

## **How to Apply: Stipend for Early Educator Professional Development (SEEPD) Pilot Program on the Early Care and Education Workforce Registry**

This guide explains the step-by-step process to apply for SEEPD using the CA ECE Workforce Registry. Please note: You are **required** to review and update your registry profile with your personal, education, and employment information. It is your responsibility to upload the following documentation to your CA ECE Workforce Registry Account before the application deadline if you have not already done so:

- Signed W9 - If you are a CARES 3.0 Spring 2024 participant, you do not need to resubmit a new W-9 unless you have a new address or new tax information (new name or Taxpayer Identification Number). If you are an EESSG Phase I participant, you will need to submit a W-9.
- Child Development Permit history – verification of new or upgraded Permit status
- Transcript(s) from nationally accredited higher education institution(s) (Unofficial transcripts with applicant name and name of institution are acceptable).
- If applying for Foreign Transcript Evaluation Support: evaluation and receipt with participant's first and last name

Your processing time may be delayed if your documents are blurry or if the registry has follow up questions.

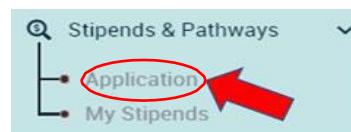
### **Steps to Apply**

#### **Step 1: Apply online at [www.caregistry.org](http://www.caregistry.org).**

- If you already have a Registry account:
  - Log in to your account using your email address.
  - Update your personal and/or employment details on **'My Tools & Settings'**.

**If you need assistance logging in or have multiple accounts, contact the [Registry Help Desk](#).**

## Step 2: Apply for the Stipend



- Click on **'Stipends & Pathways'**.
- Click on **'Application'**.
- Verify your Registry Profile and employment are all up to date. If not, go to you Registry Profile and update your personal information and employment information.
- Click on **'Confirm and continue'**.
- Locate the San Francisco Stipend for Early Educator Professional Development (SEEPD) to apply for a stipend.
- Click on **'San Francisco Stipend for Early Educator Professional Development (SEEPD)'** and click **'Continue to Online Application.'**

## Step 3: Select Stipend Program

1. Please identify which qualification goal(s) this stipend/reimbursement will help you attain? You may select up to two. \*
    - Check off up to two boxes (Only) that identify what qualifications you are planning to pursue in Pathway Goals.
  2. Before completing this section, review the eligibility guidelines and instructions provided by the San Francisco Stipend for Early Educator Professional Development (SEEPD), Eligibility Guidelines and Instructions. Below are the options if completed between 7/1/23 and 6/30/24:
    - i. Permit First Time, Upgrade, Renewal
    - ii. College Credit
    - iii. Degree
    - iv. Foreign Transcript Evaluation
    - v. Course-based specialization certificate programs
- You can select up to 5 options, see the information below and examples on the following page:

#	Pathway Type	Pathway Information	Pathway Detail	Additional Information
1	CA Child Development Permit Acquired	First Time, Renewal or Upgrade + Permit Type	Date Permit Issued	Document ID on document
2	College Credit	Name of College/University attended	Number of units completed (Semester or Quarter)	Student ID number
3	Degree Attainment	Degree level/Name of College/University	Conferral Date (date degree was issued)	Student ID number
4	Retention	Name of Certificate of Achievement/Name of College/University	none	none
5	Retention	Foreign Transcript Evaluation	none	none

## Examples of how to fill out the stipend application: Permit Only

2. Before completing this section, review the eligibility guidelines and instructions provided by the ZZ\_TEST STIPEND PROGRAM - For Testing Only, [Eligibility Guidelines and Instructions](#).

Select the pathway(s) and complete the information below based on the guidelines provided above: \*

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information
CA Child Development	First Time Associate Teacher	02 / 01 / 2024	Issue Date	1452365

+ Add Request

Click **Add Request** for more than one stipend request.

## Permit + College Credit

2. Before completing this section, review the eligibility guidelines and instructions provided by the ZZ\_TEST STIPEND PROGRAM - For Testing Only, [Eligibility Guidelines and Instructions](#).

Select the pathway(s) and complete the information below based on the guidelines provided above: \*

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information
CA Child Development	First Time Associate Teacher	02 / 01 / 2024	Issue Date	1452365
College Credit	City College of SF	15	Semester	55265221

+ Add Request

Click to remove a stipend request.

## Permit + College Credit + Degree

2. Before completing this section, review the eligibility guidelines and instructions provided by the ZZ\_TEST STIPEND PROGRAM - For Testing Only, [Eligibility Guidelines and Instructions](#).

Select the pathway(s) and complete the information below based on the guidelines provided above: \*

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information
CA Child Development	First Time Associate Teacher	02 / 01 / 2024	Issue Date	1452365
College Credit	City College of SF	15	Semester	55265221
Degree Attainment	Associate/City College of SF	05 / 30 / 2024	Conferral Date	55265221

+ Add Request

## Permit + College Credit + Degree + Certificate of Achievement

2. Before completing this section, review the eligibility guidelines and instructions provided by the ZZ\_TEST STIPEND PROGRAM - For Testing Only, [Eligibility Guidelines and Instructions](#).

Select the pathway(s) and complete the information below based on the guidelines provided above: \*

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information
CA Child Development	First Time Associate Teacher	02 / 01 / 2024	Issue Date	1452365
College Credit	City College of SF	15	Semester	55265221
Degree Attainment	Associate/City College of SF	05 / 30 / 2024	Conferral Date	55265221
Retention	Cert of Achievement Infant/Toddler C.	N/A	N/A	N/A

+ Add Request

## Permit + College Credit + Degree + Certificate of Achievement + Foreign Transcript Evaluation

2. Before completing this section, review the eligibility guidelines and instructions provided by the ZZ\_TEST STIPEND PROGRAM - For Testing Only, [Eligibility Guidelines and Instructions](#).

Select the pathway(s) and complete the information below based on the guidelines provided above: \*

Pathway Type	Pathway Information	Pathway Detail	Value Type	Additional Information
CA Child Development ▾	First Time Associate Teacher	02 / 01 / 2024	Issue Date	1452365
College Credit ▾	City College of SF	15	Semester ▾	55265221
Degree Attainment ▾	Associate/City College of SF	05 / 30 / 2024	Conferral Date	55265221
Retention ▾	Infant/Toddler Care/City College of Sf	N/A	N/A	N/A
Retention ▾	Foreign Transcript Evaluation	N/A	N/A	N/A

Add Request

3. Are you enrolled in a degree program?

- Select which degree program you are enrolled in

Are you enrolled in a degree program?

Please Select ▾

- Please Select
- AA/AS (Associate of Arts/Science)
- BA/BS (Bachelor of Arts/Science)
- Other

### Step 4: Review your stipend request(s)

- Read the Statement of Understanding.
- Click **‘Submit Stipend Application’** at the bottom of the page.
- Once you have completed the application, you will see a similar screen verifying submission to the Stipend Program.

### Step 5: Submit your W-9 using ‘Supplemental Forms’

- You are required to complete and submit a W-9 form if:
  - You are a new applicant (meaning you did not receive a stipend in the last round of CARES; this includes EESSG participants). OR
  - You are a returning applicant and information on your W-9 has been changed (your name, address, or personal identification information).
- If you were a CARES 3.0 2024 Spring Participant and your name, address, and personal identification information have NOT changed, skip to Step 6

#### Step 1:

The online portion of your application has been submitted for review.

#### Step 2:

Next, download the [Supplemental Forms](#)

#### Step 3:

Upload your completed required documents, including your supplemental forms, to your profile in [My Documents](#). If you would like to send your forms by email, instructions are in the confirmation email you received.

You can track progress and update your application by going to [My Stipends](#), and by checking your email.

- Download the W-9 by clicking on the Supplemental forms link.
- Print the W-9 form out to complete.
- You can upload the completed W-9 form into your Registry Profile by clicking **'My Documents'** or later, by logging into the Registry and going to **'My Profile'** and then **'My Documents.'**

For instructions on how to complete the W-9 form, please click [here](#).

### Step 6: You've Applied Confirmation Message:

After successfully completing your application, you should receive a confirmation message. If you do not receive it within 24 hours, please check your junk/spam mail folder. If you still don't find it, please email us at [ECEstipend@sfgov.org](mailto:ECEstipend@sfgov.org) for confirmation.

### Accessing the Status of Your Stipend Request

To view the status of your Stipend Requests, go to **'Stipends' and Pathways'** then **'My Stipend Requests'**. The Stipend Administrator will send emails about the status of stipend requests.

### Submitting Documents and Viewing Verified Data

You can upload the completed W-9 form and transcripts into your Registry Profile by clicking My Documents or by logging into the Registry and going to My Profile and then My Documents.

- To view a guide on how to upload your documents to the registry, click [here](#).
- To view your Education and Training Report and review what transcripts have been verified, login to the Registry and go to "Education and Training Report" in QuickLinks.