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Oregon Registry Education Awards Frequently Asked Questions

1. What is an Education Award?

This award is a financial incentive that rewards providers for educational achievements and encourages continued education. The award is provided to individuals, and supervisors, who are working at least 20 hours a week with children under the age of 13. The award amount is based on the professional development Milestone you have achieved. These Milestones are identified by a group of steps on the Oregon Registry.

For Child Care Division (CCD) licensed or Department of Human Services (DHS) active providers the Milestones are defined as:

- **Milestone 1** means you have been awarded a Step between 3-6 and are eligible for \$100
- **Milestone 2** means you have been awarded a Step between 7-8.5 and are eligible for \$250
- **Milestone 3** means you have been awarded a Step 9 or above and are eligible for \$500

*If you are working in a **license exempt** facility the Milestone is defined as:*

- Milestone means you have been awarded a Step 3 or higher on the Oregon Registry and are eligible for \$50

2. How do I get an Education Award?

The Education Award will be available to all eligible providers who are awarded a Step 3 or higher on the Oregon Registry. When an individual is awarded a Step on the Oregon Registry they will receive a certificate and an Education Award Eligibility Packet. This packet will need to be filled out and sent back to Oregon Center for Career Development (OCCD) as soon as possible. The packet provides the specific information that is required for OCCD to process the Education Award. When OCCD receives your completed forms, if you meet the requirements for the Education Award and funding is available, you will be sent a confirmation letter and your check will follow.

- Providers will receive one Education Award per Milestone
- Providers will receive only one award per fiscal year (July 1 – June 30)

3. When will I be eligible for another Education Award?

A provider may be eligible for another Education Award when they meet the next Milestone. Only one Education Award may be paid to each provider in each fiscal year, except in the cases of "bridging" (see #5).

Remember, these Milestones are identified by a group of steps on the Oregon Registry.

4. If I receive an Education Award for a Step 4, will I be eligible for another award in the next fiscal year for a Step 5?

No. You will be eligible for a second Education Award when you achieve the next Milestone, in this situation a Step 7 or higher.

5. What is “Bridging”?

There are certain situations that you may be eligible for “bridging” between two awards in the same fiscal year.

“Milestone Bridging”: For example, if you received a \$100 award for Step 6 (Milestone 1) and then later, in the same year, were approved for a higher Step 7 (Milestone 2) you can request a second award in the amount of \$150, bridging the difference between Milestone 1 and 2.

“Employment Bridging”: You may also be eligible for bridging if your work place changes. For example, if you worked at a License Exempt facility and received a \$50 award for your Step 7 (Milestone 2) and then later started working for a CCD Licensed facility, you may request a second award in the amount of \$200 to bridge the difference.

6. What step do I currently have?

Find your Oregon Registry Certificate, it will tell you your step. If you can't find it, contact OCCD. If your certificate does not have a step number, then you are probably enrolled, but need to apply for a step.

7. How do I know the requirements for a step?

You can find the Oregon Registry Steps Document on the OCCD website at centerline.pdx.edu/registry. Call OCCD or contact your local child care resource and referral (CCR&R) to assist you with any questions.

8. How do I advance to a higher step in the Oregon Registry?

Complete the required training/education for the step that you are applying for, fill out an Oregon Registry Application, and send the application to OCCD with the \$10 application fee. Oregon Statewide Scholarship is available to cover the application fee, for scholarship information see www.centerline.pdx.edu/scholarship or call OCCD.

9. What if I'm not part of the Oregon Registry am I still eligible?

Contact OCCD so an Oregon Registry application can be mailed to you, or you can download one from www.centerline.pdx.edu/registry.

Once received, your Oregon Registry application will go through a review process. An Education Award Eligibility Packet will be mailed with your Oregon Registry Certificate.

10. I'm not currently working with children. Will I be able to receive an Education Award when I do work with children?

A provider will be eligible for an Education Award as long as he/she meets the criteria listed in question #1.

11. What forms do I need to fill out? How do I fill them out? Who can help me?

For new step approvals, Eligibility Packets will be mailed with your certificate. These packets will include:

- 1. Contact and Accountability Form (update and sign)*

2. *Eligibility Form (may require supervisor signature)*
3. *IRS W-9 Form*

Payment may be delayed if the forms are inaccurate or incomplete.

The Oregon Registry application materials will be revised in the near future to integrate the Education Award information.

For questions about the Education Award or forms contact: 503-725-8535 or toll free 1-877-725-8535, occdregistry@pdx.edu

For questions about the Oregon Registry contact 503-725-8541 or toll free 1-877-725-8535, occdregistry@pdx.edu

12. What documents do I need to send to prove I'm CCD licensed or DHS Active?

You do not need to send anything to prove your status. Complete your eligibility forms and we will be contacting CCD and DHS to get verification of your status. You must have received a DHS payment within the last 60 days to be on the DHS active list.

13. Why do I need to provide my social security number on the W-9 Form?

The IRS requires that people who receive money from PSU have a current W-9 on file. If you have questions about how this Education Award might affect your taxes, you should contact your tax accountant. Also, if you are a PSU student this award may affect your financial aid.

14. How long do I have to apply to get the Education Award? Do I need to apply now?

If you are not in the Oregon Registry, or are about to mail an application, and you are eligible for the Education Award, please finish your application and send it to us as soon as you can. You will be sent an Education Award Eligibility Packet with your Oregon Registry Step Certificate. Return the Eligibility Packet as soon as possible.

15. How long will the funds be available?

Educational Awards will be available for as long as funding allows. The awards are processed in the order of the date received by OCCD.

16. Are there restrictions on how I spend my award??

There are no restrictions on how you spend your award.

17. Where is this money coming from and how long will it be around?

The Oregon Center for Career Development in Childhood Care and Education has been asked by the Child Care Division to distribute financial Education Awards to providers who have been awarded an Oregon Registry Step 3 or above. The criteria for this distribution were established by a state level strategic investments partnership workgroup under the Oregon Commission for Child Care. Current funding for this award is from the American Recovery & Reinvestment Act (economic stimulus) and The Oregon Community Foundation. The state level public-private strategic investment workgroup worked to establish the plan for distribution of these funds and is continuing to work on identifying strategies for continuation of these Education Awards.