

2013 Health/Wellness and Education Incentives Applications

Kids First provides the opportunity for Childcare Teachers to receive two financial incentives, once a year.

Health and Wellness Incentive

and/or

Education Incentive

Basic Requirements



Applicants must have worked for 6 months beginning September 1 through February 28.

Applicants must work a minimum of 20 hours a week each week of the 6 month period.

For Health and Wellness these are the only requirements.

For the Education Incentives there is an additional education, college class requirement, please see the attached information for clarification.

Please complete the attached forms as your application for these incentives.

Applications are due after Thursday, February 28th but before Friday, March 8th

Check list –

- ✓ **All applicants** -- **Application**, signed and dated by the Director after Feb 28th.
- ✓ **All applicants** -- **Proof of residency form**, current drivers license or required documents.
- ✓ **Education Incentive Applicants** -- **Transcripts** - repeat applicant need documentation of 2012 classes, new applicants need a complete transcript with all your college classes.
- ✓ **New Applicants** -- **W-9**

Education Incentives Guideline for 2013

- * Applicant must be employed from Sept 1 through Feb 28 or longer.
- * Applicant must work a minimum of 20 hours a week during the 6 month period prior to the application date.
- * Applicant must complete at least one 3 hour ECE college credit class during a calendar year period. Completed classes qualify applicant for payment during the next calendar years incentive payment in March. To qualify for 2013 Education Incentives, applicant must complete at least one 3 hour ECE class between January 1 and December 31 2012.
- * Once an applicant has been awarded a Bachelors Degree in Early Childhood Education then they may take one 3 hour college level course of their choice.
- * If an applicant is working on a Bachelors or Associates degree in Early Childhood Education and has a written plan from a college counselor, classes required for the degree will be approved for education incentives calendar year requirement. The written class plan must be submitted with the incentive application.
- * First year teachers may use 45 clock hours of ECE training in a calendar year as a one time substitute for one 3 hour ECE college credit class
- * Teachers who need to have ESL classes will be given a one time 3 hours ECE credit for 45 documented clock hours in ESL instruction.

Level	Director, Teacher, Assistant, Family Child Care Provider	Education award amounts
1	6 credit hours in early childhood education	\$ 100
2	12 credit hours in early childhood education	\$ 200
2	Associate Degree in non-early childhood education major	\$ 200
3	BA/BS in non-early childhood education major	\$ 300
3	18 credit hours in early childhood education	\$ 300
3	Associate Degree in non-early childhood education major. Including 6 hours ECE	\$ 300
4	24 credit hours in early childhood education	\$ 400
4	Colorado Director Qualified	\$ 400
4	Associate Degree in non-early childhood education major. Including 12 hours ECE	\$ 400
4	MA/MS in non early childhood education	\$ 400
5	30 credit hours in early childhood education	\$ 500
5	Associate Degree in non-early childhood education major. Including 18 hours ECE	\$ 500
5	BA/BS - MA/MS in non-early childhood education major, Including 6 hours ECE	\$ 500
6	BA/BS - MA/MS in non-early childhood education major, Including 12 hours ECE	\$ 600
6	Associate Degree in non-early childhood education major, plus Colorado Directors Qualification	\$ 600
7	BA/BS - MA/MS in non-early childhood education major, Including 18 hours ECE	\$ 700
7	Associate Degree in early childhood education	\$ 700
8	BA/BS in non-early childhood education major, plus Colorado Director Qualification	\$ 800
8	BA/BS - MA/MS in non-early childhood education major, Including 24 hours ECE	\$ 800
9	Associate Degree in early childhood education, plus 12 hours toward BA/BS in ECE	\$ 900
9	BA/BS - MA/MS in non-early childhood education major, Including 30 hours ECE	\$ 900
10	Associate Degree in early childhood education, plus 18 hours toward BA/BS in ECE	\$ 1,000
11	BA/BS in early childhood education	\$ 1,100
12	BA/BS in early childhood education, plus 12 graduate credits toward MS/MA in ECE	\$ 1,200
13	MA/MS in non early childhood education, plus 12 graduate credits toward MS/MA in ECE	\$ 1,300
13	BA/BS in early childhood education, plus 18 graduate credits toward MS/MA in ECE	\$ 1,300
14	MA/MS in non early childhood education, plus 18 graduate credits toward MS/MA in ECE	\$ 1,400
14	BA/BS in early childhood education major, plus 24 graduate hours ECE	\$ 1,400
15	MA/MS in non early childhood education, plus 24 graduate credits toward MS/MA in ECE	\$ 1,500
16	MA/MS in early childhood education	\$ 1,750

** Amount given is an annual award for a minimum of 6 months retained with the same employer.

**To receive continued awards you must complete 3 credit hours of Early Childhood Education each year.

** Applicants who have achieved a Bachelors Degree in ECE may take one 3-hour college level course of their choice

** Applicants who have a Masters Degree in Early Childhood education (Level 16) are not required to take any additional credit hours in order to continue to receive the education incentives

** Awards are paid directly to each qualified recipient

**All education awarded as early childhood education must be focused on children ages 0-5;

**Documentation is required

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13 . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



State of Colorado Identification Verification and Affidavit

Affidavit – Provided to Kids First

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

A copy of one of the following forms of identification verification is attached.

- Colorado driver's license or identification card;
- US military card or military dependent's identification card;
- US Coast Guard merchant mariner card; and
- Native American tribal documents



THE CITY OF ASPEN
KIDS FIRST
Childcare Resource Center

Kids First – City of Aspen - Application
Education Incentive & Health-Wellness Bonus

ALL APPLICANTS 2013

Education Incentives will be once a year. You are eligible if you meet the following guidelines:

- You are employed for the entire 6 month period September through February in the same program
- You work at least 20 hours every week for the entire 6 months
- You submit transcripts/documentation for your education attained with this completed application if applying for the Education Incentive
- You must submit a completed W-9
- You must submit the State of Colorado Identification Verification and Affidavit with required documents

Date: _____

Name: _____

Physical Address: _____ City: _____ Zip: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: (H) _____ (W) _____ Email Address: _____

EMPLOYMENT

Employer (childcare program): _____ License #: _____

Job Title (check one): Director Owner/Director Teacher/Director Assistant Director
 Lead/ECE Teacher Teacher Family Child Care Provider Other _____

With what age group do you work? (Check one): Infants (0-18 mos.) Toddlers (18 - 36 mos.)
 Preschoolers School-age Combination

How many hours per week do you work? _____

Do you work year-round? Yes No If not, please explain: _____

**EMPLOYMENT VERIFICATION – TO BE COMPLETED AND SIGNED BY THE DIRECTOR
COMPLETION OF THIS FORM WILL AUTOMATICALLY BE CONSIDERED APPLICATION FOR
HEALTH-WELLNESS BONUS FOR THE SAME 6-MONTH PERIOD.**

Beginning date of employment: ____/____/____ Hours per week: _____

Hourly wage: _____ (Please convert wages to an hourly rate)

Director Name (printed) _____ Signature _____ Date _____

- ✓ **Falsification of any of the above information, or use of Kids First Education Incentive and Health-Wellness Bonus Program for purposes other than described herein, may lead to immediate termination of applicant's funding and future participation in Kids First programs.**

EDUCATIONAL BACKGROUND

High School Name: _____	Dates Attended _____ to _____	Diploma _____ Yes _____ No	G.E.D. _____ Yes _____ No
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College/Technical	Dates Attended	Major (s)	Degrees or # of Credits

ALL APPLICANTS

1. If you have a goal to continue your education, what is your most important education goal right now?

2. Have you completed any classes to continue your education in the past 12 months?

3. What classes have you completed during the last 12 months?

4. Are you currently enrolled in a class to continue your education?

5. In what classes are you now enrolled?

6. If you are now taking a class, is it about early childhood education or a related subject?

7. Are you familiar with T.E.A.C.H. scholarship? _____ Have you applied for a T.E.A.C.H. scholarship? _____

8. Do you have a professional development plan? _____ Is it part of your performance review? _____

Attached you will find the State of Colorado Director Qualifications and the State of Colorado requirements for Early Childhood Teacher (formerly group leader). To meet the Colorado Licensing standards a childcare program is required to have one Director Qualified staff member. Childcare programs are also required to have one teacher who meets the Early Childhood Teacher requirements in each classroom.

In addition to the State Licensing requirements Kids First requires that all programs who receive Infant/Toddler funding from Kids First provide documentation that teachers of children under the age of 3yrs have completed ECE 111 Infant and Toddler Theory and Practice within six months of employment.

Please read these documents and in just a few sentences please tell us how you compare to this scale, which classes have you completed and which classes you will be completing. _____

If you are not pursuing education to complete either of these State standards please let us know in just a few sentences what you are studying or if continued education is or isn't in your current plan.

Six-month periods for this program are:

September 1 to February 28

Applications are due by Friday, March 8

New applicants: You must return a signed W-9 form (attached)

**You must submit all transcripts/documentation for your education attained
with this application.**

**Send Completed application to: Kids First, 215 North Garmish, Suite 1, Aspen, Colorado 81611
Email: kids_first@ci.aspen.co.us Phone: 920-5363**

7.702.52 Director Qualifications - Large Child Care Center

The educational requirements for the director or substitute director of a large center must be met by satisfactory completion of one of the following. (All course hours are given in credit hours, but equivalent quarter hours are acceptable.) Official college transcripts must be submitted to the Department for evaluation of qualifications.

Must meet **ONE** of the following:

Updated October 2012

A and B Options

Degree or college course requirement

A (1) All individuals with a Bachelor's or Master's degree with a major emphasis in child development, early childhood education, or early childhood special education and all other individuals submitting official transcripts for evaluation and/or completing necessary college coursework to become qualified as a director of a large center must complete a three (3) semester hour course from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas:

- a. Introduction to early childhood professions;
- b. Introduction to early childhood lab techniques;
- c. Early childhood guidance strategies for children or the Department approved Pyramid Plus training;
- d. Early childhood health, nutrition, and safety;
- e. Administration of early childhood care and education programs;
- f. Administration: human relations for early childhood professions or introduction to business;
- g. Early childhood curriculum development;
- h. Early childhood growth and development.
- i. The exceptional child;
- j. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training.

A (2) Completion of a course of training approved by the State Department that includes course content listed at Section 7.702.52, A, 1, and experience listed at Section 7.702.52, C.

A (3) Completion of the advanced credential assessment (formerly called the challenge test) through the Colorado office of professional development with a score of eighty percent or better; in addition, experience listed at section 7.702.52, c, is required.

B. All individuals holding a valid approval letter for director qualifications from the Department of Human Services that matches official Department records are required to take, or have taken, the following five (5) three (3) semester hour courses.

(1.) To be completed by May 31, 2012:

a. Infant/toddler theory and practice; or expanding quality in infant and toddler training;

b. The exceptional child;

(2.) One course must be taken every two (2) years from a regionally accredited college or university at either a two year, four year or graduate level in each of the following subject or content areas:

a. Early childhood guidance strategies;

b. Early childhood health, nutrition and safety or child nutrition;

c. Administration: human relations for early childhood professions.

B (2). Official transcripts from a regionally accredited college or university of the one (1) or more of the five (5) courses shall be submitted to the State Department within thirty days of completing each course until all five (5) courses have been completed. Infant/Toddler Theory and Practices and the Exceptional Child must be completed by May 31, 2012. Directors of public school preschools must attend a Department-approved course of training in nutrition and implementation of rules regulating child care.

B (3). All college course grades for large or small child care center director qualification must be a "C" or better.

SEE NEXT PAGE FOR EXPERIENCE REQUIREMENTS

7.702.52 C Director Qualifications - Large Child Care Center
Must meet ONE of the following:
EXPERIENCE OPTIONS

C. The experience requirements for the director of a large center must be met by completion of the following amount of work experience in a child development program, which includes working with a group of children in such programs as a preschool, child care center, kindergarten, or Head Start program:

(1.) Persons with Bachelor's or Master's degree with a major emphasis in child development, early childhood education, or early childhood special education, no additional experience is required.

(2) Persons with a 2-year college degree in early childhood education must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.

(3) Persons with a Bachelor's degree and completion of courses specified in Sections 7.702.52, A, 1-2, must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.

(4) Persons who have no degree but have completed the twenty-four (24) semester hours specified in Section 7.702.52, A, 1-2, must have twenty-four (24) months (3,640 hours) of verified experience working directly with children in a child development program.

(5) Verified experience acquired in a licensed family child care home or school-age child care center may count for up to half of the required experience for director qualifications. To have family child care home experience considered, the applicant must be or have been the licensee. The other half of the required experience must be working directly with children in a child development program.

(6) Experience with five (5) year olds must be verified as follows:

- a. If experience caring for five year old children occurs in a child care center classroom, the hours worked shall be counted as preschool experience;
- b. If experience caring for five year old children occurs in an elementary school program, the hours worked shall be counted as school age experience.

7.703.54 AN EARLY CHILDHOOD TEACHER (FORMERLY GROUP LEADER),

assigned responsibility for a single group of children and working under the supervision of a director, must be at least 18 years of age and must meet at least

One of the following qualifications:

Must meet ONE of the following (from A – J options)

Updated May 2010

A – J Options	Degree or college course requirement Grades Must be “C” or Better	Experience Requirement
A. A Bachelor’s (4 year) degree.	Major area of study for each bachelor’s degree shall be in Early Childhood Education, Elementary Education, Special Education, Family and Child Development or Child Psychology.	No additional experience required.
B. A Bachelor’s (4 year) degree in an unrelated area.	A bachelor’s degree from a regionally accredited college or university with a major area of study in any area other than those listed at section 7.702.54, A, 1, a must have two (2) three semester hour Early Childhood Education college courses with one course being EITHER Introduction to Early Childhood Education OR Guidance Strategies.	At least six (6) months (910) hours of verified experience in the care and supervision of four (4) or more children under six (6) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a family child care home; a teacher’s aide or teacher in a child care center, preschool, or elementary school; or work with disabled children.
C. A 2-year college degree in Early Childhood Education.	Sixty (60) semester hours, in early childhood education from a regionally accredited college or university, which must include at least two (3) three-semester hour courses, one of which must be EITHER Introduction to Early Childhood Education OR Guidance Strategies.	At least six (6) months (910 hours) of verified experience, as listed in (B).
D. REMOVED Option unavailable after May 1, 2011.		

E.	Twelve (12) semester hours in college-level credits in Early Childhood.	Completion of twelve (12) semester hours from a regionally accredited college or university at either a two year, four year or graduate level, in early childhood education. One of the three (3) semester hour courses must be EITHER Introduction to Early Childhood Education OR Guidance Strategies.	At least nine (9) months (1,395 hours) of verified experience as listed in (B).
F.	Completion of a vocational or occupational education sequence in child growth and development.	Completion of a vocational or occupational education sequence in child growth and development.	At least twelve (12) months (1,820 hours) of verified experience as listed in (B).
G.	Current certification as a Child Development Associate (CDA) or Certified Child Care Professional (CCP) or other Department-approved credential.	No college course work required.	No additional experience required.
H.	Department approved course of training.	Completion of a course of training approved by the department that includes training and work experience with children in a child growth and development program.	No additional experience required.
I.	REMOVED Option unavailable after May 1, 2010.		
J.	A current Colorado Level I credential OR Two (2) 3 credit college courses with one course being Intro to ECE.	A current Colorado Level I credential; or, Two (2) three-semester hour Early Childhood Education college courses from a regionally accredited college or university at either a two year, four year or graduate level, with one course being EITHER Introduction to Early Childhood Education OR Guidance Strategies.	At least Twenty-four (24) months (3,640 hours) of verified experience as listed in (B).

***THE DEPARTMENT WILL ACCEPT EXPANDING QUALITY INFANT TODDLER TRAINING AS AN ADDITIONAL COURSE, WITH VERIFICATION FROM THE TRAINER.**