



2024-2025 ELC Polk Professional Development Provider Training Incentive Program Participation Agreement

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

1. Only instructional and administrative staff listed in the Provider's School Readiness Quality Performance System (QPS) or VPK application (instructors and directors) are eligible for this program. QPS rosters do not include substitutes, floaters, or staff who are not instructional or administrative. Substitute teachers listed on the VPK application are not eligible. (NOTE: If you are not sure if you are eligible, contact the Coalition before paying your registration fee. Registration fees are NOT refundable.)
2. Participation in the Training Incentive Program is voluntary.
3. I have reviewed and understand the Training Incentive Catalog and benchmarks for the 2024-2025 TIP year.
4. The Early Learning Coalition of Polk County reserves the right to approve or deny each participant's registration request.
5. I understand that I must enroll for the 2024-2025 Training Incentive Program, complete the payment process, and attend TIP Orientation during the enrollment period. (September 1, 2024 – November 1, 2024).
6. I understand that if I do not enroll in the 2024-2025 Training Incentive Program by November 1, 2024, I will not be eligible for the stipend.
7. I understand that the TIP begins September 1, 2024 and ends June 1, 2025. Eligible trainings or courses started on or after July 1, 2024 will count toward the required 40 hours.
8. I will not be eligible for any stipends provided by the Coalition (and/or partner agencies) if all course requirements are not met.
9. The exact same course(s) may not be taken again, if taken in the past, unless approved by the Coalition.
10. If I registered for but did not complete a course in the 2023-2024 program, I may be placed in a hold status for my selected course for 2024-2025.
11. 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 or partner agency.
12. If I do not attend the first session, I may be automatically withdrawn from the course.
13. If I am eligible for a stipend, check distribution dates will be determined by the Coalition.

14. If my banking information provided is inaccurate and the Coalition must reissue my stipend for any reason, I am responsible for any applicable fees the Coalition incurs, and the fees will be deducted from my stipend.
15. There may be costs associated with each course or training, and I acknowledge that the Coalition may cover some costs including enrollment dues, kits, or other pre-approved equipment or materials.
16. If there are additional costs associated with the course or trainings I have chosen, I acknowledge that I am responsible for any costs which are not covered by the Coalition.
17. All virtual 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.
18. All concurrent face to face trainings or hybrid courses have an attendance requirement. Missed sessions may result in my removal from the TIP.
19. In the event I begin a course or training and do not continue and/or complete it, I may be responsible for paying any costs previously paid by the Coalition on my behalf.
20. I will inform the Coalition of any changes that occur during this program, such as banking, place of employment, phone, email, and address.
21. 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.
22. 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.
23. I agree that I will upload the course/training certificates and other documents required to demonstrate course completion in the Early Childhood Staff PD tab of my WebAuthor account.
24. I understand that I am eligible to take multiple trainings throughout the duration of the Training Incentive Program and am not permitted to take courses that conflict with the scheduled training times of another course. At any given time, I may only participate in one live/virtual session at a time.
25. I understand that all acceptable courses/trainings are either listed in the course catalog or approved by Coalition staff in writing.
26. I have received, read, and understand the policies outlined in the course(s)/trainings I have chosen.

IMPORTANT DATES

September 1 – November 1, 2024	Enrollment and Orientation Period
July 1, 2024 – June 1, 2025	Trainings must occur during these dates
June 1, 2025	Last day to submit training certificates
July 1, 2025	Receive your stipend AFTER this date
January 15, 2025	Complete at least 15 training hours and upload certificates or DCF transcript
April 15, 2025	Complete at least a total of 30 training hours and upload certificates or DCF transcript
June 1, 2025	Complete 40 training hours and upload certificates or DCF transcript