Fee Scholarship (\$325 ONLY)

It is the applicant's responsibility to submit the following documents to the Early Learning Coalition of Duval (ELC of Duval) to receive the Direct Assessment Observation fee (\$325) in order to complete the CDA process. ELC of Duval will mail the documents to the Council for Professional Recognition for you. Mail, email or fax the required documents (listed below) to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

1. A signed and complete Direct Assessment Application (white copy only)
2. Certificate/Proof of 120 hours
3. A copy of the first page of the CDA Assessment Observation Instrument cover sheet (must be signed and dated by advisor)

For more information about the Direct Assessment Application fee for the National CDA, please visit the website: www.cdacouncil.org.

Process for Christian-based or Values-based Online FCCPC Credential (CDEA) Scholarship

- Step 1: Complete the enclosed Tuition Credential Scholarship Application. Please refer to the directions at the top of the application for successful completion
- Step 2: Mail, email or fax the application and all required documentation to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256
- You will receive an email from enrollment@smarthorizons.org with further information in 2-5 business days.

Process for Staff Credential Renewal Course Scholarship

- Step 1: Complete the enclosed Tuition Credential Scholarship Application. Please refer to the directions at the top of the application for successful completion. In addition, you must send a copy of your current National CDA or FCCPC.
- Step 2: Mail, email or fax the application and all required documentation to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbsins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256

Process for Foundation/Level I, Level II and Advanced Level Director Credential Course or Renewal Course Scholarship

- Step 1: Complete the enclosed Tuition Credential Scholarship Application. Please refer to the directions at the top of the application for successful completion. In addition, you must send a copy of your current National CDA or FCCPC.
- Step 2: Mail, email or fax the application and all required documentation to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbsins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256

Process for Staff Credential for Formal Education Exemption Scholarship

- Step 1: Complete the enclosed Tuition Credential Scholarship Application. Please refer to the directions at the top of the application for successful completion.
- Step 2: Mail, email or fax the application and all required documentation to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbsins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

Process for an Advanced Degree Reimbursement (AA, AS, BS, MA, M ED, PH.D)

It is the applicant's responsibility to submit a completed **Advanced Degree Reimbursement Application** to the Early Learning Coalition of Duval (ELC of Duval). Mail, email or fax the application to Cynthia Robbins. Cynthia's fax number is (904) 394-1239. Her email address is: crobbsins@elcofduval.org. Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

I am pleased to be your professional development and training resource and I look forward to working with you during the 2011-2012 program year.

Sincerely,

Johnna Cooper-Daniels

Johnna Cooper-Daniels
Professional Development and Training Manager