

Guiding Stars of Duval Professional Development Incentive Program **2018-19 ELIGIBILITY REQUIREMENTS**

GSOD CENTER REQUIREMENTS

1. The child care center must be star rated by June 2019.
2. The child care center must be in good standing with DCF and have a current license or have a valid accreditation certificate by May 31, 2019.
3. The director/owner must update the teacher list on the portal by **August 31, 2018** in order for staff to qualify for the 2018-19 wage incentive. Please upload a **June 2018** pay check stub onto the wage incentive portal for all persons listed on the form. If your center is not in operation during the month of June, please send the first pay check stub for the year for each person listed.

GSOD TEACHER AND ASSISTANT TEACHER REQUIREMENTS

You MUST show proof of ALL of the following:

1. Employment (at least 15 hours per week in the classroom as an **instructional employee**) at a GSOD star rated center from **June 2018 – May 1, 2019**. Documentation may be requested for verification.
2. A copy of a current DCF transcript documenting the required **40 DCF training hours and additional 5 training hours** from DCF. All 45 hours must be documented on your DCF transcript. This is the only form of documentation that will be accepted. **NO EXCEPTIONS!** Your name must appear on the transcript.
3. A copy of your current CPR/First Aid card as required by DCF. Online First Aid cards are accepted. Online CPR cards are not accepted.
4. A copy of a current DCF transcript documenting a national CDA, FCCPC, Director's Credential, **or** an unofficial copy of an associate's degree, **or** an unofficial copy of a bachelor's degree, **or** an unofficial copy of a master's degree, **or** an unofficial copy of a doctoral degree.

NOTES:

- The effective date of the national CDA, FCCPC and Director's Credential must be on or before **May 1, 2019**.
 - **A copy of a national CDA, FCCPC and Director's Credential will not be accepted. The credential must be listed on the DCF transcript. For assistance with this, please visit <http://ccrain.fl-dcf.org/documents/6/467.pdf#page=1>**
 - An Employment History Recognition Exempt Credential (Grandfathered) will **NOT** be accepted. Additional documents may be requested to clarify degree earned.
 - Degrees from other countries must be translated from a translation company recognized by the American Translators Association.
5. A copy of a W-9 for those who are receiving a wage incentive for the first time.
 6. A copy of your May 2019 pay check stub.
 7. Wage incentive amounts are calculated using the requirements below:
 - the center's star rating,
 - the in-field or out of field credential of the teacher, (refer to the DCF website for in-field degrees (<http://ccrain.fl-dcf.org/documents/6/467.pdf#page=1>),
 - number of school readiness children enrolled in the center during a specific time period (to be determined by ELC of Duval),
 - the number of training hours earned from **May 16, 2018 to May 15, 2019**,
 - individual CLASS scores based on the Guiding Stars 3.0 score ranges may be considered as part of the incentive calculation.
 8. At the time you pick up your incentive check, a picture ID with your name on it must be presented. If you do not have your picture ID, you will not be given your check.



The training hours required for the wage incentive are to enhance professional development and should be viewed as training that exceeds the expected hours required to be employed as a child care worker. Training hours must provide a focus on early care and education and/or early childhood development. The number of training hours can range from a minimum of 10 hours to a maximum of 30 hours. Please refer to the ELC Duval Training Calendar (www.elcduvaltraining.org) for training opportunities. In order to be considered for the wage incentive program, a minimum of ten (10) of the hours **must be and can only be from:**

- **IACET** approved CEU trainings conducted by an instructor, facilitator or coach. The instructor is physically present (face to face) a minimum of 25% of the time in the training facility. Please refer to the IACET website (<https://www.iacet.org/resources/accredited-providers-list/>) for further information.
- CWEEN Certification Training offered by the Kid's Hope Alliance, where CWEEN Certification is successfully completed (this is an option for GSOD DIRECTORS only).
 - Early Childhood Education instructor led or hybrid college course from a public state institution (a 1 hour college course will equal 10 training hours, 2 hour course will equal 20 hours, etc.). College courses must be taken between May 16, 2018 and May 15, 2019. A class schedule to verify the date the class was taken and a college transcript showing when the credit was earned must be provided.
 - The Florida Institute of Education at the University of North Florida conducted by an instructor. The instructor is physically present (face to face) a minimum of 25% of the time in the training facility.

**These required 10 hours can only be one or a combination of the choices listed above.*

The remaining early care and education training hours can be completed by **all** of the options listed above and **only** by the options listed below.

- IACET approved CEU online trainings
- face to face or online trainings offered by KHA, FSS, ECS, ELC, CDEA, DOE, DELDN, UF/IFAS Extension Duval County, DCF, Teachstone, Head Start, Early Learning Exchange at Schultz Institute, Childcare Education Institute, Nemours, Florida Institute of Education at the University of North Florida, FSCJ, NAEYC and affiliates, Jacksonville Public Library
- Early Childhood Education online college course from a public state institution (a 1 hour college course will equal 10 training hours, 2 hour course will equal 20 hours, etc.). College courses must be taken between May 16, 2018 and May 15, 2019. A class schedule to verify the date the class was taken and a college transcript showing when the credit was earned must be provided.
- Conscious Discipline Training authored by Dr. Becky Bailey, conducted by a Master or Certified Conscious Discipline Instructor. The certificate must be issued from the Conscious Discipline organization.
- a training certificate or other documentation showing proof of attendance at an Early Childhood Education conference. At a minimum the conference program, agenda and/or certificate of attendance, if available, is required. It is at the discretion of the coalition to determine whether or not the documentation presented shows actual attendance.
 - Training hours that will **NOT** count towards the wage incentive are:
 - CPR and First Aid
 - Initial CDA credential hours
 - USDA Food Program
 - Kid Vision
 - Teaching Strategies Gold (online)
 - United Way Born Learning Parenting Classes
 - Afterschool or school-aged

NO OTHER TRAINING CERTIFICATES WILL BE ACCEPTED!

GSOD OWNER, DIRECTOR AND ASSISTANT DIRECTOR REQUIREMENTS

You MUST show proof of ALL of the following:

1. You must be working at the GSOD star rated center at least 51% of the time the center is open for operation. Documentation may be requested for verification.
2. A copy of a current DCF transcript documenting the required **40 DCF training hours and additional 5 training hours** from DCF. All 45 hours must be documented on your DCF transcript. This is the only form of documentation that will be accepted. NO EXCEPTIONS! Your name must appear on the transcript.
3. A copy of your current CPR/First Aid card as required by DCF.
4. A copy of a non-expired national CDA or FCCPC, **or** a non-expired Director's Credential, **or** an unofficial copy of an associate's degree, **or** an unofficial copy of a bachelor's degree, **or** an unofficial copy of a master's degree, **or** an unofficial copy of a doctoral degree.

NOTES:

- An Employment History Recognition Exempt Credential (Grandfathered) will **NOT** be accepted. Additional documents may be requested to clarify degree earned.
 - Degrees from other countries must be translated from a translation company recognized by the American Translators Association.
5. A copy of a W-9 for those who are receiving a wage incentive for the first time.
 6. A copy of your May 2019 pay check stub, W-2, 1099 or 2019 Florida Profit Corporation Annual Report.
 7. Wage incentive amounts are calculated using the requirements below:
 - the center's star rating,
 - the in field or out of field credential of the teacher, (refer to the DCF website for in-field degrees (<http://ccrain.fl-dcf.org/documents/6/467.pdf#page=1>),
 - number of school readiness children enrolled in the center during a specific time period (to be determined by ELC of Duval),
 - the number of training hours earned from **May 16, 2018 to May 15, 2019**,
 - individual CLASS scores based on the Guiding Stars 3.0 score ranges may be considered as part of the incentive calculation.
 8. At the time you pick up your incentive check, a picture ID with your name on it must be presented. If you do not have your picture ID, you will not be given your check.

The training hours required for the wage incentive are to enhance professional development and should be viewed as training that exceeds the expected hours required to be employed as a child care worker. The number of training hours can range from a minimum of 10 hours to a maximum of 30 hours. Please refer to the ELC Duval Training Calendar (www.elcduvaltraining.org) for training opportunities. In order to be considered for the wage incentive program ten (10) of the hours **must be and can only be from:**

- **IACET** approved CEU trainings conducted by an instructor, facilitator or coach. The instructor is physically present (face to face) a minimum of 25% of the time in the training facility. Please refer to the IACET website (<http://www.iacet.org/ceu/locate-iacet-ceu-provider>) for further information.
- CWEEP Certification Training offered by the Kid's Hope Alliance, where CWEEP Certification is successfully completed (this is an option for GSOD DIRECTORS only).
- Early Childhood Education instructor led or hybrid college course from a public state institution (a 1 hour college course will equal 10 training hours, 2 hour course will equal 20 hours, etc.). College courses must be taken between May 16, 2018 and May 15, 2019. A class schedule to verify the date the class was taken and a college transcript showing when the credit was earned must be provided.
- The Florida Institute of Education at the University of North Florida conducted by an instructor. The instructor is physically present (face to face) a minimum of 25% of the time in the training facility.

**These required 10 hours can only be one or a combination of the choices listed above.*



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- Early Childhood Education online college course from a public state institution(a 1 hour college course will equal 10 training hours, 2 hour course will equal 20 hours, etc.). College courses must be taken between May 16, 2018 and May 15, 2019. A class schedule to verify the date the class was taken and a college transcript showing when the credit was earned must be provided.
- Conscious Discipline Training authored by Dr. Becky Bailey, conducted by a Master or Certified Conscious Discipline Instructor. The certificate must be issued from the Conscious Discipline organization.
- a training certificate or other documentation showing proof of attendance at an Early Childhood Education conference. At a minimum the conference program, agenda and/or certificate of attendance, if available, is required. It is up to the discretion of the coalition to determine whether or not the documentation presented shows actual attendance.
 - Training hours that will **NOT** count towards the wage incentive are:
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 - Kid Vision
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 - United Way Born Learning Parenting Classes
 - Afterschool or school-aged

NO OTHER TRAINING CERTIFICATES WILL BE ACCEPTED!

GSOD FCCH PROVIDER REQUIREMENTS

You MUST show proof of ALL of the following:

1. You must be working at the GSOD star rated family child care home at least 51% of the time the family child care home is open for operation. Documentation may be requested for verification.
2. A copy of a current DCF transcript documenting the required **30 DCF training hours and additional 5 training hours** from DCF. All 45 hours must be documented on your DCF transcript. This is the only form of documentation that will be accepted. NO EXCEPTIONS! Your name must appear on the transcript.
3. A copy of your current CPR/First Aid card as required by DCF.
4. A copy of a non-expired national CDA or FCCPC, **or** a non-expired Director's Credential, **or** an unofficial copy of an associate's degree, **or** an unofficial copy of a bachelor's degree, **or** an unofficial copy of a master's degree, **or** an unofficial copy of a doctoral degree.

NOTES:

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 - Degrees from other countries must be translated from a translation company recognized by the American Translators Association.
5. A copy of a W-9 for those who are receiving a wage incentive for the first time.
 6. A copy of your May 2019 pay check stub, W-2, 1099 or most current DCF license (only owners).
 7. Wage incentive amounts are calculated using the requirements below:
 - the center's star rating,
 - the in-field or out of field credential of the teacher, (refer to the DCF website for in-field degrees (<http://ccrain.fl-dcf.org/documents/6/467.pdf#page=1>),
 - number of school readiness children enrolled in the center during a specific time period (to be determined by ELC of Duval),
 - the number of training hours earned from **May 16, 2018 to May 15, 2019**,
 - individual CLASS scores based on the Guiding Stars 3.0 score ranges may be considered as part of the incentive calculation.
 8. At the time you pick up your incentive check, a picture ID with your name on it must be presented. If you do not have your picture ID, you will not be given your check.

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ADDITIONAL EXPECTATIONS

- When ELC requests the documentation for staff listed to receive a wage incentive, you must be in good standing with your employer and with DCF from June 2018 – May 1, 2019. This is at the discretion of the **director/owner** to determine “good standing” during the previously mentioned time frame. Once the required documentation is submitted by the director, all staff listed will be eligible to receive a wage incentive if they meet the requirements.
- The Coalition’s leadership reserves the right to make a decision about training hour requirements and distributing a professional development incentive to any Guiding Stars center personnel, after an opportunity for a meeting and due process.
- If you are a GSOD director at one location and a teacher at another GSOD location, you will only receive one incentive check.
- One of the important goals and expectations of the Guiding Stars of Duval Professional Development Incentive Program is to reward staff for remaining employed at the same GSOD center for at least a year. To continue to be eligible in the program, please note the following:
 1. Employees who move during the program year **for ANY reason** (including being promoted to another position at a “corporate” center who may have more than one location) and become employed at another GSOD center **will no longer be eligible** to receive an incentive. This includes “corporate” centers with more than one location.
 2. If a GSOD center closes and you move to another center that is **not** listed as star rated you will no longer be eligible to participate in the Guiding Stars of Duval Professional Development Incentive Program.
 3. If a GSOD center closes, you must become employed within 30 days at another GSOD center that is listed as star rated. If you earned any training hours while employed at the center that closed, those hours can be used to meet the qualifications towards the Guiding Stars of Duval Professional Development Incentive Program. A letter from your current center director on the center’s letterhead must be provided. The dates of current employment and the date and name of the center where the employee was previously employed must be included in the letter. The employee must remain employed at the center until **May 1, 2019**.
- ELC staff will begin contacting center directors and family child care home providers in the spring of 2019 to request the required wage incentive documentation.
- You will be asked to produce copies of all **certificates** earned towards the incentive program. The certificate issue date must be on or before May 15, 2019. It is the responsibility of each class or workshop participant to keep his or her own certificate upon receipt. If for any reason your ELC certificate is misplaced, lost in the mail, destroyed, etc. a replacement fee of \$10 cash is required for each ELC replacement certificate. Request for a certificate must be submitted by email to training@elcduval.org at least 2 weeks prior to the date the certificate is needed. Please include your name, date of training, title of training, location and hours earned in the email. A copy of an ELC training transcript will not meet the wage incentive training requirement.
- Staff Qualifications and Professional Development information submitted by providers who will go through Guiding Stars validation / revalidation in **2018-19**, will be cross referenced with information provided for the Guiding Stars of Duval Professional Incentive Program to ensure alignment in meeting the requirements.

Any false documentation submitted will PERMANENTLY disqualify you from ever receiving any wage incentive from the coalition.