



EARLY LEARNING COALITION
OF POLK COUNTY
Heart of Education

2025-2026 Training Incentive Program (TIP) Participation Agreement

All Participants in the Training Incentive Program (TIP), must agree to the following terms. Completing the TIP registration and enrollment and/or paying the registration fee is considered to be in agreement with these terms. The person who is enrolling in and participating in TIP is considered “the Participant”.

ELIGIBILITY FOR PARTICIPATION

1. The Early Learning Coalition of Polk County (“the Coalition”) reserves the right to approve or deny each Participant’s registration request.
2. Only instructional and administrative staff listed in the Provider’s School Readiness Quality Performance System (QPS) or Voluntary Pre-Kindergarten application (including 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. To receive the stipend, Participants must be employed by a contracted Provider at the time of registration, throughout the duration of the course, and at the time that the stipend payments are made.
 - **NOTE:** If unsure of eligibility, contact the Coalition.
3. Participants must enroll for the 2025-2026 Training Incentive Program and sign the Participation Agreement prior to December 1, 2025. Failure to do so will result in ineligibility for TIP and the related stipend.
4. Participants will inform the Coalition of any changes that occur during this program, such as banking, place of employment, phone, email, and address. It is the responsibility of the Participant to keep 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.

TRAINING REQUIREMENTS

5. TIP runs from July 1, 2025 to June 1, 2026.
6. Eligible trainings must be completed between June 1, 2025 and June 1, 2026.
7. **IMPORTANT BENCHMARK DATES**

The following benchmarks must be met to remain eligible.

December 1, 2025	Training Incentive Program (TIP) Registration complete
February 1, 2026	Benchmark 1: At least 15 training hours submitted and approved
April 1, 2026	Benchmark 2: At least 30 training hours submitted and approved
June 1, 2026	Benchmark 3: At least 40 training hours submitted and approved

8. Participants 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 written approval is provided by the Coalition.
10. If a Participant registered for but did not complete the 2024-2025 program, they may be placed in a hold status for TIP and selected courses for 2025-2026.
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. It is the Participant's responsibility to read and understand the policies outlined in the selected course(s)/trainings.
12. If Participants do not attend the first session of a course, they may be automatically withdrawn from the course.
13. There may be costs associated with each course or training that the Coalition may cover including enrollment dues, kits, or other preapproved equipment or materials. If a Participant fails to complete the course requirements, they may be required to reimburse the Coalition for some or all of these costs.
14. If there are additional costs associated with the course or trainings selected, the Participant is responsible for any costs which are not covered by the Coalition. The Coalition will not reimburse Participants for training costs unless otherwise agreed to in writing before the start of the course.
15. Virtual courses may 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. Smartphones should not be used for this purpose.

16. All synchronous (“live”) trainings (whether in person or online) have an attendance requirement. Missed sessions may result in removal from the course.
17. Participants are eligible to take multiple trainings throughout the duration of the TIP. However, they may not take courses that conflict with the scheduled training times of another course. They may only participate in one live/virtual session at a time.
18. All acceptable courses/trainings are either offered by the Coalition or its partner agencies or approved by Coalition staff in writing.
19. Any course taken at an accredited college or university during the 2025-26 program year can earn 10 training hours for each credit hour completed. This must be shown on a valid transcript with dates and course names included. Acceptable college courses are those related to early childhood education.
20. For courses not listed on the Coalition's Learning Management System platform or official list of approved courses, pre-approval may be required.
21. At the discretion of the Coalition, additional documentation related to trainings may be required before the course is approved.
22. Participants will upload the course/training certificates and other documents required to demonstrate course completion in the Early Childhood Staff PD tab of their WebAuthor account. Coalition staff will determine whether each certificate will be accepted or rejected.
23. Any false documentation submitted may permanently disqualify you from this and any future incentive programs with the Coalition.
24. The following training hours will not count toward this program:
 - CPR, First Aid, feeding, medical, and other physical care related topics
 - Initial DCF trainings that are required for employment
 - VPK training required to hold the position of Director, Lead, or Aide
 - USDA Food Program trainings
 - Staff meetings
 - In-house training offered by a Provider only for their staff
 - Other training not approved by the Coalition

STIPEND PAYMENTS

25. Stipend distribution dates will be determined by the Coalition.
26. Final stipend amounts may vary based on available funding.
27. Participants must inform the Coalition of any changes that occur during this program, such as banking, place of employment, phone, email, and address. It is their responsibility to keep 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.

28. To submit new banking information, the completion of an additional Participation Agreement in full is required.
29. If the banking information provided is inaccurate and the Coalition must reissue a stipend for any reason, the Participant is responsible for any applicable fees the Coalition incurs, and the fees will be deducted from the stipend.
30. Stipend payments will be made to eligible Participants by **July 30, 2026**.

CONTACT INFORMATION

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