

NJ Workforce Registry 1378 Rt. 206, Suite 6, #400 Skillman, NJ 08650 www.NJCCIS.com

Phone: 1-877-522-1050

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.

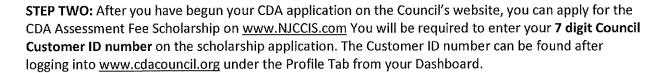
STEP ONE: You will need to log in to the Council's website, <u>www.cdacouncil.org</u> and begin their Online CDA Application. If you do not already have an account, you will need to create one.

CREATING AN ACCOUNT

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



COUNCIL



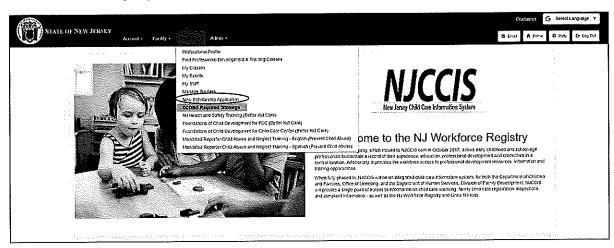
STEP THREE: After you have been approved for the Scholarship in the Registry, you will receive an email from lnfo@YourCouncil.org that will contain your Voucher Number. Once you receive your Voucher Number, you must log back into the Council's website, complete your application, and you will enter the 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

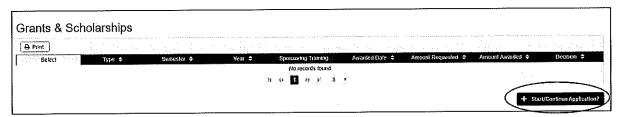
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How to Apply for Scholarships

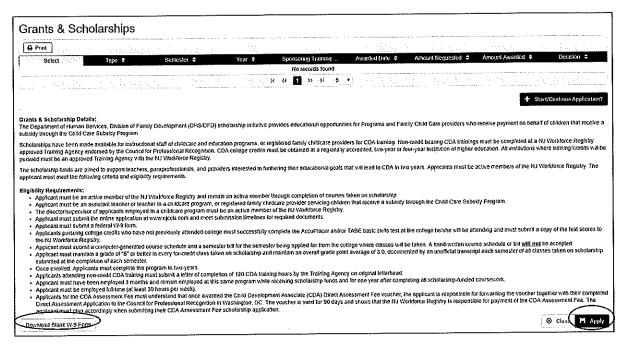
1. Click on "Registry/New Scholarship Application" from the home page.



2. Click on "Start/Continue Application?"

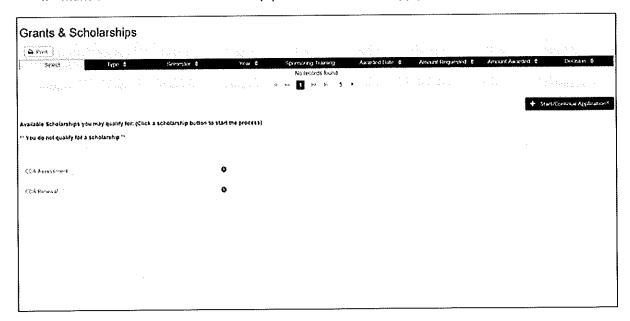


3. The eligibility requirements will appear below the Grants/Scholarships section. Here is where you will click on "Apply" to complete the online scholarship application.



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.

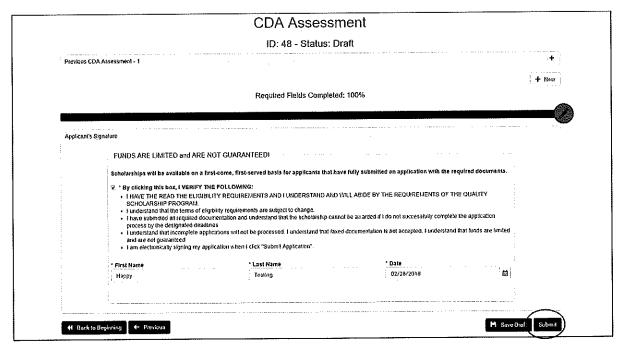
4. Make a selection for the scholarship you are interested in applying for.



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.

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

- 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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