

CALIFORNIA TRANSITIONAL KINDERGARTEN STIPEND (CTKS) INCENTIVE PROGRAM

Guidelines and Procedures

2016 - 2019

GUIDELINES

According to the purpose of this program, incentives are defined as incentives having a direct relationship to the particular course(s) and/or seminar(s) leading to a timely degree or certificate or completion of an individual course(s) enhancing the Transitional Kindergarten (TK) early educator in their job performance and has received prior enrollment approval from the Consortium For Early Learning Services. The rules and regulations of the program are as follows:

1. The total amount available in the fund for each fiscal year, July 1 to June 30, shall be based on the provisions as set forth in the California Department of Education (CDE), Early Education and Support Division (EESD), CTKS Incentive Program.
2. The fund is for use by Transitional Kindergarten (TK) teachers and California State Preschool Program (CSPP) teachers working at least 15 hours a week directly with children. First priority is intended to provide professional development incentives for TK teachers and shall include, but not limited to, incentives for credentialed teachers to complete at least 24 units and/or 21 hours of professional growth in early childhood education or childhood development or a combination of both. The second priority shall be for professional growth incentives for teachers in the CSPP for education expenses related to professional development, including the costs of credit bearing coursework in early childhood education, child development, or both.
3. Incentives will be issued upon successful completion as demonstrated by a grade card, official transcript or other acceptable method of verification.
4. To ensure an equitable distribution, incentive requests submitted along with official transcripts with grade(s) and/or original certificates for approved professional growth activities will be processed until funds are expended. We anticipate the availability of the funds to expire on or before June 30, 2019. Due to the availability of funds, the program cannot guarantee incentives for every request that is received by the Consortium For Early Learning Services office. Claims will be honored as funding allows.
5. Incentive requests MUST be processed within four (4) weeks of the course end date.

PROCEDURES

1. Prior to enrollment in a class or program, you MUST complete the CTKS Incentive Program Participant Application, Course Authorization Approval form, W-9, and the Confidential Profile form.
2. Upon successful completion of the course, submit the Course Authorization Approval form along with official transcripts to prove the required accredited college units in early childhood education or child development, or a combination of both.

**If you have any questions, please contact Consortium For Early Learning Services at (951) 778 - 5003
or send an e-mail to staff@consortiumels.org**