



THE VERMONT CHILD CARE INDUSTRY AND CAREERS COUNCIL

Presents five TUITION-FREE college courses for Summer 2015

In partnership with the Community College of Vermont

Please note: The summer semester runs for 12 weeks, instead of the usual 15 weeks; therefore, all summer courses will include an online component. If you have never used Moodle at CCV for coursework or if you need a refresher, please take an Online Learning Workshop at CCV before class starts (see “Questions for the CCV Advisor” on page 3 of this application).

INFANT AND TODDLER DEVELOPMENT (PSY 2020)

CCV in Bennington: Meets in person on Tuesdays 6-9pm, May 26 – August 11 Instructor: Stephannie Peters

This course explores processes of human development from conception through 36 months of age. Emphasis is on the physical, emotional, social, language and intellectual growth of infants and toddlers. Topics include: developmental theories and research, assessment tools, inclusion, and design of curriculum for infants and toddlers.

Weekly observations of this age group are required.

DEVELOPMENT OF THE YOUNG CHILD: AGES 3-8 (PSY 2025)

CCV in Winooski: Meets in person on Wednesdays 6-9pm, May 27 – August 12 Instructor: Lisa Guerrero

CCV in Montpelier: Hybrid course; meets in person on the following Wednesdays 6-9pm: 5/27, 6/3, 7/1, 8/5 and the rest is online May 27 – August 12 Instructor: Deb Curtis

CCV in Springfield: Hybrid course; meets in person on the following Thursdays 6-9pm: 5/28, 6/18, 7/16, 8/13 and the rest is online May 28 – August 13 Instructor: Lori Harris

This course explores processes of human development from 36 months to eight years of age. Emphasis is on the physical, emotional, social, and intellectual growth of the child. Topics include developmental theories and research, assessment tools, design of inclusive integrated curriculum, and the concept of transition.

Weekly observations of this age group are required.

LEADERSHIP, MENTORING AND SUPERVISION FOR EARLY CHILDHOOD AND AFTERSCHOOL PRACTITIONERS (EDU 2041)

CCV in Winooski: Meets in person on Wednesdays 6-9pm May 27 – August 12 Instructor: Nancy Sugarman
Extra materials fee required.

This course focuses on the development of leadership and mentoring by practitioners in early education and afterschool settings. It provides a basic understanding of leadership and group dynamics theory including goal setting, decision-making, problem solving, delegation, motivation, and performance evaluation. Students will develop a personal philosophy of leadership and become familiar with strategies for mentoring early childhood and afterschool professionals.

Students will receive 3 undergraduate college credits from Community College of Vermont for each course successfully completed. The tuition is provided through grants awarded to the Vermont Child Care Industry and Careers Council, Inc. to support the professional development of Vermont’s child care workforce.

VCCICC DEADLINE FOR APPLICATIONS: May 1, 2015

Call VCCICC staff at 802-985-2700 or email vccicc@comcast.net with any questions.

WHO IS ELIGIBLE TO APPLY?

As space allows, VCCICC courses are open to:

- Child Care Apprentices and On the Job Trainees registered with the VT Dept. of Labor
- Staff and management working in licensed child care programs
- Family child care providers
- School-age care providers
- Others currently working with young children in Vermont

NOTE: Registered child care apprentices are enrolled in these courses first. As space allows, community members are enrolled on a first-come-first-served basis in the order we receive complete applications. Apply early for your best chance of getting a spot in class.

HOW TO APPLY:

STEP 1: Become a CCV student

If you have never taken classes at CCV (or another VT state college), **or** if it has been more than 3 semesters since your last course, please go to www.ccv.edu/apply/ to complete and electronically submit your CCV Admission Form.

STEP 2: Contact a CCV Advisor

Wait 24 hours for your admission form to be uploaded to the CCV system, then contact an advisor at CCV. If you are already a CCV student, contact your advisor to discuss your plan to take this course. Please note: your CCV advisor will NOT be able to register you directly for this class. Since VCCICC contracts these courses, you need to follow the steps to register through VCCICC. **If you do not already have an advisor at CCV, please ask to speak to the following advisor in your region:**

CCV Winooski	Angie Albeck	802-654-0505
CCV Montpelier	Elizabeth King	802-828-4060
CCV Springfield	Deb Grant	802-885-8360
CCV Bennington	Jeannie Jenkins	802-447-2361

Questions to ask the CCV Advisor:

1. Confirm that your student information is in the CCV system.
2. Ask if you need to take the Accuplacer assessment, and if so schedule an appointment to take this assessment at CCV as soon as possible.
3. Ask if you are all set (as far as CCV is concerned) to register for the class through VCCICC.
4. If you have never used Moodle at CCV for coursework, ask to sign up for an Online Learning Workshop at CCV before classes start. These workshops are free for students.

Write the name of the CCV advisor you speak with on page 6 of this application packet.

STEP 3: Go to www.ccv.edu and click the **portal** tab. If this is your first semester at CCV, you will need to activate your account. Click on "New users: Activate your account here". Once in your CCV student portal, **create a FERPA access code** (see page 7 of this application for instructions).

STEP 4: Complete pages 6, 7, 8 and 9 of this application packet. Double check your application for accuracy and use the checklist on page 10 to be sure it's complete. Students with incomplete applications (missing info, payment, etc.) will be placed on a waiting list until all requirements are met.

STEP 5: Mail your complete application with appropriate fees (check or money order) to the Vermont Child Care Industry and Careers Council (VCCICC) by the deadline, Friday May 1. We cannot accept credit or debit cards.

***NON-APPRENTICE applicants only:**

- **Please enclose \$100.00 application fee (or \$75.00 for current VCCICC members)**, made payable to VCCICC, with your completed enrollment packet. Applications without payment included will not be processed until payment is received (Join now and save! See page 5 for membership form).
- **Leadership, Mentoring and Supervision students, please add a \$22.00 materials fee to your application fee.**
- If you are placed on a waitlist or cancel your seat 48 hours before classes start, all fees will be returned to you.
- After you receive notice of your enrollment in class, you must **purchase or rent the textbooks** for your class. Textbook info will be sent to you via e-mail as you secure a spot in the class.

APPRENTICE students only:

- Please complete pages 6, 7, 8 and 9 of this packet as soon as possible and submit to VCCICC.
- You do not need to enclose any fees.
- You will receive your textbooks on or before the first night of class.

NOTE:

All participants in any *Vermont Child Care Industry and Careers Council* course are also students of CCV and subject to CCV policies.

Are you interested in the Child Care Apprenticeship Program or the On-the-Job Training Program? See page 4 for descriptions.

Visit our website at www.vtchildcareindustry.org
Call the office at 985-2700 or email vccicc@comcast.net for more information.





Professional development opportunities supported by the Vermont Child Care Industry and Careers Council

Registered Apprenticeship

The VT Child Care Apprenticeship Program (VCCAP) is a training program that matches mentors (head teachers, assistant directors, program coordinators, directors, etc.) with less experienced staff (assistant teachers, individual aids, paraprofessionals, etc.) for formal training in the field of child care. VCCAP follows the tradition of registered apprenticeship, which combines supervised on-the-job training with 297 hours of formal training hours over a 2-year time period. These training hours include 6 tuition-free college courses (18 credits!) in the field of early care and education along with 4,000 hours of formal on-the-job training and educational scholarships for mentors and apprentices.

On-the Job Training

1,000 hours of supervised work time in a regulated program. This may be a licensed center or home, an afterschool program or an Agency of Education setting. Community based training or college courses are required (55 hours of training). On-the Job trainees are welcome in the classes offered for registered apprentices with application fees waived.

Certificates of Proficiency

High School Technical Center students

An opportunity to work with a mentor, hone skills on the job in daily activities such as Engaging a Child in Conversation, Hand Washing, etc., write a report, be interviewed and observed by an Independent Assessor in each skill mastered. Certificates are signed by the Governor, a representative from the Department for Children and Families, the Department of Labor and the VT Child Care Industry and Careers Council. Each Certificate has Work Process hours that can translate into the Registered Child Care Apprenticeship Program. Level I tasks=50 hours, Level II tasks=75 hours, Level III=100 hours towards the 4,000 hours of on the job training required.

Tuition-free college courses

A sequence of 6 college courses are offered, one per semester, each worth 3 credits upon successful completion. After enrollment of registered apprentices, these courses are open to the child care community and others working with children. Non-apprentice students pay an application fee (\$100.00 or \$75.00 for VCCICC members) and are expected to purchase their textbooks, which can range from \$60.00 to over \$200.00, depending on the course. Currently, these courses are offered through Community College of Vermont. Note: CCV currently charges \$792 (tuition + administrative fee) for a 3 credit course. We are happy to be able to offer the courses for a fraction of the cost to those working with children in Vermont.

Visit our website at www.vtchildcareindustry.org
Call the office at 985-2700 or email vccicc@comcast.net for more information

PLEASE KEEP PAGES 1-4 FOR YOUR REFERENCE



VT Child Care Industry and Careers Council (VCCICC)
145 Pine Haven Shores Road, Suite 1137
Shelburne, VT 05482
(802) 985-2700
vccicc@comcast.net

Not a member yet? Join now and save!!!

MEMBERSHIP FORM

The Vermont Child Care Industry and Careers Council works to enhance the knowledge, skills and status of child care providers by offering the Apprenticeship Program and other professional development activities; advocating for salaries commensurate with expertise; and collaborating, coordinating and linking with other leaders and organizations in order to build quality and sustain growth of the child care industry.

VCCICC's mission is to support Vermont's children, families, communities, schools and businesses by promoting the highest quality child care for young and school age children through the recruitment, development, mentoring and retention of qualified child care professionals.

VCCICC membership is by individual only at a rate of \$25.00 per year.

Your membership year begins the date you join!

Name: _____

Address: _____

(Street or PO Box)

(Town)

(State)

(Zip Code)

(Email address)

(Phone Number)

(Employer)

(Date)

Check box to best describe your role with VCCICC:

- | | | | |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Apprentice | <input type="checkbox"/> Mentor | <input type="checkbox"/> Sponsor | <input type="checkbox"/> On the job trainee |
| <input type="checkbox"/> Student | <input type="checkbox"/> Community member | <input type="checkbox"/> CDA project | <input type="checkbox"/> Licensed center staff |
| <input type="checkbox"/> Registered home provider | | | |

For VCCICC use only
Check # _____



Vermont Child Care Industry and Careers Council, Inc. (VCCICC)
APPLICATION TO ENROLL

Name: _____ (please print clearly)

Name of program where you work: _____

Work phone: _____

1) Please check all that apply. This program is a(n):

- | | |
|--|--|
| <input type="checkbox"/> Registered Family Child Care Provider | <input type="checkbox"/> Accredited Program |
| <input type="checkbox"/> Licensed Child Care Program | <input type="checkbox"/> In the process of accreditation |
| <input type="checkbox"/> Agency of Education Setting | <input type="checkbox"/> Head Start Program |
| <input type="checkbox"/> Participant in the VT Step Ahead Recognition System (STARS) | |

2) I am taking this class:

- | | |
|--|---|
| <input type="checkbox"/> As a Child Care Apprentice | <input type="checkbox"/> To earn my Program Director Credential |
| <input type="checkbox"/> To achieve or renew my CDA credential | <input type="checkbox"/> To earn my Associate's Degree |
| <input type="checkbox"/> As a TEACH scholarship recipient | |
| <input type="checkbox"/> Other: _____ | |

3) Length of time employed in the field (caring for children and youth): Years _____ Months _____

4) Number of children directly in my care: _____

4) Check the course you are requesting:

- ☐ Infant and Toddler Development, BENNINGTON
- ☐ Development of the Young Child: Ages 3-8, WINOOSKI
- ☐ Development of the Young Child: Ages 3-8, MONTPELIER (hybrid)
- ☐ Development of the Young Child: Ages 3-8, SPRINGFIELD (hybrid)
- ☐ Leadership, Mentoring and Supervision, WINOOSKI

5) **All new students** must include the following information (see page 2 for more info):

I have spoken to _____ and I have been approved as a CCV student.
Name of CCV Advisor

COURSE AGREEMENT AND FERPA AUTHORIZATION

If accepted into this course I will make every effort to attend all classes and complete assignments. If I find I am unable to attend class, I understand it is my responsibility to notify VCCICC and CCV of my plans to drop the course.

I understand that state, federal and private funds are being used to fund this course. I agree to share pertinent information for VCCICC's data collection needs, including how this course may impact my income and work as a child care provider. This information will be used for grant writing and reporting.

Family Educational Rights and Privacy Act (FERPA)

In order to enroll in a VCCICC sponsored course, all students must authorize VCCICC to access information from CCV regarding their enrollment status, progress in the class and release of final grade. After you've been confirmed as a CCV student, follow these steps to create an access code:

- Log into the Portal, <http://portal.ccv.edu>
- Click on the VSC Web Services (located on the lower left of the screen)
- Click on Student Academic Profile
- Select FERPA Authorization under the Academic Profile Menu
- Complete the form – enter **Sue Ryan**, relationship **other** (Sue is the VCCICC Director of Programs)
- Check Grant Access box
- Create an access code (can be any word/letters/numbers)
- Click "Submit"
- You should get an email notification from CCV confirming your submission
- Write your access code on the line below

If you cannot complete this step, please contact your CCV site for assistance.

VCCICC cannot register you for class without this authorization in place. Please do not send in your application without it.

Signature: _____ **Date:** _____

Social Security Number: _____ - _____ - _____

FERPA Access Code: _____

Permission to Share Information

VCCICC is part of the larger professional development system in Vermont, and we coordinate our efforts with others who are also working to benefit the child care workforce.

With that in mind, we are asking permission to share your participation and/or successful completion in the college courses that are offered to benefit the Child Care Apprenticeship Program with organizations that are providing similar support. These currently include T.E.A.C.H. Early Childhood® VERMONT (a project of Vermont Association for the Education of Young Children) and the Child Development Division (College Tuition Grants).

By signing below I give my permission for VCCICC to share my participation and/or successful completion in the college courses that are offered to benefit the Child Care Apprenticeship Program with organizations who are providing similar support.

Signature _____

Printed Name _____



Contracted Course Registration Form

Community College of Vermont

Name _____
 First *Middle* *Last*

Street Address _____ City _____

State _____ Zip _____

Telephone: *Home* _____
 Work _____
 Cell _____

E-mail address _____

Student ID Number or Social Security Number _____

If you are a new CCV student or have not attended CCV for more than one year, please fill out our admission form at: www.ccv.edu. New students should also contact a CCV advisor for additional admission requirements.

Emergency Contact Name and Phone Number _____

Course:

- _____ INFANT AND TODDLER DEVELOPMENT (PSY-2020)
_____ DEVELOPMENT OF THE YOUNG CHILD: AGES 3-8 (PSY-2025)
_____ LEADERSHIP, MENTORING AND SUPERVISION (EDU-2041)

This is a CCV course contracted through VT Child Care Industry and Career Council, Inc.. Students must meet CCV admission requirements to be eligible to take the course.

I wish to be enrolled in the course/s listed above. If I wish to withdraw from a course at any time, I must contact CCV and follow the official drop/add policy listed in the CCV Student Handbook. Failure to notify CCV may result in an "F" for the course. I understand that I may access the Student Handbook at: <http://www.ccv.edu/files/pdfs/StudentHandbook.pdf>.

Student signature _____ Date _____

Please check to make sure your application packet is complete!

- ☐ **VCCICC Application to Enroll** (page 6) including name of CCV advisor
- ☐ **Course Agreement and FERPA access code** (page 7)
- ☐ **Permission to share information** with other VT professional development organizations (page 8); this form is optional, but much appreciated.
- ☐ **CCV Contracted Course Registration Form** (page 9)
- ☐ **Application fee: \$100.00 for non-members, or \$75.00 for VCCICC Members**
Check or Money Order only, payable to VCCICC (we cannot accept credit or debit cards)
*This fee is waived for those registered in a training program through the VT Department of Labor/VT Child Care Industry and Careers Council
*If you are unsure if you are a current VCCICC member, please call 802-985-2700
- ☐ **Materials fee for Leadership, Mentoring and Supervision students ONLY:**
Please include an additional **\$22.00** for materials to be provided during class.
Total= \$122 for non-member or \$97 for VCCICC member
*This fee is waived for those registered in a training program through the VT Department of Labor/VT Child Care Industry and Careers Council
- ☐ **VCCICC Membership Form *Optional*** (page 5). If you plan to take more than one VCCICC sponsored course this year, the \$25 annual membership will save you money next time you register! Plus, you will enjoy the other benefits of membership, including access to free or reduced-cost trainings throughout the year.

If you would like to become a VCCICC member now, you can submit one check for \$100.00 (or \$122 for Leadership students) and indicate on the memo line “application fee plus membership”.

Please send your complete application packet by **May 1, 2015** to:

VT Child Care Industry and Career Council, Inc. (VCCICC)
145 Pine Haven Shores Rd., Suite 1137
Shelburne, VT 05482

Contact us: (802) 985-2700 or vccicc@comcast.net



Creating access to higher education for Vermont's child care professionals

vtchildcareindustry.org

