

ECE Workforce Development Bursary Application For Employees



ECEBC | early childhood
educators of BC

Personal Information:

Please read through the entire application before you start. Be sure to attach supporting documents such as acceptance into an ECE Program from a recognized post-secondary institution and proof of BC residency.

Last Name	
Legal First Name	
Address	
City	
Province	
Postal Code	
Phone Number	
Email	

Do you identify as Indigenous (First Nations, Métis, Inuit)? Yes No

Do you speak fluently or partially and Indigenous (Aboriginal, Métis, Inuit) language? Yes No

Select a language you speak fluently, other than English: _____ Other: _____

Select the provincial region you reside: _____ Is this considered a rural/remote area? Yes No

What type of child care facility are you currently employed?

Group Child Care
 Multi- Age Child Care
 Group Child Care (School Age)
 Family Child Care
 In-Home Multi-Age Child Care
 Preschool
 Registered License Not Required
 Strong Start

Academic Information:

Please indicate the term for which you are applying:

Fall: Winter/Spring: Summer:

I'm adding courses to my application: *(Attach a copy of the revised class schedule or course contract)*

Will you complete your certification this semester? Yes No

Please indicate type of studies:

Online/ Distance: In class/person:

Upgrade Studies:

The Workforce Development Bursary awards funds for courses of the same value as the ECE Student Bursary. Please check what you will be studying.

Assistant Certificate to Basic Certificate:	Basic to IT & Special Needs Diploma:
Basic Upgrade to: Infant/ Toddler:	Basic Upgrade to Special Needs Certificate:
Responsible Adult to:	Completion of Studies:
Post Secondary Institution:	Campus:

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Workforce Development Supports:

Additional supports are available to ECE professionals, including operators of Registered and/ or Licensed-Not-Required facilities to remove financial barriers with attending ECE educational programs. Subsidies granted in this section will be included in the overall award amount of up to \$5,000. To learn more about what qualifies for the supports click [here](#). Indicate all costs for the duration of your studies.

I am requesting mileage subsidies		
Origin Address	Destination Address	Round trip mileage
Anticipated number of trips	Total kilometers (Round trip mileage X Number of trips)	
I am requesting subsidies for additional transit costs in the amount of \$		
I am requesting subsidies for evening/ weekend childcare in the amount of \$		
I am requesting subsidies to assist with tutoring and/or text books in the amount of \$		
I am requesting subsidies to assist with Professional Development in the amount of \$		
I am requesting subsidies to assist with Conference fees of \$ (\$200 maximum)		

➡ Attach back-up to demonstrate actual costs of accommodation, evening/weekend childcare, tutoring, professional development and conference entrance fees to qualify for subsidies.

I am requesting Practicum Wage Subsidy please complete the next section. If you're not go straight to the Applicant Declaration and Consent.

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Practicum Wage Subsidy:

Complete and print out this section for your employer to sign-off if you are applying for wage subsidies due to practicums.

About the Facility:

Name of Child Care Facility:			
Facility Address:			
Facility Phone#:		Facility Email:	
Number of ECE Certified Employees:		Number of non-ECE Certified Employees:	
Will the training result in additional spaces?		How many spaces?	
Will the training result in improved position and/or pay?			
Will the practicum result in unpaid leave of absence:		Length of Practicum	wks
How many hours a week do you work?		Hourly rate:	

 **Attach a copy of your most recent paystub to verify your hourly wage.**

As per the requirements of the Workforce Development Bursary application I,			
certify that my employee,		Is required to take a general leave of	
absence to complete ECE practicums.	The leave of absence will be:		
Paid	Unpaid	Partially paid up to \$	
And for a period of		weeks	
We are seeking support to subsidize an amount of \$			

Required Documentation:

Class Schedule:

ECEBC requires a copy of the class schedule detailing the class name and dates to determine the number of eligible classes on which to base payment. A letter of acceptance or transcripts detailing completed courses will not provide the class information required to determine the value of the bursary for the upcoming semester.

Proof of Residency:

The bursary program is available to residents of BC, therefore ECEBC requires proof of the applicants residency in BC. International students are also eligible for bursaries and need to provide proof of BC residency.

Copy of voided cheque or direct deposit form.

Payment:

ECEBC will pay 60% of the awarded amount with the remaining 40% of bursary funds paid out upon proof of successful completion of the classes. ECEBC requires a copy of the applicants' transcripts for the remaining funds to be distributed according to the transcript received. ECEBC reserves the right to audit applications and adjust awarded amounts to ensure applicants receive what is fair and due to them under the terms of this policy. Click [here](#) to be redirected to the ECE Bursary policy.

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Applicant Declaration and Consent

I authorize the Early Childhood Educators of BC (ECEBC) to release my application to the Selection Committee. The Selection Committee will be comprised of ECEBC staff, early childhood educator professionals, instructors and ECEBC board members.

I understand that all information provided to ECEBC on this application and accompanying documentation will be used solely for the purposes of determining my eligibility under the ECE Bursary Program and to assess my financial needs in relation to other applicants.

I further understand that failing to disclose sources of income, expenses or providing false documentation in support of my application will result in my application being denied and restitution of any funds received by ECEBC.

In addition, I understand that if I withdraw from a course(s), leave the program or fail a course, the 60% of the tuition paid will remain intact, however I may not qualify for the remaining funds.

I have read and fully understand the ECEBC ECE Bursary Policy and fully agree to abide by the terms and conditions of the policy.

Canadian Revenue Agency requires ECEBC to collect information to facilitate payment of the bursary and to generate a T4A.

SIN #:		Date of Birth (MM/DD/Year)	
Bank Name:			
Bank Address:			
Institution #	Transit #	Account #	

Click if you would like to receive your T4A by email:

Click if you're a member of ECEBC

I would like updates about ECEBC's programs and services

Applicant Signature: _____

Date: _____



Remember to attach a copy of your class schedule, proof of BC residency and a copy of a voided cheque or direct deposit form.



Appendix A- Workforce Development Supports

The Workforce Development Bursary Fund also provides funding for childcare professionals to remove additional barriers that make continuing with ECE education challenging. Please include these amounts in the Monthly Study Period Budget.

Subsidies granted in this section will be included in the overall award amount of up to \$5,000.

Consideration will be given to costs such as, but not limited to:

- Tutoring
- Transportation
- Evening/ weekend childcare
- Accommodation
- Conference entrance fees
- Professional development

Students living in rural and remote areas, who would not have reasonable access to ECE training or practicum fulfilment may apply for funds to help offset the additional costs of travel and out of town accommodation.

Includes transit passes for travel outside of your home community. For more information on BC's transit systems, zones and fares click [here](#) for Metro Vancouver for areas outside of Metro Vancouver click [here](#).

You may also request mileage subsidies for travel between communities. ECEBC aligns with the 2018 [Canadian Revenue Agency \(CRA\) Automobile](#) allowance rates of \$0.55 per kilometer for travel from your residence to post-secondary institution or practicum.

Accommodation

Students who need to travel to another community for training or to complete a practicum may face a hardship in balancing the cost of commuting and accommodation with the goal of completing studies. Additional consideration will be given to students who require temporary accommodations to complete their studies.

Childcare

The Workforce Development Supports for childcare are for costs outside of the student's regular childcare requirements. The intent is to help cover childcare costs associated with attending evening classes and/or weekend program classes.

Conference and Professional Development

Individuals who may be at risk of losing their ECE certification due to barriers in accessing professional development may apply for funding. Approval will be assessed on a case by case basis.