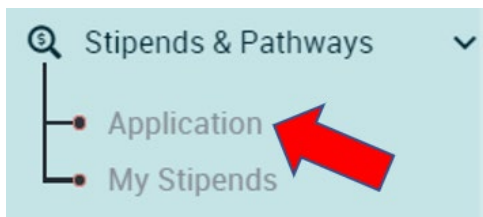


Stipend Application: Steps to Apply

Step 1: Log in to Registry

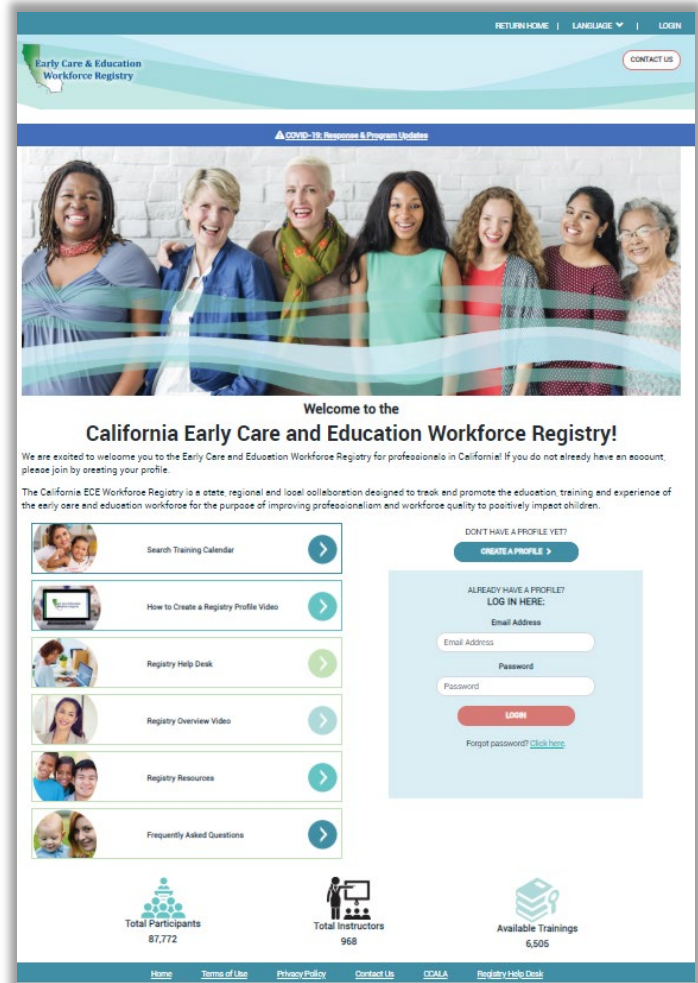
Apply online at www.caregistry.org

- If you already have a Registry account - Login to your account using your email address and update your personal and/or employment details on **My Tools & Settings**.
- If you do NOT have a Registry account - Click on the '**Create a Profile**' and follow all the steps to create a personal account. Your user-name is your email address.



Step 2: Apply for the Stipend:

- Click on "**Stipends & Pathways**"
- Locate the county in which you plan to apply for a stipend (if you are not sure please contact your local county stipend administrator)
- Click on **Application**
- View your **Registry Profile** and update your information



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.

- Click **Confirm and Continue**
- Request Stipend Program and click **Continue to Online Application**

Step 3: Select Stipend Program

- Check off up to two boxes (Only) that identify what you are planning to pursue in Pathway Goals.
- Select the Stipend Period for which you are applying

- c. Select the Course Type: College Credit and/or Professional Development depending on which stipend program you are applying for (If you are not sure contact your local stipend administrator).
- d. For College Credit Pathway: Type in the name of the college/university you are enrolled in
- e. For College Credit Pathway: Type in the total units you are currently enrolled in for this semester. For the Fall stipend period, include the number of units you are enrolled for Fall and the number of units you completed in the Summer in the same application. For the Spring stipend period, include the number of units you are enrolled for Spring and the number of units you completed in the Winter in the same application.
- f. For College Credit Pathway: Type in your student identification number (ID) for the college/university
- g. For College Credit Pathway: If you are enrolled in more than one college/university, click Add/Add Another Stipend Request, and repeat steps 8. Through 11.
- h. For Professional Development Pathway: Either type in the name of each Professional Development Organization for which you attended or will attend training, unless your Stipend Program has requested you to only include “Various Training Organizations”
- i. For Professional Development Pathway: Type in the total hours you plan to take at each organization or throughout the Stipend Period for all professional development organizations.
- j. For Professional Development Pathway: Leave the student identification number (ID) blank
- k. For Professional Development Pathway: If the stipend program in your county/or statewide stipend program requests separate entries for each instance of professional development, click Add/Add Another Stipend Request, and repeat steps 14. Through 16.

The image below shows an example of a stipend program that allows stipends for coursework and professional development. If one pathway may be chosen, please follow the guidelines below for which information should be included in the stipend application below. Inaccurate information may lead to denial to the stipend program.

Step 4: Review your stipend request(s)

3. Provide the details below for the stipend for which you are applying:

Course Type	Institution/Organization Name	Units Enrolled/Completed	Unit Type	Student ID (College/University Only)
College Credit ▼	City College of San Francisc	12	Semester ▼	123455555

[+ Add Another Stipend Request](#)

- g. Read the **Statement of Understanding**
- h. Click ‘Submit Stipend Application’ at the bottom of the page.
- i. Once you have completed the application, you will see a similar screen verifying submission to the Stipend Program.
- j. If a pop-up box appears called ‘Employment Verification Request’ it means that your current employer does not have access to submit electronic verification of employment through the Registry. Please type in the First and Last Name of your Director or Supervisor and email. The Stipend Administrator will work/collaborate with local partners to support outreach to your employer. If your employer does not complete the Registry

verification process you will need to have your employer fill out the paper copy of the Employer Verification Form.

Step 5: Download 'Supplemental Forms'

Download the Supplemental forms. Once it has been downloaded, please print these forms out to complete. You can upload the completed forms into your Registry Profile by clicking My Documents or later, by logging into the Registry and going to My Profile and then My Documents.

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.

You can track progress and update your application by going to [My Stipends](#), and by checking your email.

(Make sure that you have printed the Supplemental Forms; if you have not cleared your browser's history recently, the old forms may appear. We recommend using Mozilla Firefox as your internet browser)

Accessing the Status of Your Stipend Request

- A. To view the status of your Stipend Requests, go to Stipends & Pathways then My Stipend
- B. The Stipend Administrator will send emails about status of stipend requests

Submitting Documents and Viewing Verified Data

- C. You can upload the completed forms into your Registry Profile by clicking **My Documents** or by logging into the Registry and going to **My Tools & Settings, My Profile** and then **My Documents**.
- D. To view your Education and Training Report, login to the Registry and go to **View Education and Training Report** in Quick Links.

Need Help? Contact the Registry Help Desk

You can contact Registry staff by email, CAregistry@ccala.net, call (888) 922-4453, or "Chat" on the CA ECE Workforce Registry website, Monday to Friday from 8 a.m. to 5 p.m.

