



EARLY LEARNING COALITION
OF POLK COUNTY
Heart of Education

**2023-2024 ELC Polk Professional Development
Provider Training Incentive Program**

THIS IS A SAMPLE. YOU WILL SIGN THIS WITH YOUR ONLINE REGISTRATION.

2023-2024 Training Incentive Program

As a participant in the Training Incentive Program (TIP), I agree that:

1. Only instructional and administrative staff listed in the School Readiness provider's Quality Performance System (QPS) and VPK application(instructors and directors) are eligible for this program. (NOTE: If you are not sure if you are eligible, contact the Professional Development Coordinator before paying your registration fee. Registration fees are NOT refundable.)
2. The Early Learning Coalition of Polk County reserves the right to approve or deny each participant's registration request.
3. I agree to register for the TIP Registration course and complete the payment attached to the course as the first step of enrollment in the program.
4. I agree to complete the Training Incentive Program course(s) that I select.
5. I have received, read, and understand the policies outlined in the course(s) I have chosen.
6. I will ask questions and address concerns prior to the start date.
7. I may not be eligible for any stipends provided by the Coalition (and/or partner agencies) if all course requirements are not met.
8. The exact same course(s) may not be taken again, if taken in the past, unless approved by the ELC Professional Development Coordinator.
9. If I registered for but did not complete a course in the 2022-2023 program, I may not be eligible for my selected course(s).
10. There may be requirements for each course, including: online attendance, in person attendance, course participation, completion of assignments, completion of assessments/testing, achieving mastery, and other items/requirements as determined by the Coalition.
11. If I do not attend the first session, I may be automatically withdrawn from the course.
12. If I am eligible for a stipend, check distribution dates will be determined by the Coalition.
13. A registration fee is required to be paid by each participant for each course registration. If changes are made to the registration, a fee must be paid again.

14. There may be costs associated with each course and I acknowledge that the Coalition may cover some costs including enrollment dues, kits, or other pre-approved equipment or materials.
15. If there are additional costs associated with the course I have chosen, I acknowledge that I am responsible for any costs which are not covered by the Coalition.
16. All courses require stable internet access and a computer or tablet with a camera and microphone. This will be provided by the participant. When required by the instructor, the camera and microphone will be turned on, and the participant will be visible and heard.
17. In the event I begin a course and do not continue and/or complete it, I may be responsible for paying any costs previously paid by the Coalition on my behalf.
18. Participation in the Training Incentive Program is voluntary.
19. I will inform the Coalition of any changes that occur during this program, such as, place of employment, phone, email, and address.
20. It is my responsibility to keep my personal contact and employment information up to date in the Learning Management System (LMS) within Webauthor. This information will be used to distribute stipend payments, certificates, etc.
21. In order to receive the stipend, I must be employed by a School Readiness provider or VPK provider contracted with ELC Polk at the time of registration, throughout the duration of the course, and at the time that the stipend payments are made.
22. By the end of the program, I will be required to submit the course certificates and other documents required to demonstrate course completion.
23. By the end of the program, I will be required to submit an updated W9 form, banking information, and other documents required for the payment of the stipend by direct deposit.