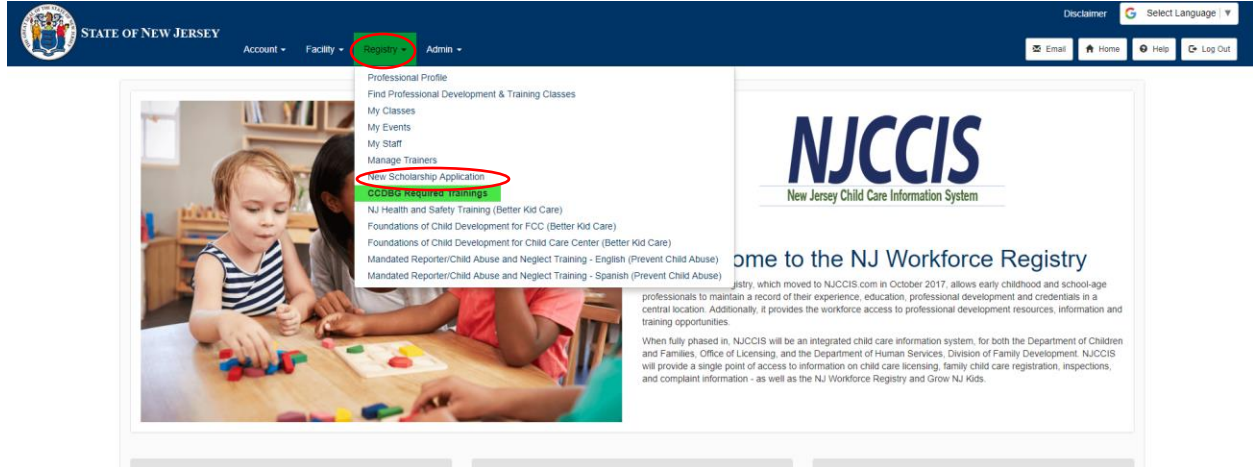
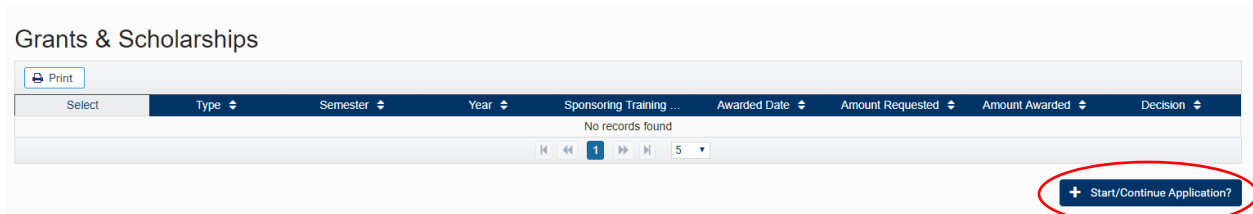


How to Apply for Scholarships

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



2. Click on “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

Select	Type	Semester	Year	Sponsoring Training ...	Awarded Date	Amount Requested	Amount Awarded	Decision
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.njccis.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.
- Applicant must be employed full time (at least 30 hours per week).
- 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 in which you are interested in applying for.

Grants & Scholarships

Select	Type	Semester	Year	Sponsoring Training ...	Awarded Date	Amount Requested	Amount Awarded	Decision
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

[?](#)

CDA Renewal

[?](#)


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.

CDA Assessment

ID: 48 - Status: Draft

+ New

Required Fields Completed: 13%



Applicant Information Wizard View

** To change any personal information please update your profile **

Entity Id:	First Name:	Last Name:
Address:	County:	Date of Birth:
Phone:	Email:	

Required Fields Remaining - 20

Next Last Save Draft

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

CDA Assessment

ID: 48 - Status: Draft

Previous CDA Assessment - 1 + New

Required Fields Completed: 100%

Applicant's Signature

FUNDS ARE LIMITED and ARE NOT GUARANTEED!

Scholarships will be available on a first-come, first-served basis for applicants that have fully submitted an application with the required documents.

* By clicking this box, I VERIFY THE FOLLOWING:

- I HAVE THE 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.
- I am electronically signing my application when I click "Submit Application".

* First Name: Happy * Last Name: Testing * Date: 02/28/2018

Back to Beginning Previous Save Draft Submit

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. Scholarship applications will remain in pending status until the information is uploaded or mailed in.