

This guide can be used with the How to Apply for a Stipend Program video to help you navigate the CA ECE Workforce Registry and successfully apply for a stipend in your county. It is important to understand that every county stipend is different and may have different eligibility criteria.

Before you apply:

- **Update your Profile:** Extremely important to *have an updated profile* with accurate information.
 1. Update your email, as you will be receiving email confirmation.
 2. Update your Employer, as your Employer may need to verify your employment (See [Update your Employer](#) video).
- **Does your county have a Stipend Program?**
Check to see if your county has stipends available. Log in to your Registry Profile and click on "Stipend Pathways" and "Application." Select your county's program to see whether you are eligible to apply.
- **Upload Relevant Documents:** Submit the documents *required by your county stipend program to show you are eligible* for the stipend (see [How to Upload Documents](#) video).

1. Online Application Process

Step 1: Log in to Registry at www.caregistry.org

- a. I have a Registry account - Login to your account using your email address.
- b. I DO NOT have a Registry account - Click on 'Create a Profile' ([Create a Profile video](#)) and follow all the steps to create a personal account. Your username is your email address.

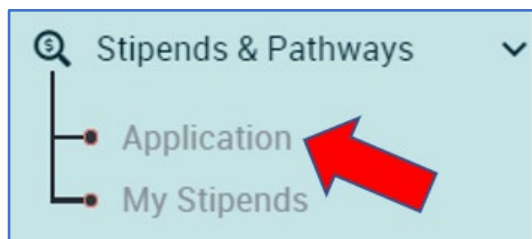
Step 2: Update your Registry Profile

- a. Click on **My Tools & Settings**, then select **My Profile**.
- b. Review and edit your profile information by clicking on **Edit**.
- c. Update with your current personal and employment information, then click on **Update Account Info**.

The screenshot shows the login interface of the CA ECE Workforce Registry. At the top, it asks 'DON'T HAVE A PROFILE YET?' with a blue 'CREATE PROFILE' button. Below this, it asks 'ALREADY HAVE A PROFILE?' and provides a 'LOG IN HERE:' section. This section includes an 'Email Address:' label above a text input field, and a 'Password:' label above another text input field. A red 'LOG IN' button is positioned below the password field. At the bottom, there is a link that says 'Forgot password? [Click here.](#)'

Step 3: Apply for the Stipend

- Click on “Stipends & Pathways”
- Click on **Application**
- Review your **Registry Profile**.



Application

Update Information

If any of the information below is incorrect, please click the link to your [Registry Profile](#) and correct information before continuing to the next page. The accuracy of this information will determine eligibility criteria for stipend applications. You must have a mailing address on file to be able to apply for a stipend.

- Once your profile is up to date, click on **Confirm and Continue**

Confirm and Continue

- The “**Request Stipend**” page will provide the names of all available stipends. Locate the county in which you plan to apply for a stipend and click on the stipend program name. (If you are not sure which one you should apply to, contact your local county stipend administrator).

Request Stipend

Below are Stipend Programs with applications available on the CA ECE Workforce

Please select a stipend program from the list below:

[Madera: MCSOS Early Education Teacher Development Grant \(EETDG\) Program](#)

[Marin Quality Counts Workforce Pathways Academic Award Program](#)

[Merced and Mariposa: QCC Workforce Pathways Grant 2023-24](#)

- Read the program description as this provides details to eligibility, supplemental forms, timelines, and contact information.
- After you have read the information, scroll down and click on **Continue to Online Application**.

Continue to Online Application

Step 4: Complete your online stipend application

Please, *read the Stipend Criteria for your county's stipend carefully. This will help you avoid mistakes that could lead to the rejection of your application.*

1. Tell us what your career/educational goals are:

Check off up to two boxes that identify what your educational and/or career goals for the options given.

1. Please identify which qualification goal(s) this stipend/reimbursement will help you attain? You may select up to two. *

- ☐ Obtain a Bachelors Degree in ECE
- ☐ Obtain an Associates Degree in ECE
- ☐ Obtain/Renew a Teaching Credential

2. Select the Stipend Period for which you are applying to. Please refer to stipend instructions to determine which Stipend Periods Should be selected.

2. Please select the stipend period: *

Please Select a Period

3. Select the Pathway Type.

Before completing this section, **review the eligibility guidelines and instructions** provided by your county's stipend administrator as they will have information on what pathway types are eligible under their Stipend Program.

Pathway Type	Pathway Information	Pathway Detail
Professional Developn ▼	Enter Description	# Hours
<div> Add Request </div>		

Inaccurate information may lead to denial to the stipend program. Please follow the guidelines for which information should be included in the stipend application.

How to fill out the Pathway Type:

Each county selects the Pathways available for you on the stipend application. You may be able to apply for more than one type (refer to the County Stipend Program Information).

- College Credit:
 - Enter College/University Name
 - Number of Units that you will or have completing to receive the stipend
 - Quarter or Semester
 - Student ID number

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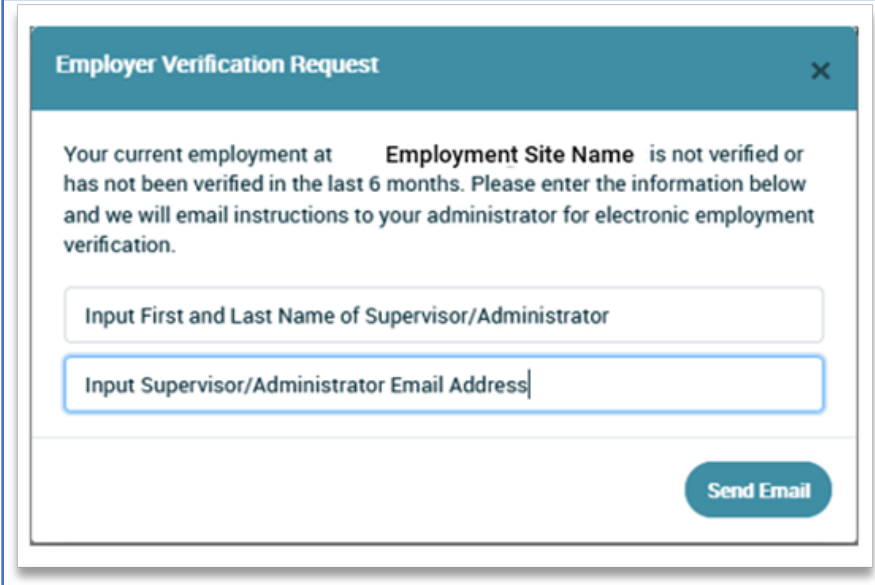
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Step 5: Submit your stipend request(s)

- IMPORTANT - Reading the *Statement of Understanding* will help you understand the stipend terms and conditions of your application.
- Click **Submit Stipend Application** at the bottom of the page. If you need to go back or do not want to submit your application, click **Cancel**.
- Once you have completed the application, you will see the following statement, *"Step 1: The online portion of your application has been submitted for review."*
- If an **Employment Verification Request** pop-up box appears this means your current employer does not have access to submit electronic verification of employment through the Registry or your employment has not been verified within the last 6- months.

Type the First and Last Name of your Director or Supervisor and email. If your employer does not complete the Registry verification process you will need to have your employer fill out a paper copy of the Employer Verification Form.



The image shows a pop-up window titled "Employer Verification Request" with a close button (X) in the top right corner. The text inside the window reads: "Your current employment at **Employment Site Name** is not verified or has not been verified in the last 6 months. Please enter the information below and we will email instructions to your administrator for electronic employment verification." Below this text are two input fields: "Input First and Last Name of Supervisor/Administrator" and "Input Supervisor/Administrator Email Address". At the bottom right of the window is a blue button labeled "Send Email".

2. Download “Supplemental Forms” (Step 2 of the online application)

IMPORTANT – Download, save or print the Supplemental Forms. Once you pass this screen, you **cannot go back** to download the documents. For support on how to complete the supplemental forms, it is best to contact your stipend administrator.

Step 1:
The online portion of your application has been submitted for review.

Step 2:
Next, download the Supplemental Forms

Step 3:
Upload your completed required documents, including your supplemental forms, to your profile in My Documents. If you would like to send your forms by email, instructions are in the confirmation email you received.

Support

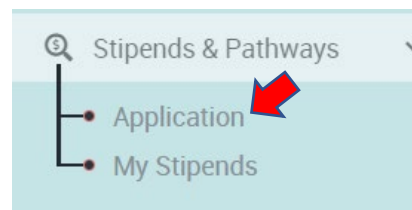
3. Upload Documents (step 3 of the online application)

You can upload required stipend documents by going to **My Tools & Settings**, then **My Documents** (see [Upload Documents video](#)).

To view your Education and Training Report, login to the Registry and go to **My Tools & Settings**, then click on **View Education and Training Report** or on the **Quick Links** select the **View Education and Training Report (PDF)** (see [Education & Training Report video](#)).

How to Edit and View Your Stipend

You may edit your stipend request while it is still in Applied Status. Once your application is accepted, you can no longer make changes (however, contact your Stipend Administrator, if you need to make updates once it's been accepted).



To **Edit** your Stipend Requests, click:
Stipends & Pathways and **My Stipend** and click **Edit**.

Click on **Edit** to update the application you submitted, including the **Stipend Request Information** and the **Required Documents**. After you complete your updates, you will need to click on **Submit Stipend Application**.

My Stipends					
Application ID	Request Date	Stipend Program	Stipend Period		Edit
18996	08/20/2021	TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY	Spring 2022	View	
18995	08/20/2021	TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY	Spring 2022	View	
18994	08/20/2021	TEST STIPEND PROGRAM -For Testing Only- DO NOT APPLY	Spring 2022	View	

Stipend Request Information						
Pathway Type	Pathway Information	Pathway Detail	Unit Type	Additional Information, if applicable	Request Status	
College Credit	PSU	12.00	Quarter	90000000	Applied	

Application Status:

The Stipend Administrator will send emails to communicate your application status, the need to submit the required forms, answers to your inquiries and any other needed communication required. IT IS IMPORTANT TO CHECK YOUR EMAILS.

If you have questions about Stipend eligibility or your application, contact your stipend administrator.

For assistance with the Registry, contact the Help Desk:

By [Email Support](#) or call (323) 645-2631, Toll free: 855-645-0826. Click on the "Support" box to chat on the [CA ECE Workforce Registry website](#).