

# San Mateo County Early Learning and Care Teacher Stipend Program Guide



**LEARN and EARN \$\$ EVERY YEAR!**

Program Year: July 1, 2025 - June 10, 2026

Application opens: **10/01/2025**

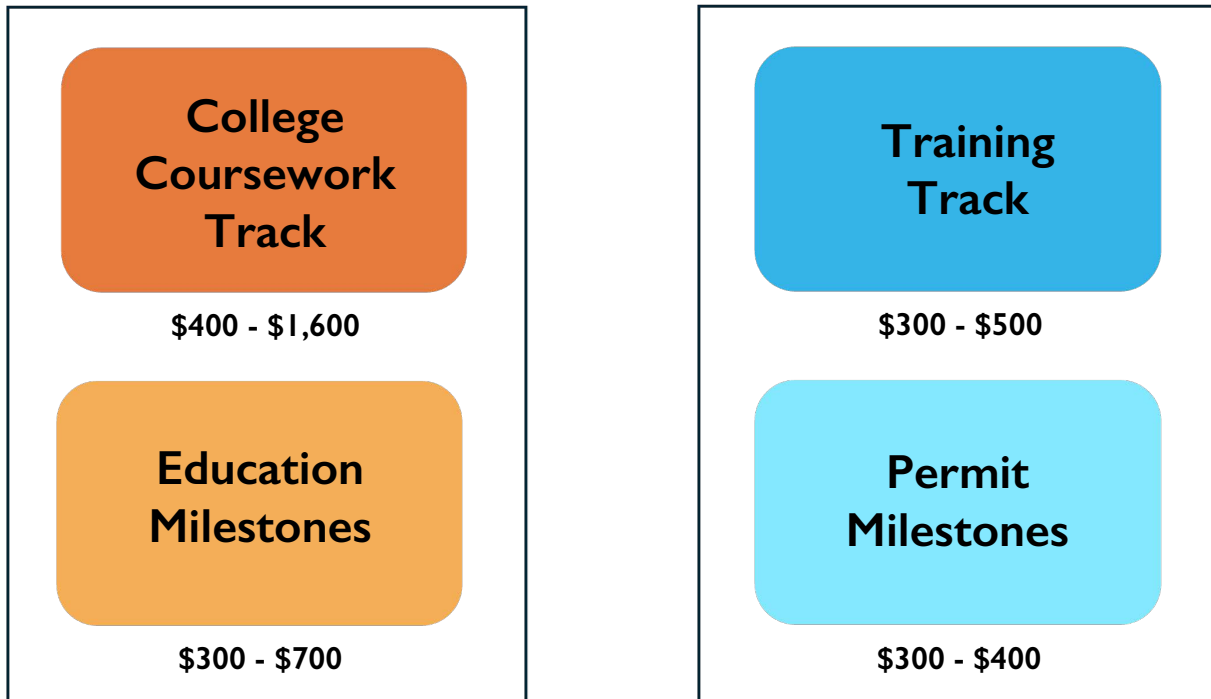
Application closes: **11/30/2025**



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### Two Stipend Tracks Available



Applicants must choose **ONLY ONE (1)** STIPEND TRACK

## ELIGIBILITY CRITERIA

To BE ELIGIBLE for an ELC Stipend, applicants must:

1. Be at least 18 years old and have a Social Security Number or Tax ID Number.
2. Work in the field of Early Learning and Care in San Mateo County for at least six (6) months between 07/01/2025 – 06/10/2026 in one of these settings:
  - a. California State Preschool
  - b. Licensed Child Care center
  - c. Licensed Preschool
  - d. Licensed After School Program
  - e. Licensed Family Child Care home
  - f. Quality Counts San Mateo Participating Program
  - g. Child Care receiving payment through 4Cs voucher
  - h. A Nanny or paid Family/Friend/Neighbor caregiver
  - i. Transitional Kindergarten or Kindergarten classroom (TK/K)
3. Work a minimum of 15 hours per week directly with a group of children 12 years or younger in one of the settings listed above.
  - a. “Work” must be in a position receiving compensation.

**\* IMPORTANT NOTE:**

If stipend funds are limited, priority will be given to providers working in a **Quality Counts San Mateo County** program or in a program that has enrolled children receiving a subsidy, either through a state-contract (CCTR or CSPP) or through a 4Cs voucher (APP or CalWORKs), and teachers working in one of the San Mateo County Child Care Partnership Council Priority I Zip Codes: **Full-Day and Part-Day State Preschool (CSPP), Infant-Toddler Full-Day (CCTR), and School Age (CCTR)**.

## BEFORE YOU APPLY

### REQUIREMENT 1:

**Have a complete ECE Workforce Registry Profile and Registry ID Number.**

The California ECE Workforce Registry is a state, regional, and local collaboration designed to centrally track and promote the education, training, and experience of the ECE workforce.

Your Registry ID is required to register and attend trainings, professional events, and apply for the stipend program.

#### Instructions for New Accounts

1. Go to [www.caregistry.org](http://www.caregistry.org) and click “Create a Profile.”
2. Once registered, you will receive an email with a link to activate your account.
3. Click this link and log in. You must log in to activate your Registry account.
4. Keep your Registry ID number stored in your cell phone contacts for easy reference. You will need this number when you register for trainings.

#### Updating Your Registry Profile

If your contact information or employment information changes, please update your Registry profile.

### REQUIREMENT 2:

**Have a valid email account.**

Email is the primary method of communication for the ELC Stipend Program.

Please add [ELCstipend@smcoe.org](mailto:ELCstipend@smcoe.org) to your email contacts to make sure you receive email messages from the County Office stipend program staff. Should your email change, please inform your Advisor and County Office stipend program staff immediately.

### REQUIREMENT 3:

**Submit a New W 9 and Employment Eligibility Attestation Form**

A new W-9 form is required each year for the ELC Stipend.

Dated after 07/01/2025

A new Employment Eligibility Attestation form is also required.

Please **download the W-9/Attestation form packet**, complete and sign it, then upload it to your ECE Workforce Registry account.

## COLLEGE COURSEWORK TRACK

### STIPEND:

- 3-5 semester units = \$400
- or 6-11 semester units = \$800
- or 12-24 semester units = \$1,600

To qualify for a College Coursework Track stipend, applicants must meet the following criteria.

#### Pathway Criteria:

- Complete a minimum of 3 semester units (or 4.5 quarter units) toward an Associate's or Bachelor's degree in one of the following fields:
  - Early Childhood Education
  - Child Development (or equivalent)
  - Human Development (Early Childhood Development or Child Development option)
  - Or approved related field (contact [elcstipend@smcoe.org](mailto:elcstipend@smcoe.org) for verification)
- Coursework must be completed between **July 1, 2025 – June 17, 2026**
- Unofficial transcripts are acceptable for verification

#### Pathway Requirements:

1. Meet with an ELC Stipend Advisor or College Counselor to complete or update your Education Plan for the current academic year (see page 10 for a list of advising contacts).

##### **\*IMPORTANT NOTES:**

- Education Plans must be signed by your advisor to be considered complete.
  - Plans must include only courses you are registered for/intend to complete during the program year (07/01/2025 – 06/17/2026).
  - If you plan to achieve an Educational Milestone (e.g., degree or certificate) during this program year, include it in your Education Plan and have your advisor sign off.
  - Applicants who do not submit a signed Education Plan by January 31, 2026, will have their applications denied.
2. Upload your signed Education Plan to the ECE Workforce Registry.
  3. **Coursework must be completed at a regionally accredited college or university.**
  4. Complete a minimum of three (3) semester units (or 4.5 quarter units) approved by your advisor during the program year, with a passing grade of 'C' or higher.
  5. Upload your transcript(s) to the ECE Workforce Registry by June 17, 2026.

## EDUCATION MILESTONES FOR COLLEGE COURSEWORK TRACK

**STIPEND: \$300-\$700**

<p><b>MILESTONE 1:</b> First time Child Development Permit issued by CTC *(Issue date: 07/01/2025 – 05/30/2026)</p>	<b>\$300</b>
<p><b>MILESTONE 2:</b> Child Development Permit upgrade issued by CTC *(Issue date: 07/01/2025 – 05/30/2026)</p>	<b>\$400</b>
<p><b>MILESTONE 3:</b> Associate’s Degree in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.</p>	<b>\$500</b>
<p><b>MILESTONE 4:</b> Bachelor’s, Master’s, or Doctoral Degree in Child Development/Early Childhood Education or a related field approved by your ELC Stipend Program College Advisor.</p>	<b>\$600</b>
<p><b>MILESTONE 5:</b> Obtain a PK-3 Credential</p>	<b>\$700</b>

If completing an **EDUCATIONAL MILESTONE THIS PROGRAM YEAR:**  
please notify [elcstipend@smcoe.org](mailto:elcstipend@smcoe.org) and provide supporting documentation  
by or before **May 31, 2026.**

**\*IMPORTANT NOTES:**

- Only one (1) Education Milestone stipend will be awarded per program year for the highest milestone achieved.
- All milestones must be issued during the 2025-2026 stipend program year, between 07/01/2025-06/10/2026. Proof of First Time permits or Permit Upgrades are due by 05/31/2026.

## COLLEGE COURSEWORK TRACK APPLICATION STEPS

Complete the online ELC Teacher Stipend Application by November 30, 2025.

1. Log in to your ECE Workforce Registry Profile ([www.caregistry.org](http://www.caregistry.org))
2. Select Stipends & Pathways → Click Application → Update your profile → Click Confirm and Continue → Select **San Mateo: Early Learning and Care Teacher Stipend Program**
3. Complete the 2025-2026 Application (a new application is required every year)
4. Complete, sign, and upload 2025-2026 **W9 form (a new W9 is required every year)**
5. Complete, sign, and upload 2025-2026 **Attestation Form** to the ECE Workforce Registry (**a new Employment and Eligibility Attestation Form is required every year**)

### PROGRAM REQUIREMENTS & DEADLINES:

To be eligible, you must **ENROLL AND COMPLETE** at least 3 units of coursework from an accredited college or university within one of these terms:

**SUMMER 2025, FALL 2025, WINTER 2026, SPRING 2026**

(Program Year - 07/01/2025 to 06/17/2026)

<b>October 1 through November 30, 2025</b>	<input type="checkbox"/> Complete online Application ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>October 1 through November 30, 2025</b>	<input type="checkbox"/> Upload signed <b>W9</b> to the ECE Workforce Registry ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>October 1 through November 30, 2025</b>	<input type="checkbox"/> Upload signed Attestation Form to the ECE Workforce Registry ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>October 1, 2025, through January 31, 2026</b>	<input type="checkbox"/> Meet with Advisor to develop/update Education Plan <ul style="list-style-type: none"> <li>○ Note Milestones on Education Plan</li> </ul> <input type="checkbox"/> Upload your plan to the ECE Workforce Registry
<b>ON or BEFORE JUNE 17, 2025</b>	<input type="checkbox"/> Complete approved College Coursework ( <b>passing grade of 'C' or higher</b> ) <input type="checkbox"/> Upload unofficial transcripts of coursework ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>July 1, 2025, through MAY 31, 2026</b>	<input type="checkbox"/> Achieve Educational Permit Milestone (if applicable) <input type="checkbox"/> Upload copy of first or upgraded Child Development Permits ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>July 1, 2025, through June 17, 2026</b>	<input type="checkbox"/> Achieve Educational Degree Milestone (if applicable) <input type="checkbox"/> Upload proof of degree attainment ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>July through August, 2026</b>	<input type="checkbox"/> Stipend payments are mailed in <b>July - August</b> to participant's home address as entered on the W9 Form.

**Database to search for accredited colleges or universities:**  
[ope.ed.gov/dapip/#/home](http://ope.ed.gov/dapip/#/home)

## TRAINING TRACK

### STIPEND:

10-20 Hours = \$300

**OR** 21+ Hours = \$500

To qualify for the ELC Teacher stipend:

- Trainings must happen outside of your regular work hours.
- Trainings must not be paid for by another stipend.
- Trainings must be hosted from one of these approved sources:
  - San Mateo County Office of Education – P-3 and Early Learning Services
  - California Early Childhood Online (CECO)
  - San Mateo County 4Cs
  - ECE Workforce Registry Training Calendar

### \*IMPORTANT NOTES:

- Repeated trainings within 2 years are not eligible for a stipend.
- Upload California Early Childhood Online (CECO) certificates to the Workforce Registry upon completion.

## PERMIT MILESTONES FOR TRAINING TRACK

<p><b>MILESTONE 1:</b> First time Child Development Permit issued by CTC *(Issue date: 07/01/2025 – 05/30/2026)</p>	<b>\$300</b>
<p><b>MILESTONE 2:</b> Child Development Permit Upgrade *(Issue date: 07/01/2025 – 05/30/2026)</p>	<b>\$400</b>

If completing a **PERMIT MILESTONE THIS PROGRAM YEAR:**  
please notify [elcstipend@smcoe.org](mailto:elcstipend@smcoe.org) and provide supporting documentation  
by or before **May 31, 2026**

### \*IMPORTANT NOTES:

- Only one (1) Education Milestone stipend will be awarded per program year for the highest milestone achieved.
- All milestones must be issued during the 2025-2026 stipend program year, between 07/01/2025-05/31/2026.

## TRAINING TRACK APPLICATION STEPS:

**Complete the online ELC Teacher Stipend Application by November 30, 2025.**

1. Log in to your ECE Workforce Registry Profile ([www.caregistry.org](http://www.caregistry.org))
2. Select Stipends & Pathways → Click Application → Update your profile → Click Confirm and Continue → Select **San Mateo: Early Learning and Care Teacher Stipend Program**
3. Complete the 2025-2026 Application (a new application is required every year)
4. Complete, sign, and upload 2025-2026 **W9 form (a new W9 is required every year)**
5. Complete, sign, and upload 2025-2026 **Attestation Form** to the ECE Workforce Registry (**a new Employment and Eligibility Attestation Form is required every year**)

## PROGRAM REQUIREMENTS & DEADLINES

**To be eligible, you must complete at least 10 hours of professional development by May 31, 2026.**

DEADLINE	REQUIREMENT
<b>October 1 through November 30, 2025</b>	<input type="checkbox"/> Complete online application ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>October 1 through November 30, 2025</b>	<input type="checkbox"/> Upload signed W9 to the Workforce Registry ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>October 1 through November 30, 2025</b>	<input type="checkbox"/> Upload signed Attestation Form to the ECE Workforce Registry ( <a href="http://www.caregistry.org">www.caregistry.org</a> )
<b>July 1, 2025, through MAY 31, 2026</b>	<input type="checkbox"/> Complete approved Professional Development Hours <input type="checkbox"/> Review the ECE Workforce Registry Training Report to make sure that all Professional Development hours are accurately represented.
<b>July 1, 2025, through MAY 31, 2026</b>	<input type="checkbox"/> Achieve Education Milestone (if applicable) <input type="checkbox"/> Upload proof to the Workforce Registry and email the ELC Stipend Support Team at <a href="mailto:ELCstipend@smcoe.org">ELCstipend@smcoe.org</a> <b>*IMPORTANT NOTE:</b> <ul style="list-style-type: none"> <li>All milestones must be issued during the 2025-2026 stipend program year (07/01/2025 to 05/31/2026)</li> </ul>
<b>July through August, 2026</b>	<input type="checkbox"/> Stipend payments are mailed in July - August to participant's home address as entered on the W9 Form

# ELC STIPEND ADVISING STAFF

\*Please contact your local college advisor for Education Plan support\*

## SAN MATEO COMMUNITY COLLEGE ECE PROGRAM STAFF (for SMCCCD Students):

	<p><b>Jamie Hui</b> Program Services Coordinator huij@smccd.edu</p>
	<p><b>Michelle Amaral</b> Program Services Coordinator amaralm@smccd.edu</p>

## ACADEMIC COUNSELOR APPOINTMENTS (for SMCCCD Students):

- **Cañada Counseling Center** ([canadacollege.edu/counselingcenter](http://canadacollege.edu/counselingcenter))
- **Skyline Counseling Center** ([skylinecollege.edu/counseling](http://skylinecollege.edu/counseling))

## ADVISING STAFF FOR ALL OTHER STUDENTS:

<p><b>Sara Gassner-Wollwage</b> Early Learning Career Pathways Project Specialist ✉ <a href="mailto:sgwollwage@smcoe.org">sgwollwage@smcoe.org</a> ☎ (650) 802-5643</p> <ul style="list-style-type: none"> <li>• ED Plan Advising for ALL</li> <li>• Limited evening advising available</li> </ul>	<p><b>Michelle Amaral</b> ED Plan Advisor Support ✉ <a href="mailto:amaralm@smccd.edu">amaralm@smccd.edu</a> ☎ (650) 738-4304</p> <ul style="list-style-type: none"> <li>• ED Plan Advising for ALL</li> <li>• Limited evening advising available</li> </ul>	<p><b>Elizabeth Foster</b> ED Plan Advisor Support ✉ <a href="mailto:epfoster@pacbell.net">epfoster@pacbell.net</a> ☎ (415) 269-2266</p> <ul style="list-style-type: none"> <li>• ED Plan Advising for ALL</li> <li>• Limited evening advising available</li> </ul>
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Visit [www.smcoe.org/elcstipend](http://www.smcoe.org/elcstipend) for more information and scheduling



## TECHNICAL ASSISTANCE AND SUPPORT

### SMCOE ELC STIPEND ADMINISTRATIVE STAFF:

<p><b>Luz Ariza</b> Administrative Assistant ✉ <a href="mailto:elcstipend@smcoe.org">elcstipend@smcoe.org</a> ☎ (650) 802-5374</p>	<p><b>Gemma Urena-Cuevas</b> Administrative Assistant ✉ <a href="mailto:elcstipend@smcoe.org">elcstipend@smcoe.org</a> ☎ (650) 802-5354</p>
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### For assistance with the ECE Workforce Registry:

- Visit the **ECE Workforce Registry Help DESK**
- Access the **Workforce Registry Video Library**
- Access the **Workforce Registry Resources**
- Submit a Ticket Request to the ECE Workforce Registry

## STIPEND PAYMENT PROCESS

- Stipend amounts are contingent upon the availability of funds and the number of participants who complete stipend program requirements.
- Stipends must be declared as income and are subject to income tax regulations. For any participant who receives total payments of more than \$600 for the program year, a Tax Form 1099 for 2025 taxes will be mailed to participant's home address by January 31, 2026.
- Stipend payments are mailed in July - August to participant's home address as entered on the W9 Form.

**IMPORTANT:** If you have a change of address, you must upload a new W9 to the Workforce Registry and email [ELCstipend@smcoe.org](mailto:ELCstipend@smcoe.org) to notify us of this change.