

# Alberta Child Care Association

## Professional Development Grant – Fact Sheet

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An opportunity for certified child development supervisors (CDS) to enhance their formal and informal education is being funded by Alberta Children and Youth Services (ACYS) and administered by the Alberta Child Care Association (ACCA).

### Who is eligible for the Professional Development fund?

CDS certified individuals must:

- work as a paid staff member or family child care consultants/coordinators for a licensed and approved child care program or family child care agency in Alberta (daycare, out-of-school care and);
- work 80 hours each month in a licensed day care, or family child care\* or for 40 hours each month in a licensed out-of-school care program.

### How much funding can I access?

The PD Funding can support your learning up to \$350.00 per person for the fiscal year April 1, 2011 – March 31, 2012. Approval of funding is conditional on the availability of funds and the approval of the conference/workshop or college/university course.

### What can I use PD funding for:

- tuition for credited child development and related child care administrative courses at approved post-secondary institutions;
- approved conferences and workshops for CDS's (Level 3).

\* must work at least 80 hours each month performing duties as a Family Child Care Consultant/Coordinator.

### How do I apply?

Your centre will apply on your behalf and must submit:

- complete the 2011 Alberta Child Care Association Professional Development funding form.
- Provide a copy of your Child Development Supervisor Certificate.
- Proof of payment for the conference/workshop or course that is requested for reimbursement to be submitted along with the PD application.

### How do I receive this money?

Professional Development funding will be paid directly to the child care program to reimburse the staff who have prepaid for their Professional Development opportunity. Copies of receipts must be kept on site at the centre, available for review by the ACCA or ACYS.

### Contact Information

For more information on the Professional Development Grant or to find out how to access an application please contact:

Alberta Child Care Association  
780-421-7544 (Edmonton)  
1-877-421-9937  
[www.albertachildcare.org](http://www.albertachildcare.org)

### Application deadline for reimbursement is:

February 15, 2012.

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### What else do I need to know?

- Individuals must provide confirmation of successful course completion at the end of each course.



**Government  
of Alberta** ■

May 5, 2011