Program 1: Premium Pay Wage Stipend for Jeannette Watson Recipients Eligibility Requirements:

- o Answer every question on the application. CLICK HERE for application.
- o Create a TECPDS account (if you haven't done so already):
    - o https://public.tecpds.org/help/how-to-guides/how-to-create-a-practitioner-account/
    - o Affiliate with your center
        - ▪ https://public.tecpds.org/help/how-to-guides/how-practitioners-connect-to-their-center/
- o Upload the following documents to TECPDS **prior** to submitting your application.
    - o Have your Director FILL OUT <u>AND</u> SIGN the Director verification form. Applicants cannot sign their own application. Add signed form to miscellaneous section of TECPDS.
        - ▪ https://public.tecpds.org/help/how-to-guides/how-to-add-miscellaneous-documents/
    - o Add Experience in Early Learning Programs to "Professional Development Profile- Employment"
        - ▪ https://public.tecpds.org/help/how-to-guides/how-to-add-work-experience/
    - o Upload transcripts and CDA certificate, as applicable.
        - ▪ https://public.tecpds.org/help/how-to-guides/how-to-add-education-and-credentials-on-tecpds/
    - o Proof of continuing education will be determined using the following documents:
        - ▪ Official college/university transcript(s).
        - ▪ Unofficial college/university transcript(s) that have applicants name printed on form.
        - ▪ CDA certificate. Must be current and non-expired. (Does <u>not</u> need to be earned through college credit).
        - ▪ Graduation documentation from a foreign college/university/secondary school, accompanied by an official translated document.
        - ▪ The following documents will **not** be sufficient, or accepted, in replacement of the above:
            - • Certificates of completion
            - • Clock hours
            - • Training certificates, orientation document, or training plans
            - • Copies of diplomas
            - • Untranslated transcription
    - o <mark>All documents and application due **Friday, March 22, 2024**</mark>. Please upload documents to TECPDS *prior* to submitting application.

Program 2: Premium Pay Wage Stipend for Early Learning Program Staff without Early Childhood Credentials Working in High-Quality Programs Eligibility Requirements:

- Answer every question on the application. CLICK HERE for application.
- Create a TECPDS account (if you haven't done so already):
  - https://public.tecpds.org/help/how-to-guides/how-to-create-a-practitioner-account/
  - Affiliate with your center
    - https://public.tecpds.org/help/how-to-guides/how-practitioners-connect-to-their-center/
- Upload the following documents to TECPDS **prior** to submitting your application.
  - Have your Director FILL OUT <u>AND</u> SIGN the Director verification form. Applicants cannot sign their own application. Add signed form to miscellaneous section of TECPDS.
    - https://public.tecpds.org/help/how-to-guides/how-to-add-miscellaneous-documents/
  - Add Experience in early learning programs to "Professional Development Profile- Employment"
    - https://public.tecpds.org/help/how-to-guides/how-to-add-work-experience/
- <mark>All documents and application due **Friday, March 22, 2024**</mark>. Please upload documents to TECPDS *prior* to submitting application.