



September 30, 2011

Dear Family Child Care Home Provider:

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 process to apply for the credential. 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 by mail to you. Please access this information and appropriate applications from our website: [www.elcofduval.org](http://www.elcofduval.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.
- **Once the credential 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.
- Other credential renewal courses, such as Staff Credential Renewal Course or Director Credential Renewal Course will be considered for a scholarship on an individual basis. Please contact Cynthia Robbins (contact information below) concerning those inquiries.

#### Process for National Child Development Associate (CDA) Scholarship (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@elcofduval.org](mailto:crobbins@elcofduval.org). Her address is: 8301 Cypress Plaza Drive, Jacksonville, FL 32256.

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@elcofduval.org](mailto: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)

#### 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](mailto: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](http://www.cdacouncil.org).

**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: [crobbins@elcofduval.org](mailto:crobbins@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