

CDA Assessment Fee Scholarship- Helpful Hints:

Please Note: The NJ Workforce Registry no longer requires a Copy of the "YourCDA" Cover Letter or the Direct Assessment Fee Application to complete your Scholarship Application.

STEP ONE: You will need to log in to the Council's website, www.cdacouncil.org and begin their Online CDA Application. If you do not already have an account, you will need to create one.

CREATING AN ACCOUNT

- Access the Council's website at www.cdacouncil.org
- Under YourCouncil, click the **CDA Candidates** tab



COUNCIL

STEP TWO: After you have begun your CDA application on the Council's website, you can apply for the CDA Assessment Fee Scholarship on www.NJCCIS.com. You will be required to enter your **7 digit Council Customer ID number** on the scholarship application. The Customer ID number can be found after logging into www.cdacouncil.org under the Profile Tab from your Dashboard.

STEP THREE: After you have been approved for the Scholarship in the Registry, you will receive an email from Info@YourCouncil.org that will contain your Voucher Number. Once you receive your Voucher Number, you must log back into the Council's website, complete your application, and you will enter the Voucher Number on the "Checkout Page" under Voucher Information. **The Voucher Number will only be valid for 90 days.**

If you need help navigating the Council's website, please visit this link for tutorials: <https://www.cdacouncil.org/resources/webinars-and-tutorials> or call (800) 424-4310

If you need help navigating NJCCIS, please call: 877-522-1050

How to Apply for Scholarships

1. Click on "Registry/New Scholarship Application" from the home page.

STATE OF NEW JERSEY

Account • Faculty • Admin •

Professional Profile
Find Professional Development & Training Classes
My Classes
My Exams
My Staff
My Training
New Scholarship Application
CCDC Required Trainings
NJ Health and Safety Training (Better Kid Care)
Foundations of Child Development for FCC (Better Kid Care)
Foundations of Child Development for Child Care Centers (Better Kid Care)
Mandated Reporter/Child Abuse and Neglect Training - English (Prevent Child Abuse)
Mandated Reporter/Child Abuse and Neglect Training - Spanish (Prevent Child Abuse)

NJCCIS
New Jersey Child Care Information System

Welcome to the NJ Workforce Registry

... registry, which moved to NJCCIS.com in October 2017, allows early childhood and school-age professionals to maintain a record of their experience, education, professional development and credentials in a central location. Additionally, it provides the workforce access to professional development resources, information and training opportunities.

When fully phased in, NJCCIS will be an integrated child care information system, for both the Department of Children and Families, Office of Licensing, and the Department of Human Services, Division of Family Development. NJCCIS will provide a single point of access to information on child care licensing, family child care registration, inspectors, and complaint information - as well as the NJ Workforce Registry and Grow NJ Kids.

2. Click on "Start/Continue Application?"

Grants & Scholarships

Print

Select	Type	Semester	Year	Sponsoring Training	Awarded Date	Amount Requested	Amount Awarded	Decision
No records found								

Start/Continue Application?

3. The eligibility requirements will appear below the Grants/Scholarships section. Here is where you will click on "Apply" to complete the online scholarship application.

Grants & Scholarships

Print

Select	Type	Semester	Year	Sponsoring Training	Awarded Date	Amount Requested	Amount Awarded	Details
No records found								

[Start/Continue Application?](#)

Grants & Scholarship Details:
 The Department of Human Services, Division of Family Development (DHS/DFD) scholarship initiative provides educational opportunities for Programs and Family Child Care providers who receive payment on behalf of children that receive a subsidy through the Child Care Subsidy Program.

Scholarships have been made available for instructional staff of childcare and education programs, or registered family childcare providers for CDA training. Non-credit bearing CDA trainings must be completed at a NJ Workforce Registry approved Training Agency endorsed by the Council for Professional Recognition. CDA college credits must be obtained at a regionally accredited, two-year or four-year institution of higher education. All institutions where training/credits will be pursued must be an approved Training Agency with the NJ Workforce Registry.

The scholarship funds are aimed to support teachers, paraprofessionals, and providers interested in furthering their educational goals that will lead to CDA in two years. Applicants must be active members of the NJ Workforce Registry. The applicant must meet the following criteria and eligibility requirements.

Eligibility Requirements:

- Applicant must be an active member of the NJ Workforce Registry and remain an active member through completion of courses taken on scholarship.
- Applicant must be an assistant teacher or teacher in a childcare program, or registered family childcare provider servicing children that receive a subsidy through the Child Care Subsidy Program.
- The director/supervisor of applicants employed in a childcare program must be an active member of the NJ Workforce Registry.
- Applicant must submit the online application at www.njccs.com and meet submission timelines for required documents.
- Applicant must submit a federal W-9 form.
- Applicants pursuing college credits who have not previously attended college must successfully complete the AccuPlacer and/or TABE basic skills test at the college he/she will be attending and must submit a copy of the test scores to the NJ Workforce Registry.
- Applicant must submit a computer-generated course schedule and a semester bill for the semester being applied for from the college where classes will be taken. A hand-written course schedule or bill will not be accepted.
- Applicant must maintain a grade of "B" or better in every for-credit class taken on scholarship and maintain an overall grade point average of 3.0, documented by an unofficial transcript each semester of all classes taken on scholarship submitted at the completion of each semester.
- Once enrolled, Applicants must complete the program in two-years
- Applicants attending non-credit CDA training must submit a letter of completion of 120 CDA training hours by the Training Agency on original letterhead.
- Applicant must have been employed 3 months and remain employed at this same program while receiving scholarship funds and for one year after completing all scholarship-funded coursework.
- Applicants for the CDA Assessment Fee must understand that once awarded the Child Development Associate (CDA) Direct Assessment Fee voucher, the applicant is responsible for forwarding the voucher together with their completed Direct Assessment Application to the Council for Professional Recognition in Washington, DC. The voucher is valid for 90 days and shows that the NJ Workforce Registry is responsible for payment of the CDA Assessment Fee. The applicant must plan accordingly when submitting their CDA Assessment Fee scholarship application.

[Download Blank W-9 Form](#) [Close](#) [Apply](#)

Please Note: Click on "Download Blank W-9 Form" to obtain a blank copy of the W-9 form, which is a required document for scholarships.

4. Make a selection for the scholarship you are interested in applying for.

Grants & Scholarships

Print

Select	Type	Semester	Year	Sponsoring Training	Awarded Date	Amount Requested	Amount Awarded	Details
No records found								

[Start/Continue Application?](#)

Available Scholarships you may qualify for: (Click a scholarship button to start the process)

**** You do not qualify for a scholarship ****

CDA Assessment	<input type="radio"/>
CDA Renewal	<input type="radio"/>

5. Once the selection has been made, an application wizard will appear. As you complete the required information, please click on the "Next" button to move on to the next page. There is also an option to "Save Draft", if you have to finish your application at a later time.

The screenshot shows the 'CDA Assessment' application wizard. At the top, it displays 'ID: 48 - Status: Draft' and a progress bar indicating 'Required Fields Completed: 13%'. Below the progress bar, there is a section titled 'Applicant Information' with a 'Wizard View' toggle. The form contains several input fields: Entity Id, First Name, Last Name, Address, County, Date of Birth, Phone, and Email. A note at the top of the form reads: '** To change any personal information please update your profile **'. At the bottom right of the form, there are three buttons: 'Next', 'Last', and 'Save Draft', which are circled in red.

6. On the last page of the application, click on "Submit".

The screenshot shows the final page of the 'CDA Assessment' application wizard. It displays 'ID: 48 - Status: Draft' and a progress bar indicating 'Required Fields Completed: 100%'. The section is titled 'Applicant's Signature'. Below this, there is a warning: 'FUNDS ARE LIMITED and ARE NOT GUARANTEED!'. A paragraph states: 'Scholarships will be available on a first-come, first-served basis for applicants that have fully submitted an application with the required documents.' Below this, there is a checkbox with the text: 'By clicking this box, I VERIFY THE FOLLOWING:'. The list of items includes: 'I HAVE READ THE ELIGIBILITY REQUIREMENTS AND I UNDERSTAND AND WILL ABIDE BY THE REQUIREMENTS OF THE QUALITY SCHOLARSHIP PROGRAM', 'I understand that the terms of eligibility requirements are subject to change.', 'I have submitted all required documentation and understand that the scholarship cannot be awarded if I do not successfully complete the application process by the designated deadlines', 'I understand that incomplete applications will not be processed. I understand that faxed documentation is not accepted. I understand that funds are limited and are not guaranteed', and 'I am electronically signing my application when I click "Submit Application".'. At the bottom, there are three input fields: 'First Name' (Happy), 'Last Name' (Testing), and 'Date' (02/28/2018). At the bottom left, there are buttons for 'Back to Beginning' and 'Previous'. At the bottom right, there are buttons for 'Save Draft' and 'Submit', which are circled in red.

Please Note: Be sure to have uploaded the required documents in the online application or mail them to our office via email (NJWorkforceRegistry@pcgus.com) to complete your scholarship application.

- Applicant must be instructional staff (teacher or teacher's assistant) working at a program/district currently enrolled in Grow NJ Kids or working at a program that currently receives payment on behalf of children that receive a subsidy through the Child Care Subsidy Program (CCDBG). Or the applicant must be a family child care provider currently enrolled in Grow NJ Kids or currently receiving payment on behalf of children that receive a subsidy through the Child Care Subsidy Program (CCDBG);
- Applicant must be employed for 3 months;
- Applicant must work 30 hours per week.

For more information regarding the scholarships and eligibility, please visit www.NJCCIS.com.

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