



## Pathways to Professionalism (P2P) Award ELIGIBILITY CRITERIA and PROCESS



July 1, 2016—June 30, 2017

### What is a Pathways to Professionalism (P2P) Award?

The P2P Award provides Early Care and Learning professionals in Alaska with funding of up to \$425 for one CDA Application or Renewal fee per person, per State fiscal year (July 1—June 30), pre-paid directly to the Council for Professional Recognition or as a reimbursement for the CDA Application or Renewal fee.

### Eligibility Criteria

1. You must be operating, or be a paid employee of, a licensed child care facility (Military, Head Start, Approved Provider, and School District employees are not eligible).
2. You must have an active/current/updated SEED Registry membership. You can submit or renew an application online at [www.seedalaska.org](http://www.seedalaska.org). For more information, contact us at: [info@seedalaska.org](mailto:info@seedalaska.org) or 907.265.3194 or 855.265.7333.
3. You must pay any unpaid **thread** training balance(s), if applicable.
4. If you choose to pay the CDA Application or Renewal fee directly to the Council for Professional Recognition, **your payment must have been made to the Council within the past 90 days of this application**. You must submit proof of payment which includes candidate's name and date of payment.
5. If you have received funding from other financial aid/scholarship programs, your P2P reimbursement amount will be reduced by the amount of other scholarship and/or financial aid. Example: You received a full or partial scholarship from the Anchorage Association for the Education of Young Children (AAEYC) for the CDA Application or Renewal fee. **thread**/SEED will adjust your P2P Award and/or you may be denied the P2P Award if you received a full scholarship/financial aid for the CDA Application or Renewal fee.

### How to Apply

1. You must complete the Pathways to Professionalism (P2P) Award Application and submit it to the **thread**, **SEED** office in Anchorage (see contact information below).
2. You can receive a reimbursement for up to 100% of the following costs per State fiscal year (July 1 through June 30) depending on funds available:
  - CDA Application fee of \$425
  - CDA Renewal fees: \$125 (online fee); \$150 (U.S. mail fee)
3. You must submit the following documents with the P2P Award Application as follows:

If you are:

- Requesting **thread**/SEED pay the application or renewal fee directly to the Council for Professional Recognition: Please submit documentation of the payment Cover Letter from the Council for Professional Recognition. (See the "How to Online CDA Application Fee" document for instructions for obtaining the Cover Letter from the Council for Professional Recognition).
- Requesting a reimbursement: Please submit documentation of payment made to the Council for Professional Recognition (canceled check, credit card statement, etc.).

#### **thread, SEED**

3350 Commercial Drive, Suite 203  
Anchorage, AK 99501

Telephone: 907.265.3194 / Toll Free: 1.855.265.7333

Fax: 907.265.3195 / Toll Free Fax: 1.855.265.3195

Email: [info@seedalaska.org](mailto:info@seedalaska.org)

Updated 8/2/2016





# Pathways to Professionalism (P2P) Award APPLICATION



July 1, 2016—June 30, 2017

Thank you for submitt Funding will be awarded on a **FIRST COME, FIRST SERVE** basis. Payment will be made directly to the Council for Professional Recognition or as a reimbursement with proof of payment. **For reimbursements, payment will be made within 21-45 days after a completed application is received.**

I certify that I operate, or am a paid employee, of a licensed child care facility and meet the Eligibility Criteria. The information in this request is true and accurate to the best of my knowledge. Falsification of any information may result in repayment of funds and the inability to receive future reimbursement funds.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print in **black** or **blue** ink or complete electronically, and then print and sign your application. Incomplete, illegible or incorrect applications will not be processed. **ALL FIELDS ARE REQUIRED.**

Applicant's Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Facility Name \_\_\_\_\_

Administrator's Name \_\_\_\_\_

AK SEED Registry Username \_\_\_\_\_ SEED Expiration Date \_\_\_\_\_  
(If unknown, call 907.265.3194 or email [info@seedalaska.org](mailto:info@seedalaska.org))

Make Check Payable to: (Check one box)  Council for Professional Recognition

Please Reimburse to:

Name \_\_\_\_\_ (Programs/Businesses paying with a business credit card with an employee's name on the card will be paid to the program/business not the individual)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Program is a licensed:**  Center  Group Home  Home

**For Reimbursements Only:** Costs were paid by:  Employer  Self

**I work with:**  Infant-Toddler  Preschool  School Age  Other \_\_\_\_\_

Did you receive CDA training through **thread**?  Yes  No

Applicants will be notified by email or mail. Please initial the following before submitting your application:

- \_\_\_\_\_ I understand **thread**, **SEED** will pay or reimburse **100%** of the CDA Application or Renewal fee.
- \_\_\_\_\_ I have filled in all required fields on this application.
- \_\_\_\_\_ I have submitted the Cover Letter from the Council for Professional Recognition or proof of payment.
- \_\_\_\_\_ I have paid any unpaid **thread** training fees, if applicable.
- \_\_\_\_\_ For reimbursements, the CDA Application or Renewal fee **must have been paid within the past 90 days.**
- \_\_\_\_\_ For reimbursements, I have included receipt(s) with candidate's name and date of payment (electronic and photocopied or scanned receipts are acceptable).

**Please mail, fax or email your SIGNED, completed application via fax, mail or email (scanned copies) to:**

**thread, SEED**  
3350 Commercial Drive, Suite 203  
Anchorage, AK 99501

Telephone: 907.265.3194 / Toll Free: 1.855.265.7333  
Fax 907.265.3195 / Toll Free Fax 1.855.265.3195  
Email: [info@seedalaska.org](mailto:info@seedalaska.org)

