



Congratulations!

You have just applied for the
Early Childhood Program Administrator's Institute
You are now on your way to starting a Career Path!

This Institute is offered by the United Way of Miami-Dade, with funding from The Children's Trust, The Early Childhood Initiative Foundation and Miami Dade College through the Quality Counts Career Center for Early Care and Education.

To satisfactorily complete the coursework included in the Institute, students are required to enroll in three courses:

EEC 2520: Early Childhood Organizational Leadership,
EEC 2524: Child Care Educational Programming Management,
EEC 2527: Early Childhood Legal and Financial Issues.

Attendance in every class is required. In the event that a student is unable to attend a class, a makeup class on another day and/or time is required. If students miss more than one class without completing a makeup they will be dropped from the class. If this occurs before the allotted time for withdrawals, students will receive a W for the course which will not be counted against them on their transcript. If the time has lapsed and students cannot be withdrawn, they will earn an F for a grade. Students will need to obtain their degree audit (transcript) to verify three credits for the class.

I do understand and accept the guidelines for participating in the Early Childhood Program Administrator's Institute.

By signing this, I also accept the terms and conditions of the Early Childhood Program Administrator's Institute for 2009 - 2010.

Semester I	Sept. 28 th , 2009 – Dec 11 th , 2009
Semester II	Feb. 8 th , 2010 – April 23 rd , 2010
Semester III	May 10 th , 2010 – July 30 th , 2010

Additionally, I do understand that I am receiving a scholarship to cover these courses and therefore must abide by the scholarship agreement as laid out on the following page.

Print Name: _____

Signature: _____ Date: _____



Participation Agreement

1. I agree to participate in the Quality Counts Early Care & Education Registry, a database that records an individual's education and training.
2. I agree to participate in development, maintenance and implementation of a Career Development Plan with a Quality Counts Career Advisor.
3. I agree to complete the complete Quality Counts entrance and exit surveys.
4. I understand that this application for the Quality Counts Educational Scholarship is not a guarantee of payment, and that any fees must be approved prior to the start of the education or training course.
5. I understand that to receive Quality Counts Educational Scholarship funds I must present proof of current employment (minimum of 20 hours per week) in a licensed or legally license-exempt child care program or related service agency in Miami-Dade County. Child care programs may be private for-profit, not-for profit, faith-based, or publicly-operated. Applicants must work directly with children, such as teachers and assistant teachers, or provide support services to early child care and education programs, such as directors, coaches and curriculum specialists.
6. I agree to notify the Quality Counts Career Center of any changes in my work status. I understand that if I am no longer employed with a child care program in Miami-Dade County that my scholarship may be terminated. I also understand that failure to report changes in my work status could result in denial of future scholarships and/or repayment of funds.
7. I agree to successfully complete any college coursework or training paid by this scholarship. I understand that if I do not achieve a grade of A, B, C, or P or S (for pass/no pass classes) for a course paid for by the scholarship, my Quality Counts Educational Scholarship benefits may be affected.
8. I authorize the institution I am attending to release my final grade for the course(s) attended to the Quality Counts Career Center for reporting purposes.
9. I have read and understood the policies of the Quality Counts Educational Scholarship program.

I, the applicant, attest that the information on this form is accurate to the best of my knowledge. I attest that I have read the Participation Agreement and agree to all its provisions.