



Notice of Intent to Adopt Rules

A copy of the proposed rules may be obtained at <https://rules.wyo.gov>

Revised August 2023

1. General Information

a. Agency/Board Name*

b. Agency/Board Address

c. City

d. Zip Code

e. Name of Agency Liaison

f. Agency Liaison Telephone Number

g. Agency Liaison Email Address

h. Date of Public Notice

i. Comment Period End Date

j. Public Comment URL or Email Address:

k. Program

Amended Program Name (if applicable):

* By checking this box, the agency is indicating it is exempt from certain sections of the Administrative Procedure Act including public comment period requirements. Please contact the agency for details regarding these rules.

2. Legislative Enactment For purposes of this Section 2, "new" only applies to regular non-emergency rules promulgated in response to a Wyoming legislative enactment not previously addressed in whole or in part by prior rulemaking and does not include rules adopted in response to a federal mandate.

a. Are these non-emergency regular rules new as per the above description and the definition of "new" in Chapter 1 of the Rules on Rules?

No. Yes. If the rules are new, please provide the Legislative Chapter Number and Year Enacted: Chapter: Year:

3. Rule Type and Information For purposes of this Section 3, "New" means an emergency or regular rule that has never been previously created.

a. Provide the Chapter Number, Title and Proposed Action for Each Chapter. Please use the "Additional Rule Information" form to identify additional rule chapters.

Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Amended Chapter Name (if applicable):				
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Amended Chapter Name (if applicable):				
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Amended Chapter Name (if applicable):				
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Amended Chapter Name (if applicable):				
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Amended Chapter Name (if applicable):				
Chapter Number:	Chapter Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amended	<input type="checkbox"/> Repealed
Amended Chapter Name (if applicable):				

4. Public Comments and Hearing Information

a. A public hearing on the proposed rules has been scheduled. No. Yes. Please complete the boxes below.

	Date:	Time:	City:	Location:
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b. What is the manner in which interested persons may present their views on the rulemaking action?

- By submitting written comments to the Agency at the physical and/or email address listed in Section 1 above.
- At the following URL: _____

	A public hearing will be held if requested by 25 persons, a government subdivision, or by an association having not less than 25 members. Requests for a public hearing may be submitted: <input type="checkbox"/> To the Agency at the physical and/or email address listed in Section 1 above. <input type="checkbox"/> At the following URL: _____
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c. Any person may urge the Agency not to adopt the rules and request the Agency to state its reasons for overruling the consideration urged against adoption. Requests for an agency response must be made prior to, or within thirty (30) days after adoption, of the rule, addressed to the Agency and Agency Liaison listed in Section 1 above.

5. Federal Law Requirements

a. These rules are created/amended/repealed to comply with federal law or regulatory requirements. No. Yes. Please complete the boxes below.

	Applicable Federal Law or Regulation Citation: Indicate one (1): <input type="checkbox"/> The proposed rules meet, but do not exceed, minimum federal requirements. <input type="checkbox"/> The proposed rules exceed minimum federal requirements.
	Any person wishing to object to the accuracy of any information provided by the Agency under this item should submit their objections prior to final adoption to: <input type="checkbox"/> To the Agency at the physical and/or email address listed in Section 1 above. <input type="checkbox"/> At the following URL: _____

6. State Statutory Requirements

a. Indicate one (1):

- The proposed rule change *MEETS* minimum substantive statutory requirements.
- The proposed rule change *EXCEEDS* minimum substantive statutory requirements. Please attach a statement explaining the reason that the rules exceed the requirements.

b. The Agency has completed a takings assessment as required by W.S. 9-5-304. A copy of the assessment used to evaluate the proposed rules may be obtained:

- By contacting the Agency at the physical and/or email address listed in Section 1 above.
- At the following URL: _____

7. Additional APA Provisions

a. Complete all that apply in regards to uniform rules:

These rules are not impacted by the uniform rules identified in the Administrative Procedure Act, W.S. 16-3-103(j).

The following chapters do not differ from the uniform rules identified in the Administrative Procedure Act, W.S. 16-3-103(j):

_____ (Provide chapter numbers)

These chapters differ from the uniform rules identified in the Administrative Procedure Act, W.S. 16-3-103(j) (see Statement of Principal Reasons).

_____ (Provide chapter numbers)

b. Checklist

- The Statement of Principal Reasons is attached to this Notice and, in compliance with Tri-State Generation and Transmission Association, Inc. v. Environmental Quality Council, 590 P.2d 1324 (Wyo. 1979), includes a brief statement of the substance or terms of the rule and the basis and purpose of the rule.
- If applicable: In consultation with the Attorney General's Office, the Agency's Attorney General representative concurs that strike and underscore is not required as the proposed amendments are pervasive (Chapter 3, *Types of Rules Filings*, Section 1, Proposed Rules, of the Rules on Rules).

8. Authorization

a. I certify that the foregoing information is correct.

<i>Printed Name of Authorized Individual</i>	
<i>Title of Authorized Individual</i>	
<i>Date of Authorization</i>	



State of Wyoming

Department of Workforce Services

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Statement of Reasons

Quality Child Care Program Rules

Chapter 1: Definitions, Chapter 2: WY Quality Counts College Degree Scholarships , Chapter 3: WY Quality Counts Child Development Associate Degree, Chapter 4: WY Quality Counts Child Development Contractor Program, and Chapter 5: WY Quality Counts Continuing Education Grants

The WY Quality Counts Educational Development Program is proposing amendments to its rules to better align with current practices, address increased costs in tuition by raising the maximum award amount available to each participant, update references to eligible coursework and certifications, and improve operational efficiencies. Furthermore, the original rules, previously contained in a single, lengthy, and complex chapter, have been reorganized into five distinct chapters to improve clarity and facilitate easier navigation for both the public and the WY Quality Counts program manager. The specific changes are outlined below:

- The program rules have been reorganized to narrow the focus of Chapter 1 to definitions, while four other new chapters are being proposed to separate out the different available scholarship and grant options: College Degree Scholarships (Chapter 2), Child Development Associate Scholarships (Chapter 3), Child Development Associate Contractor Program (Chapter 4), and Continuing Education Grants (Chapter 5). The reorganization is intended to enhance clarity for the public on the different options available and enhance efficiencies of implementation for program staff.
- The agency proposes to remove all references to the Apprenticeship Program for Child Care Development Specialists as the U.S. Department of Labor no longer provides an apprenticeship program for early childhood.
- The reference to Child Development Associate (CDA) “certificate” is removed throughout as the Council for Professional Recognition has updated its terminology from CDA “certificate” to CDA “credential” to prevent confusion and align rules with current terminology.
- Definitions have been modified slightly to include slight revisions for clarity, the addition of a new definition of “immediate family” for further clarification, and removes “mandatory employment” and “repayment requirements” as each term and process is

already defined within each chapter. Therefore, the removal is reducing duplication throughout the rule.

- Currently, the rules require *participants* to be “in good standing with the Wyoming Department of Workforce Training Fund.” Since any potential default would be on the part of the *business* rather than the participant, this requirement tied to participant is unnecessary and has been removed.
- The list of eligible coursework is being revised to remove the post-graduate early childhood mental health certificate from the University of Wyoming, as this endorsement is no longer available, and renames appropriate degrees to align with existing terms.
- The maximum eligible funding amount is being increased for each scholarship and grant award opportunity to accommodate the rising cost of tuition and fees. This applies in the following ways:
 - Scholarship participants are now eligible for up to \$1,500 per semester, instead of \$1,000.
 - CDA scholarship recipients are now eligible for up to \$2,300 for allowable costs per participant, instead of \$2,000.
 - Continuing Education grant recipients are now eligible for up to \$1,300, instead of \$1,000.
- The agency proposes to replace the term “contract” with “written agreement as set forth by DWS” to align with current administrative practices and eliminate an unnecessary procedural step.
- The required employment hours for early childhood certificates and post-graduate programs are being standardized, as both programs require approximately 24 credit hours to complete.
- References to the Attorney General for collections are being removed as this is now an outdated practice. The program contracts with a collection agency for such matters.
- Language is being added to clarify that CDA qualifications must meet standards set by the Council for Professional Recognition and be approved by the Wyoming Statewide Training and Resource System (STARS).
- For the CDA Program, one previous allowable cost including a “second setting” option. This is being removed because the Council for Professional Recognition no longer offers this option.
- For the Continuing Education grants, the maximum time for coursework completion is being changed from six weeks to three months. This adjustment accommodates community college schedules, where completing a single early childhood course typically takes longer than six weeks.

- Within the Continuing Education Grants, program competencies are being revised to reflect updates in the Wyoming Department of Family Services (DFS) rules for child care licensing and to ensure consistency with current regulatory standards.

These changes are necessary to maintain program accuracy, streamline administrative processes, and ensure participants receive adequate support consistent with evolving educational and professional standards.

Chapter 1

Definitions

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. § 16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities. W. S. § 14-4-204 refers to these services as Educational Development Scholarships and Continuing Education Grants.

Section 3. Definitions. The following definitions shall apply in the interpretation and enforcement of these rules:

(a) "Child Care Facility" means any person who operates a business to keep or care for any minor at the request of the parents, legal guardians or an agency which is responsible for the child and includes group day care agencies and day or hourly nurseries, nursery schools, kindergartens or any other preschool establishment not accredited by the state board of education. [See W. S. § 14-4-101(a)(vi)(D) or (K)].

(b) "Child Development Associate" is a standardized, nationally-recognized credential administered by the Council for Professional Recognition that provides evidence of a basic level of competence for individuals working in the child care industry.

(c) "Continuing Education Grant" is a financial award provided to upgrade the skills of child care workers to enhance the quality of child care provided by the industry.

(d) "Continuous Enrollment" means enrollment in at least one (1) credit hour in each of two (2) semesters of a fall, spring, or summer semester within the course of a year based on enrollment date.

(e) "Educational Development Scholarship" is a financial award provided to individuals working in the child care industry who enroll in and complete formal education that will enhance the quality of child care provided by the industry.

(f) "Good Standing" means satisfactory adherence to and completion of all program requirements in rules.

(g) "Immediate family" refers to a person's closest relatives by blood or marriage, including parents, siblings, spouse, and children.

(h) "Major Medical Occurrence" shall be determined by a written statement from a licensed medical practitioner that verifies a participant is no longer capable of participating in the WY Quality Counts Educational Development Program.

(i) "Participant" is an individual who has applied and been approved for services under these rules.

(j) "Remedial Education" refers to Math or English classes (below 1000 level) required by the applicable Wyoming educational institution to enter into an approved degree program.

(k) "Satisfactory Completion" means to meet all terms and requirements for a degree, certification or training program.

(l) "Satisfactory Performance" means fulfillment of and adherence to all terms and requirements of a program.

(m) "Workforce Development Training Fund" is a state-managed fund established to support workforce development programs, including training, retraining, and upgrading skills for existing workers through programs administered by the Department of Workforce Services.

(n) "WY Quality Counts" is the DWS name for the Quality Child Care program found in Title 14, Article 2 of the Wyoming Statutes.

Section 4. Severability. If any provision or provisions of this rule shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Chapter 1

WY Quality Counts! Educational Development Program Definitions

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. §9-2-2601(c), W.S. §9-2-2602(b)(vi), ~~W.S. § 14-4-204~~, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts! Educational Development Program provides funding for training of owners and staff of child care facilities. W. S. § 14-4-204 refers to these services as Educational Development Scholarships and Continuing Education Grants.

Section 3. Definitions. The following definitions shall apply in the interpretation and enforcement of these rules:

(a) "Apprenticeship Program for Child Care Development Specialists" is a training program registered with the U.S. Department of Labor, Office of Apprenticeship, which is developed specifically for individuals employed in the child care industry.

(b) "Child Care Facility" means any person who operates a business to keep or care for any minor at the request of the parents, legal guardians or an agency which is responsible for the child and includes group day care agencies and day or hourly nurseries, nursery schools, kindergartens or any other preschool establishment not accredited by the state board of education. [See W. S. § 14-4-101(a)(vi)(D) or (K)].

(c) "Child Development Associate (CDA) Certificate" is a standardized, nationally-recognized credential administered by the Council for Professional Recognition that provides evidence of a basic level of competence for individuals working in the child care industry.

(d) "Continuing Education Grants" is a financial award provided funds to upgrade the skills of child care workers to enhance the quality of child care provided by the industry.

(e) "Continuous Enrollment" applies to Section 5(b)(i)(B)(III) below and means enrollment in at least one (1) credit hour in each of two (2) semesters of a fall, spring, or summer semester within the course of a year based on enrollment date.

(f) "Educational Development Scholarships" is a financial award provided to provide scholarship funds intended to encourage individuals working in the child care industry who to enroll in and complete formal education that will enhance the quality of child care provided by the industry.

(g) "Good Standing" means satisfactory adherence to and completion of all program requirements in rules.

(h) "Immediate family" refers to a person's closest relatives by blood or marriage, including parents, siblings, spouse, and children.

(h) "Major Medical Occurrence" shall be determined by a written statement from a licensed medical practitioner that verifies a participant is no longer capable of participating in the WY Quality Counts! Educational Development Program.

(i) ~~"Mandatory Employment" is required for each individual for whom funds are paid for training in the Educational Development Program. The required length of the mandatory employment is specified for each type of program in these rules.~~

(j) "Participant" is an individual who has applied and been approved for services under these rules.

(k) "Remedial Education Classes" refers to Math and or English classes (below 1000 level) required by the applicable Wyoming educational institution college to enter into ~~the~~an approved degree program.

(l) ~~"Repayment Requirements" refers to the mandatory requirement for a participant, who fails to adhere to and complete all program requirements specified in these rules, to repay all funds provided on behalf of the participant.~~

(m) "Satisfactory Completion" means to meet all terms and requirements for a degree, certification or training program.

(n) "Satisfactory Performance" means fulfillment of and adherence to all terms and requirements of a program.

(o) "Workforce Development Training Fund (WDTF)" is a state-managed fund established to support workforce development programs, including training, retraining, and upgrading skills for existing workers through programs administered by the Department of Workforce Services. ~~program administered by DWS that provides Wyoming businesses with funds to train their workers. Wyoming businesses have the opportunity to enhance their employee's skills and to meet the training needs of Wyoming's industries through WDTF funds.~~

(p) "WY Quality Counts!" is the DWS name for the Quality Child Care program found in Title 14, Article 2 of the Wyoming Statutes.

Section 4. General Provisions.

(a) Educational Development Scholarships

(i) ~~Educational Development Scholarships provide funds intended to encourage individuals working in the child care industry to enroll in and complete formal education that will enhance the quality of child care provided by the industry. The program will fund three (3) types of training:~~

~~(A) Scholarships for Remedial Education, Associate Degrees, Bachelors Degrees and Post Graduate Endorsements;~~

~~(B) Scholarships for the Apprenticeship Program for Child Care Development Specialists; and~~

_____ (C) Scholarships for the Child Development Associate (CDA) Certificate.

_____ (b) Continuing Education Grants

_____ (i) Continuing Education Grants provide funds to upgrade the skills of child care owners and staff to obtain continuing education training in early childhood development or related topics.

Section 5. Educational Development Scholarships.

_____ (a) General Provisions

_____ (i) Participant Eligibility

_____ (A) An eligible participant is:

_____ (I) An owner(s), staff member, and/or contracted professional working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. §14-4-101(a)(vi)(D) or _____ (K);

_____ (II) In good standing with the WY Quality Counts! Educational Development Program; and

_____ (III) In good standing with the Workforce Development Training Fund (WDTF) Program.

_____ (ii) Eligible Coursework

_____ (A) Coursework that applies to any of the following is eligible:

_____ (I) Associates of Arts/Sciences/Applied Sciences in Early Childhood Education from a Wyoming Community College;

_____ (II) Bachelor of Arts in Elementary Education with Birth to Eight Early Childhood Endorsement from the University of Wyoming;

_____ (III) Bachelor of Science in Family and Consumer Sciences/Child Development Option from the University of Wyoming;

_____ (IV) Degree/endorsements from other states comparable in educational requirements to the above from an accredited institution as defined by the Wyoming Department of Education; or

_____ (V) Post Graduate Birth to Eight Early Childhood Endorsement from the University of Wyoming.

_____ (VI) Post Graduate Early Childhood Mental Health Certificate from the University of Wyoming.

_____ (VII) Post Graduate Early Childhood Special Education Endorsement from the University of Wyoming.

- ____ (B) Coursework or activities that apply to the:
- ____ (I) Registered Apprenticeship Program for Child Care Development Specialists, or
- ____ (II) Child Development Associate (CDA) credential administered by the Council for Professional Recognition.
- ____ (C) Remedial education classes required to enter eligible training in subsection (a)(ii)(A) and (a)(ii)(B) of this section.
- ____ (b) Types of Training
- ____ (i) Remedial Education, Associate Degrees, Bachelor Degrees and Post Graduate Endorsements
- ____ (A) Scholarship Program Limitations. The scholarship participant shall:
- ____ (I) Be eligible for a maximum of one thousand dollars (\$1,000) per semester, and
- ____ (II) Receive assistance for a maximum of one hundred fifty (150) credit hours in a lifetime.
- ____ (B) Participant Requirements. The participant shall:
- ____ (I) Enter into a contract with DWS for each semester;
- ____ (II) Be officially enrolled in the educational institution for a minimum of one (1) credit hour per semester;
- ____ (III) Maintain continuous enrollment during the duration of the program;
- ____ (IV) Maintain a "2.0" or higher grade point average; and
- ____ (V) Remain in good standing with both the formal educational institution and the WY Quality Counts! Educational Development Program.
- ____ (C) Allowable Training Costs. The following costs shall be allowed:
- ____ (I) Tuition;
- ____ (II) Books; and
- ____ (III) Required fees.
- ____ (D) Application and Reporting Requirements. The scholarship participant shall:
- ____ (I) Complete and submit an official DWS application;
- ____ (1.) Prior to the beginning of the semester of the formal education program, and

____ (2.) Beginning in 2008, at least forty five (45) days prior and not more than one hundred ten (110) days prior to the beginning of each semester of the formal educational program;

____ (II) Submit proof of approval of the coursework by the scholarship participant's academic advisor with the application;

____ (III) Provide proof of enrollment no later than forty five (45) days after the beginning of each semester;

____ (IV) Complete and submit a DWS recognized training evaluation form no later than forty five (45) days after completion of one semester's coursework per academic year;

____ (V) Provide proof of grades and good standing with the educational institution no later than forty five (45) days from the time the information is available at the end of each semester; and

____ (VI) Agree to the repayment and mandatory employment requirements.

____ (E) **Contract and Payment**

____ (I) If the scholarship program application is approved and funds are available, DWS shall enter into a contract with the approved scholarship participant each semester.

____ (II) Scholarship funds shall be paid directly to the educational institution.

____ (F) **Mandatory Employment Requirements**

____ (I) The scholarship participant shall agree to work for or contract with a child care facility as defined in Section 3(b) above for a mandatory employment period after receiving the certificate, endorsement or degree from the approved formal education program.

____ (II) The mandatory employment period shall be:

____ (1.) One thousand (1,000) hours of employment for an Associates Degree which shall be completed within eighteen (18) months after receiving the degree from the approved formal education program;

____ (2.) Two thousand (2,000) hours of employment for a Bachelor's Degree which shall be completed within twenty four (24) months after receiving the degree from the approved formal education program; and

____ (3.) Seven hundred fifty (750) hours of employment for a Post Graduate Endorsement which shall be completed within twelve

____ (12) months after receiving the degree from the approved formal education program.

____ (III) The mandatory employment period shall begin:

____ (1.) The month immediately after receiving the degree or endorsement from the approved formal education program; or

____ (2.) When the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

____ (IV) When the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility as defined in Section 3(b) and complete any remaining mandatory employment period hours.

____ (G) Termination from the Scholarship Program. The scholarship participant shall be terminated from the scholarship program if the participant, during the program, fails to:

____ (I) Maintain enrollment;

____ (II) Remain in good standing with the formal educational institution and the WY Quality Counts! Educational Development Program;

____ (III) Meet the grade level requirements;

____ (IV) Provide verification documents on time; or

____ (V) Meet the mandatory employment requirements.

____ (H) Repayment Requirements

____ (I) Any scholarship participant who is terminated from the scholarship program may submit a Waiver of Repayment as defined in Section 7., or, shall repay to DWS that portion of funds that were paid to the educational institution on his/her behalf for expenses accruing during or after the semester in which the recipient breached the contract, including attorney fees and costs incurred in collection. The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date on which the scholarship participant receives notice of termination from the program from DWS.

____ (II) Failure to repay scholarship funds as requested shall result in:

____ (1.) Referral of the case to the Attorney General for appropriate legal action, and

____ (2.) The participant being placed on the list of individuals who are not in good standing with the WY Quality Counts! Educational Development Program.

____ (ii) Apprenticeship Program for Child Care Development Specialists

____ (A) Apprenticeship Program Limitations. The apprenticeship participant shall be eligible for one thousand five hundred dollars (\$1,500) annually, for a maximum of three thousand dollars (\$3,000) in funding for the apprenticeship program.

____ (B) Participant Requirements. The participant shall:

____ (I) Enter into a contract with DWS for the duration of the program;

_____ (II) Be officially enrolled in:

_____ (1.) The registered apprenticeship program for Child Care Development Specialists, and

_____ (2.) The formal educational institution;

_____ (III) Maintain continuous enrollment through the duration of the contract;

_____ (IV) Maintain a "2.0" or higher grade point average; and

_____ (V) Remain in good standing with both the apprenticeship program and the WY Quality Counts! Educational Development Program.

_____ (C) Allowable Training Costs. The following costs shall be allowed:

_____ (I) Tuition;

_____ (II) Books; and

_____ (III) Required fees.

_____ (D) Application and Reporting Requirements. The apprenticeship participant shall:

_____ (I) Complete and submit an official DWS application;

_____ (1.) Prior to the beginning of the apprenticeship program, and

_____ (2.) Beginning in 2008, at least forty-five (45) days prior and not more than one hundred ten (110) days prior to the beginning of the apprenticeship program;

_____ (II) Submit proof of approval of the coursework by the apprenticeship participant's advisor with the application;

_____ (III) Provide proof of enrollment no later than forty-five

_____ (45) days after the beginning of the apprenticeship program;

_____ (IV) Complete and submit a DWS recognized training evaluation form no later than forty-five (45) days after completion of the apprenticeship program;

_____ (V) Provide proof of grades and good standing with the educational institution no later than forty-five (45) days from the time the information is available at the end of each semester; and

_____ (VI) Agree to the repayment and mandatory employment requirements.

_____ (E) Contract and Payment

_____ (I) If the apprenticeship application is approved and funds are available, DWS shall enter into a contract with the approved apprenticeship participant for the length of the program.

_____ (II) Apprenticeship program funds shall be paid directly to the educational institution.

_____ (F) **Mandatory Employment Requirements**

_____ (I) The apprenticeship participant shall agree to work for a child care facility as defined in Section 3(b) above for a mandatory employment period upon completion of the apprenticeship program.

_____ (II) The mandatory employment period shall be one thousand (1,000) hours of employment which shall be completed within twelve (12) months.

_____ (III) The mandatory employment period shall begin:

_____ (1.) The month immediately after the apprenticeship program has been completed, or

_____ (2.) When the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

_____ (IV) When the participant is laid off due to lack of work, the apprenticeship participant shall obtain employment with another child care facility as defined in Section 3(b) above and complete any remaining mandatory employment period hours.

_____ (G) **Termination from the Apprenticeship Program.** The apprenticeship participant shall be terminated from the apprenticeship program if the participant, during the program, fails to:

_____ (I) Maintain enrollment;

_____ (II) Remain in good standing with the formal educational institution and the WY Quality Counts! Educational Development Program;

_____ (III) Meet the grade level requirements;

_____ (IV) Provide verification documents on time; or

_____ (V) Meet the mandatory employment requirements.

_____ (H) **Repayment Requirements**

_____ (I) Any scholarship participant who is noncompliant with and/or terminated from the scholarship program may submit a Waiver of Repayment as defined in Section 7., or, shall repay to DWS that portion of funds that were paid to the educational institution on his/her behalf for expenses accruing during or after the semester in which the recipient breached the contract, including attorney fees and costs incurred in collection. The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date on which the scholarship participant receives notice of termination from the program from DWS.

- ____ (II) Failure to repay apprenticeship funds as requested shall result in:
- ____ (1.) Referral of the case to the Attorney General for appropriate legal action, and
- ____ (2.) The participant being placed on the list of individuals who are not in good standing with the WY Quality Counts! Educational Development Program.
- ____ (iii) Child Development Associate (CDA) Certificate
- ____ (A) CDA Program Requirements
- ____ (I) The CDA may be obtained through any setting that meets the standards of the Council for Professional Recognition and is approved by DWS.
- ____ (II) An approved CDA program shall consist of one of the following:
- ____ (1.) Advisor services and the coursework provided on a community basis;
- ____ (2.) Advisor services provided to individuals taking coursework through a Wyoming Community College; or
- ____ (3.) Advisor services provided to individuals who are independently taking the coursework.
- ____ (B) CDA Program Limitations
- ____ (I) The CDA participant shall be eligible for a maximum of two thousand dollars (\$2,000) for allowable costs.
- ____ (II) The cost for an instructor shall not exceed three thousand dollars (\$3,000) per CDA program.
- ____ (III) The CDA program shall fund:
- ____ (1.) The initial CDA certificate;
- ____ (2.) Renewal of the CDA certificate; and
- ____ (3.) Second setting CDA certificates, if required by the child care facility.
- ____ (C) Participant Requirements. The participant shall:
- ____ (I) Enter into a contract with DWS for the duration of the CDA program;
- ____ (II) Be officially enrolled in a DWS approved CDA program;
- ____ (III) Maintain continuous enrollment during the program;
- ____ (IV) Achieve satisfactory performance; and

~~(V) Remain in good standing with both the approved CDA program and the WY Quality Counts! Educational Development Program.~~

~~(D) Allowable Costs~~

~~(I) The following training costs shall be allowed:~~

~~(1.) Tuition;~~

~~(2.) Advisor fee;~~

~~(3.) Books;~~

~~(4.) Required fees;~~

~~(5.) CDA packet; and~~

~~(6.) CDA assessment fee.~~

~~(II) The child care facility's administration costs which include bookkeeping, reporting and record keeping, shall be allowed, but shall not exceed five percent (5%) of the total training costs.~~

~~(E) CDA Contractor Application. Entities who wish to provide or support a CDA program shall complete and submit an official DWS contractor application at least forty-five (45) days prior and not more than one hundred ten (110) days prior to the beginning of the CDA program.~~

~~(F) CDA Contractor Contract and Payment~~

~~(I) If the contractor application is approved and funds are available, DWS shall enter into a contract with the approved CDA contractor.~~

~~(II) The funds shall be paid directly to the entity that provides:~~

~~(1.) Advising services, and/or~~

~~(2.) Approved coursework.~~

~~(G) Participant Application and Reporting Requirements. The CDA participant shall:~~

~~(I) Complete and submit an official DWS application:~~

~~(1.) Prior to the beginning of the CDA program, and~~

~~(2.) Beginning in 2008, at least forty five (45) days prior and not more than one hundred ten (110) days prior to the beginning of the CDA program;~~

~~(II) Submit proof of approval and acceptance into a DWS approved CDA program with the application;~~

- ____ (III) Complete and submit a DWS recognized training evaluation form no later than forty five (45) days after completion of the coursework;
- ____ (IV) Provide proof of completion and a copy of the CDA certificate no later than forty five (45) days from the time the information is available; and
- ____ (V) Agree to the repayment and mandatory employment requirements.

____ (H) **Mandatory Employment Requirements**

- ____ (I) The CDA participant shall agree to work for a child care facility as defined in Section 3(b) above for a mandatory employment period upon completion of the approved CDA program.
- ____ (II) The mandatory employment period shall be five hundred (500) hours of employment for each CDA certificate, CDA certificate renewal or second setting certificate provided through the CDA program, and shall be completed within twelve (12) months.
- ____ (III) The mandatory employment shall begin:
 - ____ (1.) The month immediately after completion of the CDA certificate course work, or
 - ____ (2.) When the child care facility is closed during the summer, the first day the child care facility reopens in the fall.
- ____ (IV) When the participant is laid off due to lack of work, the CDA participant shall obtain employment with another child care facility as defined in Section 3(b) and complete any remaining mandatory employment period hours.
- ____ (I) Termination from the CDA Program. The CDA participant shall be terminated from the CDA program if the participant, during the program, fails to:
 - ____ (I) Maintain enrollment;
 - ____ (II) Remain in good standing with the CDA program and the WY Quality Counts! Educational Development Program;
 - ____ (III) Meet performance requirements;
 - ____ (IV) Provide verification documents on time;
 - ____ (V) Successfully obtain the CDA certificate; or
 - ____ (VI) Meet the mandatory employment requirements.
- ____ (J) Participant Repayment Requirements

- ____ (I) Any CDA participant who is noncompliant with and/or terminated from the CDA program may submit a Waiver of Repayment as defined in Section 7., or, shall repay to DWS the following funds that were paid to the CDA program on his/her behalf during the

~~program, including attorney fees and costs incurred in collection. The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date on which the CDA participant receives notice of termination from the program from DWS including:~~

- ~~(1.) Advisor fee;~~
- ~~(2.) Books;~~
- ~~(3.) Required fees;~~
- ~~(4.) CDA packet; and~~
- ~~(5.) CDA assessment fee.~~

~~(II) Failure to repay CDA funds as requested shall result in:~~

- ~~(1.) Referral of the case to the Attorney General for appropriate legal action, and~~
- ~~(2.) The participant being placed on the list of individuals who are not in good standing with the WY Quality Counts! Educational Development Program.~~

~~(K) CDA Contractor Requirements. The CDA Contractor shall submit an official DWS final report form within ninety (90) days after completion of the CDA program that provides documentation of the following for each participant:~~

- ~~(I) Satisfactory completion of training;~~
- ~~(II) Completion of a DWS recognized training evaluation form; and~~
- ~~(III) Completion and receipt of the CDA certificate.~~

~~(L) CDA Contractor Repayment Requirements~~

~~(I) Failure to submit a final report within ninety (90) days shall result in the CDA contractor being placed on the list of CDA program contractors that are not in good standing with the WY Quality Counts! Educational Development Program.~~

~~(II) Any CDA Contractor that fails to meet the contract requirements of the CDA program shall repay to DWS all funds that were paid to them during the program, including attorney fees and costs incurred in collection. The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date on which the CDA contractor receives notice of termination from the program from DWS.~~

~~(III) Failure to repay CDA funds as requested shall result in:~~

- ~~(1.) Referral of the case to the Attorney General for appropriate legal action, and~~
- ~~(2.) The contractor being placed on the list of individuals who are not in good standing with the WY Quality Counts! Educational Development Program.~~

Section 6. Continuing Education Grants.

— (a) **Participant Eligibility**

— (i) An eligible participant is:

— (A) An owner(s) and/or staff member working for a minimum of fifteen (15) hours in a child care facility as defined in W.S. §14-4-101(a)(vi)(D) or

— (K) ;

— (B) In good standing with the WY Quality Counts! Educational Development Program; and

— (C) In good standing with the WDTF program.

— (ii) A participant who is enrolled in the WY Quality Counts! Educational Development Program may not be concurrently enrolled in a DWS WDTF training program.

— (b) **Eligible Training for Continuing Education Grants.** To be eligible, the training shall:

— (i) Be training that is not normally provided by the child care facility;

— (ii) Upgrade a participant's current skill level;

— (iii) Have a direct relationship to the participant's occupation;

— (iv) Provide a skill upgrade that enables the child care facility to remain competitive in the industry;

— (v) Be completed in a maximum of six (6) weeks; and

— (vi) Enhance the quality of the child care provided by the child care facility in at least one of the following program competencies:

— (A) Health, Nutrition and Safety;

— (B) The Active Learning Environment;

— (C) Child Growth and Development;

— (D) Guidance and Discipline;

— (E) Family Relationships;

— (F) Program Management;

— (G) Professionalism; or

— (H) Uniqueness and Cultural Diversity.

— (c) **Grant Limitations**

_____ (i) The child care facility shall not substitute funds normally provided for training or funds obtained from another source with Continuing Education Grant Funds.

_____ (ii) The grant funding limit per participant shall be one thousand dollars (\$1,000.00) per state fiscal year (July 1 – June 30).

_____ (d) Allowable Training Costs

_____ (i) The following training costs shall be allowed:

_____ (A) Direct training costs include, but are not limited to, tuition, registration, class fees and class materials directly related to the training;

_____ (B) Travel costs include transportation, lodging and meals directly related to the training, based on the standard Meals and Incidental Expenses rate;

_____ (C) Instructor's fees and travel costs where the instructor is brought in for the training by the child care facility and is not an employee of the child care facility; and

_____ (D) Fees for continuing education units and certifications that may be obtained during training.

_____ (ii) The following training costs shall not be allowed:

_____ (A) Participant wages and fringe benefits;

_____ (B) The child care facility's administration costs which include, but are not limited to, bookkeeping, reporting and record keeping;

_____ (C) The child care facility's cost of preparing a Continuing Education Grant application;

_____ (D) Purchased, rented or leased equipment;

_____ (E) Instructor's fees and travel costs where the instructor is an employee of the child care facility;

_____ (F) Assessments, testing and certification exams that are not included in the training; and

_____ (G) Capital construction of any kind.

_____ (e) Child Care Facility Contribution. The child care facility approved for a Continuing Education Grant shall be required to pay ten percent (10%) of approved allowable training costs. The remaining ninety percent (90%) of approved allowable training costs shall be the total grant award.

_____ (f) Child Care Facility Application. The child care facility shall complete and submit an official DWS grant application at least forty five (45) days prior and not more than one hundred ten (110) days prior to the beginning of the scheduled training date.

— (g) ~~Child Care Facility Contract and Payment~~

— (i) ~~If the grant application is approved and funds are available, DWS shall enter into a contract with the approved child care facility.~~

— (ii) ~~The grant funds shall be paid directly to the approved child care facility.~~

— (h) ~~Participant Requirements. The participant shall:~~

— (i) ~~Enter into contract with DWS;~~

— (ii) ~~Satisfactorily complete the training;~~

— (iii) ~~Complete and submit a DWS recognized training evaluation form no later than forty five (45) days after completion of the training; and~~

— (iv) ~~Agree to the repayment and mandatory employment requirements.~~

— (i) ~~Mandatory Employment Requirements~~

— (i) ~~The participant shall agree to work for the participating child care facility for a mandatory employment period upon completion of the training.~~

— (ii) ~~When the cost of training for the individual is:~~

— (A) ~~Five hundred dollars (\$500) or less, the mandatory employment period shall be one hundred (100) hours and shall be completed within six~~

— (6) ~~months; and~~

— (B) ~~More than five hundred dollars (\$500), the mandatory employment period shall be two hundred fifty (250) hours and shall be completed within nine (9) months.~~

— (iii) ~~The mandatory employment period shall begin:~~

— (A) ~~The month immediately after the training has ended, or~~

— (B) ~~When the child care facility is closed during the summer, the first day the child care facility reopens in the fall.~~

— (iv) ~~In the event that the child care facility closes, the participant shall obtain employment with another child care facility as defined in Section 3(b) and complete any remaining mandatory employment period hours.~~

— (v) ~~When the participant is laid off due to lack of work, the participant shall obtain employment with another child care facility as defined in Section 3(b) and complete any remaining mandatory employment period hours.~~

— (j) ~~Child Care Facility Reporting Requirements~~

____ (i) The child care facility shall submit an official DWS final report form within forty-five (45) days after completion of the mandatory employment period that provides documentation of the following for each participant:

- ____ (A) Satisfactory completion of training;
- ____ (B) Completion of a DWS recognized training evaluation form; and
- ____ (C) Completion of the mandatory employment period.

____ (ii) Failure to submit a final report within forty five days shall result in the child care facility being placed on the list of child care facilities that are not in good standing with the WY Quality Counts! Educational Development Program.

____ (k) Participant Repayment Requirements

____ (i) If the participant fails to satisfactorily complete the training, fulfill the mandatory employment requirement or submit a completed training evaluation, the

____ participant shall submit a Waiver of Repayment as defined in Section 7. , or,:

____ (A) In the case were the child care facility has paid the training provider and payment is nonrefundable, repay to DWS all grant funds that were paid on the participant's behalf, together with attorney fees and costs incurred in collection, and

____ (B) In the case were the child care facility has not yet paid the training provider or the payment is refundable, be placed on the list of individuals who are not in good standing with the WY Quality Counts! Educational Development Program until the child care facility has repaid the funds.

____ (ii) Failure to repay the funds as required shall result in:

- ____ (A) Referral of the case to the Attorney General for appropriate legal action, and
- ____ (B) The participant being placed on the list of individuals who are not in good standing with the WY Quality Counts! Educational Development Program.

____ (l) Child Care Facility Repayment Requirements

____ (i) When the grant funds have been paid to the child care facility by DWS and the child care facility has not made payment to the training provider, or the child care facility has made payment to the training provider but the payment is refundable, the child care facility shall submit a Waiver of Repayment as defined in

____ Section 7. , or,:

____ (A) Notify DWS, in writing, as soon as possible of a participant's withdrawal or absence from the training event, and

____ (B) Repay to DWS the grant funds associated with the participant(s) who did not attend the training event.

_____ (ii) When the grant funds have been paid to the child care facility by DWS and the child care facility has made a nonrefundable payment to the training provider, the child care facility shall notify DWS in writing, along with verification that the non refundable payment was made, as soon as possible of a participant's withdrawal or absence from the training event.

_____ (iii) When the grant funds have been paid to the child care facility by DWS and the child care facility, for any reason, withdraws or cannot participate in the approved training event, or perform the duties of the child care facility as described in the contract with DWS, the child care facility shall:

_____ (A) Notify DWS, in writing, as soon as possible of the cancellation from the training event, and

_____ (B) Repay all of the grant funds for the training event to DWS.

_____ (iv) Failure to repay the funds as required shall result in:

_____ (A) Referral of the case to the Attorney General for appropriate legal action, and

_____ (B) The child care facility being placed on the list of child care facilities that are not in good standing with the WY Quality Counts! Educational Development Program.

Section 7. Waiver of Repayment.

_____ (a) A scholarship participant, grant recipient, CDA Contractor or child care facility may seek a waiver of repayment by submitting, to DWS, a written waiver request with verification attached, when a participant, recipient, contractor or facility employee:

_____ (i) Experiences a major medical occurrence;

_____ (ii) Is activated for military service or has a spouse activated for or relocated in military service;

_____ (A) Is deceased; or

_____ (B) Encounters an emergency or hardship, involving her/himself or an immediate family member that reasonably precludes the ability to complete the approved coursework.

Section 84. Severability. If any provision or provisions of this rule shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Chapter 2

WY Quality Counts College Degree Scholarships

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of College Degree Scholarships to encourage individuals working in the child care industry to enroll in and complete formal education that will enhance the quality of child care provided by the industry.

Section 3. Eligible Coursework.

(a) The WY Quality Counts Educational Development Program's College Degree Scholarships shall only be used for the following coursework related to remedial education, early childhood certificates, associate degrees, bachelor degrees and post-graduate endorsements, to include:

- (i) Associates of Arts/Sciences/Applied Sciences in Early Childhood Education from a Wyoming Community College;
- (ii) Bachelor of Arts in Elementary Education with Birth-to-Eight Early Childhood Endorsement from the University of Wyoming;
- (iii) Bachelor of Science in Human Development and Family Science/Child Development Concentration from the University of Wyoming;
- (iv) Degree/endorsements from other states comparable in educational requirements to the above from an accredited institution as defined by the Wyoming Department of Education;
- (v) Early Childhood Special Education (Birth to Five) Certificate Program from the University of Wyoming;
- (vi) Post-Graduate Birth-to-Eight Early Childhood Endorsement from the University of Wyoming;
- (vii) Remedial education; or
- (viii) Other education that has received written pre-approval by the WY Quality Counts program manager.

Section 4. Allowable Costs and Payment Process.

- (a) Scholarship funds shall only be used for costs associated with the following:
 - (i) Books;
 - (ii) Required fees; or
 - (iii) Tuition.
- (b) Scholarship funds shall be paid directly to the educational institution.

Section 5. Applicant Eligibility.

- (a) An eligible applicant shall be:
 - (i) An owner or staff member working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. § 14-4-101(a)(vi)(D) or (K); and
 - (ii) In good standing with the WY Quality Counts Educational Development Program.

Section 6. Application Process.

- (a) Applicants shall complete and submit the official DWS College Degree Scholarship form for each semester in which the applicant is requesting funding.
- (b) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the semester.
- (c) Applicants shall include proof of approval of the coursework by the scholarship applicant's academic advisor.

Section 7. Ongoing Participant Requirements.

- (a) Once an application has been approved by the WY Quality Counts program manager, the applicant shall adhere to the following requirements of the scholarship:
 - (i) Enter into a written agreement as set forth by DWS for each semester funds are being requested for the duration of the program;
 - (ii) Provide proof of enrollment no later than forty-five (45) days after the start date of each semester;

- (iii) Sign an agreement to the repayment and mandatory employment requirements in accordance with *Section 8. Repayment and Mandatory Employment Requirements*;
- (iv) Maintain continuous enrollment during the duration of the program;
- (v) Maintain a "2.0" or higher-grade point average;
- (vi) Provide proof of grades and good standing with the educational institution no later than forty-five (45) days from the time the information is available at the end of each semester;
- (vii) Complete and submit a DWS-recognized training survey form no later than forty-five (45) days after completion of each semester's coursework; and
- (viii) Remain in good standing with both the formal educational institution and the WY Quality Counts Educational Development Program.

Section 8. Mandatory Employment Requirements.

- (a) The participant shall agree to work for or contract with a child care facility for a mandatory employment period after receiving the certificate, endorsement or degree from the approved formal education program. The requirements are as follows for each type of program:
 - (i) For an Early Childhood Certificate, the participant shall complete seven hundred-fifty (750) hours of employment within twelve (12) months after receiving the certificate from the approved formal education program.
 - (ii) For an Associate Degree, the participant shall complete one thousand (1,000) hours of employment within eighteen (18) months after receiving the degree from the approved formal education program;
 - (iii) For a Bachelor's Degree, the participant shall complete two thousand (2,000) hours of employment within twenty-four (24) months after receiving the degree from the approved formal education program; or
 - (iv) For a Post-Graduate Endorsement, the participant shall complete seven hundred-fifty (750) hours of employment within twelve (12) months after receiving the degree from the approved formal education program.

- (b) The mandatory employment period shall begin:

- (i) The month immediately after receiving the certificate, degree or endorsement from the approved formal education program; or
 - (ii) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

(c) If the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 9. Termination from the Scholarship Program and Repayment Requirements.

(a) The scholarship participant shall be terminated from the scholarship program if the participant fails to adhere to the following requirements:

- (i) Maintain continuous enrollment;
- (ii) Remain in good standing with the formal educational institution and the WY Quality Counts Educational Development Program;
- (iii) Meet the grade level requirements;
- (iv) Provide verification documents on time; or
- (v) Meet the mandatory employment requirements.

(b) Any scholarship participant who is terminated from the scholarship program is required to repay the portion of funds that were paid to the educational institution on their behalf to the DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved by the WY Quality Counts program manager.

(i) A Waiver of Repayment may be approved if the scholarship participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the scholarship participant was unable to adhere to the requirements:

- (A) Experienced a major medical occurrence;
 - (B) Activated for military service or has a spouse activated for or relocated in military service;
 - (C) Deceased, in which case a representative for the scholarship participant may submit the written request; or
 - (D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.
- (c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the scholarship participant.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) Failure to repay scholarship funds or sign a repayment agreement within the thirty (30) days of the notice of termination, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

Section 10. Scholarship Program Limitations.

(a) The scholarship participant is eligible for up to one thousand five hundred dollars (\$1,500) per semester.

(b) The participant shall only receive assistance for a maximum of one hundred fifty (150) credit hours in a lifetime.

Chapter 2

WY Quality Counts College Degree Scholarships

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of College Degree Scholarships to encourage individuals working in the child care industry to enroll in and complete formal education that will enhance the quality of child care provided by the industry.

Section 3. Eligible Coursework.

(a) The WY Quality Counts Educational Development Program's College Degree Scholarships shall only be used for the following coursework related to remedial education, early childhood certificates, associate degrees, bachelor degrees and post-graduate endorsements, to include:

(i) Associates of Arts/Sciences/Applied Sciences in Early Childhood Education from a Wyoming Community College;

(ii) Bachelor of Arts in Elementary Education with Birth-to-Eight Early Childhood Endorsement from the University of Wyoming;

(iii) Bachelor of Science in Human Development and Family Science/Child Development Concentration from the University of Wyoming;

(iv) Degree/endorsements from other states comparable in educational requirements to the above from an accredited institution as defined by the Wyoming Department of Education;

(v) Early Childhood Special Education (Birth to Five) Certificate Program from the University of Wyoming;

(vi) Post-Graduate Birth-to-Eight Early Childhood Endorsement from the University of Wyoming;

(vii) Remedial education; or

(viii) Other education that has received written pre-approval by the WY Quality Counts program manager.

Section 4. Allowable Costs and Payment Process.

(a) Scholarship funds shall only be used for costs associated with the following:

- (i) Books;
- (ii) Required fees; or
- (iii) Tuition.

(b) Scholarship funds shall be paid directly to the educational institution.

Section 5. Applicant Eligibility.

(a) An eligible applicant shall be:

(i) An owner or staff member working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. § 14-4-101(a)(vi)(D) or (K); and

(ii) In good standing with the WY Quality Counts Educational Development Program.

Section 6. Application Process.

(a) Applicants shall complete and submit the official DWS College Degree Scholarship form for each semester in which the applicant is requesting funding.

(b) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the semester.

(c) Applicants shall include proof of approval of the coursework by the scholarship applicant's academic advisor.

Section 7. Ongoing Participant Requirements.

(a) Once an application has been approved by the WY Quality Counts program manager, the applicant shall adhere to the following requirements of the scholarship:

(i) Enter into a written agreement as set forth by DWS for each semester funds are being requested for the duration of the program;

(ii) Provide proof of enrollment no later than forty-five (45) days after the start date of each semester;

- (iii) Sign an agreement to the repayment and mandatory employment requirements in accordance with *Section 8. Repayment and Mandatory Employment Requirements*;
- (iv) Maintain continuous enrollment during the duration of the program;
- (v) Maintain a "2.0" or higher-grade point average;
- (vi) Provide proof of grades and good standing with the educational institution no later than forty-five (45) days from the time the information is available at the end of each semester;
- (vii) Complete and submit a DWS-recognized training survey form no later than forty-five (45) days after completion of each semester's coursework; and
- (viii) Remain in good standing with both the formal educational institution and the WY Quality Counts Educational Development Program.

Section 8. Mandatory Employment Requirements.

- (a) The participant shall agree to work for or contract with a child care facility for a mandatory employment period after receiving the certificate, endorsement or degree from the approved formal education program. The requirements are as follows for each type of program:
 - (i) For an Early Childhood Certificate, the participant shall complete seven hundred-fifty (750) hours of employment within twelve (12) months after receiving the certificate from the approved formal education program.
 - (ii) For an Associate Degree, the participant shall complete one thousand (1,000) hours of employment within eighteen (18) months after receiving the degree from the approved formal education program;
 - (iii) For a Bachelor's Degree, the participant shall complete two thousand (2,000) hours of employment within twenty-four (24) months after receiving the degree from the approved formal education program; or
 - (iv) For a Post-Graduate Endorsement, the participant shall complete seven hundred-fifty (750) hours of employment within twelve (12) months after receiving the degree from the approved formal education program.

- (b) The mandatory employment period shall begin:

- (i) The month immediately after receiving the certificate, degree or endorsement from the approved formal education program; or
 - (ii) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

(c) If the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 9. Termination from the Scholarship Program and Repayment Requirements.

(a) The scholarship participant shall be terminated from the scholarship program if the participant fails to adhere to the following requirements:

- (i) Maintain continuous enrollment;
- (ii) Remain in good standing with the formal educational institution and the WY Quality Counts Educational Development Program;
- (iii) Meet the grade level requirements;
- (iv) Provide verification documents on time; or
- (v) Meet the mandatory employment requirements.

(b) Any scholarship participant who is terminated from the scholarship program is required to repay the portion of funds that were paid to the educational institution on their behalf to the DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved by the WY Quality Counts program manager.

(i) A Waiver of Repayment may be approved if the scholarship participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the scholarship participant was unable to adhere to the requirements:

- (A) Experienced a major medical occurrence;
 - (B) Activated for military service or has a spouse activated for or relocated in military service;
 - (C) Deceased, in which case a representative for the scholarship participant may submit the written request; or
 - (D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.
- (c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the scholarship participant.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) Failure to repay scholarship funds or sign a repayment agreement within the thirty (30) days of the notice of termination, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

Section 10. Scholarship Program Limitations.

(a) The scholarship participant is eligible for up to one thousand five hundred dollars (\$1,500) per semester.

(b) The participant shall only receive assistance for a maximum of one hundred fifty (150) credit hours in a lifetime.

Chapter 3

WY Quality Counts Child Development Associate Scholarships

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of Child Development Associate (CDA) Scholarships to encourage individuals working in the child care industry to enroll in and complete formal education that will enhance the quality of child care provided by the industry.

Section 3. Eligible Coursework. The Child Development Associate (CDA) scholarship shall only be used for the Child Development Associate (CDA) credential administered by the Council for Professional Recognition and coursework is approved by the Wyoming Statewide Training and Resource System.

Section 4. Allowable Costs and Payment Process.

- (a) CDA scholarship funds shall only be used for costs associated with the following:
 - (i) Advisor fees;
 - (ii) Books;
 - (iii) CDA assessment fee;
 - (iv) CDA credential coursework;
 - (v) CDA credential renewal fee;
 - (vi) Additional CDA credential fees, if required by the child care facility; or
 - (vii) Other required fees as approved by the WY Quality Counts program manager.
- (b) CDA scholarship funds shall be paid directly to the approved CDA training provider.

Section 5. Applicant Eligibility.

- (a) An eligible applicant shall be:

- (i) An owner or staff member working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. § 14-4-101(a)(vi)(D) or (K); and
- (ii) In good standing with the WY Quality Counts Educational Development Program.

Section 6. Application Process.

- (a) Applicants shall complete and submit an official DWS Child Development Associate (CDA) Scholarship application form for the program in which the applicant is requesting funding.
- (b) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the program.

Section 7. Ongoing Participant Requirements. Once an application has been approved by the WY Quality Counts program manager, the applicant shall adhere to the following requirements of the scholarship:

- (i) Enter into a written agreement as set forth by DWS for the duration of the program;
- (ii) Sign an agreement to the repayment and mandatory employment requirements in accordance with *Section 8. Mandatory Employment Requirements* and *Section 9. Termination from the CDA Scholarship Program and Repayment Requirement*.
- (iii) Maintain continuous enrollment during the duration of the program;
- (iv) Complete and submit a DWS-recognized training survey form no later than forty-five (45) days after completion of the coursework;
- (v) Achieve satisfactory performance;
- (vi) Provide proof of completion and a copy of the CDA credential no later than forty-five (45) days from the time the information is available; and
- (vii) Remain in good standing with both the approved CDA program and the WY Quality Counts Educational Development Program.

Section 8. Mandatory Employment Requirements.

(a) The participant shall agree to work for or contract with a child care facility for a mandatory employment period of five hundred (500) hours for each CDA credential, CDA credential renewal, or second credential, within a twelve (12) month period.

- (i) The mandatory employment period shall begin:

- (A) The month immediately after the completion of the CDA coursework; or
- (B) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.
- (b) If the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 9. Termination from the CDA Scholarship Program and Repayment Requirements.

- (a) The scholarship participant shall be terminated from the CDA scholarship program if the participant fails to adhere to the following requirements:
 - (i) Maintain enrollment;
 - (ii) Remain in good standing with the CDA program and the WY Quality Counts Educational Development Program;
 - (iii) Meet performance requirements;
 - (iv) Provide verification documents on time;
 - (v) Successfully obtain the CDA credential; or
 - (vi) Meet the mandatory employment requirements.
- (b) Any CDA scholarship participant who is terminated from the scholarship program is required to repay the portion of funds that were paid for the CDA on their behalf to DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved by the WY Quality Counts program manager.
 - (i) A Waiver of Repayment may be approved if the scholarship participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the scholarship participant was unable to adhere to the requirements:
 - (A) Experienced a major medical occurrence;
 - (B) Activated for military service or has a spouse activated for or relocated in military service;
 - (C) Deceased, in which case a representative for the scholarship participant may submit the written request; or

(D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.

(c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the scholarship recipient.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) Failure to repay scholarship funds or sign a repayment agreement within the thirty (30) days of the notice of termination, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

Section 10. Scholarship Program Limitations. The CDA participant shall be eligible for up to two thousand three hundred dollars (\$2,300) for allowable costs per CDA program.

Chapter 3

WY Quality Counts Child Development Associate Scholarships

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of Child Development Associate (CDA) Scholarships to encourage individuals working in the child care industry to enroll in and complete formal education that will enhance the quality of child care provided by the industry.

Section 3. Eligible Coursework. The Child Development Associate (CDA) scholarship shall only be used for the Child Development Associate (CDA) credential administered by the Council for Professional Recognition and coursework is approved by the Wyoming Statewide Training and Resource System.

Section 4. Allowable Costs and Payment Process.

(a) CDA scholarship funds shall only be used for costs associated with the following:

(i) Advisor fees;

(ii) Books;

(iii) CDA assessment fee;

(iv) CDA credential coursework;

(v) CDA credential renewal fee;

(vi) Additional CDA credential fees, if required by the child care facility; or

(vii) Other required fees as approved by the WY Quality Counts program manager.

(b) CDA scholarship funds shall be paid directly to the approved CDA training provider.

Section 5. Applicant Eligibility.

(a) An eligible applicant shall be:

(i) An owner or staff member working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. § 14-4-101(a)(vi)(D) or (K); and

(ii) In good standing with the WY Quality Counts Educational Development Program.

Section 6. Application Process.

(a) Applicants shall complete and submit an official DWS Child Development Associate (CDA) Scholarship application form for the program in which the applicant is requesting funding.

(b) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the program.

Section 7. Ongoing Participant Requirements. Once an application has been approved by the WY Quality Counts program manager, the applicant shall adhere to the following requirements of the scholarship:

(i) Enter into a written agreement as set forth by DWS for the duration of the program;

(ii) Sign an agreement to the repayment and mandatory employment requirements in accordance with *Section 8. Mandatory Employment Requirements* and *Section 9. Termination from the CDA Scholarship Program and Repayment Requirement*.

(iii) Maintain continuous enrollment during the duration of the program;

(iv) Complete and submit a DWS-recognized training survey form no later than forty-five (45) days after completion of the coursework;

(v) Achieve satisfactory performance;

(vi) Provide proof of completion and a copy of the CDA credential no later than forty-five (45) days from the time the information is available; and

(vii) Remain in good standing with both the approved CDA program and the WY Quality Counts Educational Development Program.

Section 8. Mandatory Employment Requirements.

(a) The participant shall agree to work for or contract with a child care facility for a mandatory employment period of five hundred (500) hours for each CDA credential, CDA credential renewal, or second credential, within a twelve (12) month period.

(i) The mandatory employment period shall begin:

(A) The month immediately after the completion of the CDA coursework; or

(B) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

(b) If the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 9. Termination from the CDA Scholarship Program and Repayment Requirements.

(a) The scholarship participant shall be terminated from the CDA scholarship program if the participant fails to adhere to the following requirements:

(i) Maintain enrollment;

(ii) Remain in good standing with the CDA program and the WY Quality Counts Educational Development Program;

(iii) Meet performance requirements;

(iv) Provide verification documents on time;

(v) Successfully obtain the CDA credential; or

(vi) Meet the mandatory employment requirements.

(b) Any CDA scholarship participant who is terminated from the scholarship program is required to repay the portion of funds that were paid for the CDA on their behalf to DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved by the WY Quality Counts program manager.

(i) A Waiver of Repayment may be approved if the scholarship participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the scholarship participant was unable to adhere to the requirements:

(A) Experienced a major medical occurrence;

(B) Activated for military service or has a spouse activated for or relocated in military service;

(C) Deceased, in which case a representative for the scholarship participant may submit the written request; or

(D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.

(c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the scholarship recipient.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) Failure to repay scholarship funds or sign a repayment agreement within the thirty (30) days of the notice of termination, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

Section 10. Scholarship Program Limitations. The CDA participant shall be eligible for up to two thousand three hundred dollars (\$2,300) for allowable costs per CDA program.

Chapter 4

WY Quality Counts Child Development Contractor Program

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of Child Development Associate (CDA) Contractor Program to encourage staff working in the child care industry to provide formal education that will enhance the quality of child care provided by the industry.

Section 3. General Requirements.

(a) The CDA contractor shall provide the appropriate CDA credential instruction in compliance with the standards of the Council for Professional Recognition and as approved by the Wyoming Statewide Training and Resource System (STARS).

(b) An approved CDA program shall consist of one of the following:

(i) Advisor services and the coursework provided on a community basis; or
(ii) Advisor services provided to individuals taking coursework through a Wyoming Community College.

Section 4. Allowable Costs and Payment Process.

(a) CDA scholarship funds shall only be used for costs associated with the following:

- (i) Advisor fees;
- (ii) Books;
- (iii) CDA assessment fees;
- (iv) CDA instructor fees;
- (v) CDA credential renewal fees;

(vi) Up to five percent (5%) of the total training costs related to a child care facility's administrative expenses, which include bookkeeping, reporting and record keeping; or

(vii) Other required fees as pre-approved by the WY Quality Counts program manager.

(b) Scholarship funds shall be paid directly to the CDA contractor.

Section 5. Application Process.

(a) CDA contractors shall complete and submit the official DWS Child Development Associate Contractor Scholarship form.

(b) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the program.

(c) CDA contractors shall include proof of approval by the Wyoming Statewide Training and Resource System (STARS).

Section 6. Ongoing Requirements.

(a) Once an application has been approved by the WY Quality Counts program manager, the CDA contractor shall enter into a written agreement as set forth by DWS (in conjunction with participants) for each scholarship request.

(b) Participants receiving training through the CDA contractor shall adhere to the following requirements of the scholarship application:

(i) Sign a written agreement to the repayment and mandatory employment requirements in accordance with *Section 8. Participant Termination, Repayment and Mandatory Employment Requirements* provided in the CDA contractor program application;

(ii) Maintain continuous enrollment during the duration of the program;

(iii) Complete and submit a DWS-recognized training evaluation survey no later than forty-five (45) days after completion of the coursework;

(iv) Achieve satisfactory performance;

(v) Provide proof of completion and a copy of the CDA credential no later than forty-five (45) days from the time the information is available; and

(vi) Remain in good standing with both the approved CDA program and the WY Quality Counts Educational Development Program.

(c) The CDA Contractor shall submit final report documentation within ninety (90) days after completion of the CDA program that provides documentation of the following for each participant:

- (i) Satisfactory completion of training;
- (ii) Completion of a DWS-recognized training evaluation survey; and
- (iii) Completion and receipt of the CDA credential.

Section 7. CDA Contractor Repayment Requirements.

(a) Failure of a CDA contractor to submit final report documentation in accordance with *Section 6. Ongoing Requirements*, shall result in the requirement to repay to DWS all funds that were paid to the contractor, to include costs incurred in the collection of fees.

(i) The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of repayment was sent from the WY Quality Counts program manager to the CDA contractor.

(ii) Failure to repay CDA scholarship funds as requested shall result in the referral of the case to a collection agency for appropriate legal action and placement on the list of CDA program contractors that are not in good standing with the WY Quality Counts Educational Development Program.

(A) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the CDA contractor's email address on file and via physical copy to the CDA contractor's mailing address provided on the application.

Section 8. Participant Termination, Repayment and Mandatory Employment Requirements.

(a) The scholarship participant shall be terminated from the scholarship program if the participant fails to adhere to the following requirements:

- (i) Maintain enrollment;
- (ii) Remain in good standing with the CDA program and the WY Quality Counts Educational Development Program;
- (iii) Meet performance requirements;
- (iv) Provide verification documents on time to the CDA Contractor;
- (v) Successfully obtain the CDA credential; or
- (vi) Meet the mandatory employment requirements.

(b) Any participant who is terminated from the CDA scholarship program is required to repay the portion of funds that were paid to the CDA contractor on their behalf to the DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved of the WY Quality Counts program manager.

(i) A Waiver of Repayment may be approved if the scholarship participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the scholarship participant was unable to adhere to the requirements:

(A) Experienced a major medical occurrence;

(B) Activated for military service or has a spouse activated for or relocated in military service;

(C) Deceased, in which case a representative for the scholarship participant may submit the written request; or

(D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.

(c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the participant.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) Failure to repay CDA scholarship funds or sign a repayment agreement within the thirty (30) days of the notification, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

(e) The participant shall agree to work for or contract with a child care facility for a mandatory employment period of five hundred (500) hours for each CDA credential, CDA credential renewal, or second credential, within a twelve (12) month period.

(i) The mandatory employment period shall begin:

(A) The month immediately after completion of the CDA coursework; or

(B) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

(f) If the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 9. Program Limitations. The CDA contractor shall be eligible to receive funding for up to two thousand and three hundred dollars (\$2,300) per participant for allowable expenses not to exceed a total of three thousand two hundred dollars (\$3,200) for instructor fees per CDA program.

Chapter 4

WY Quality Counts Child Development Contractor Program

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of Child Development Associate (CDA) Contractor Program to encourage staff working in the child care industry to provide formal education that will enhance the quality of child care provided by the industry.

Section 3. General Requirements.

(a) The CDA contractor shall provide the appropriate CDA credential instruction in compliance with the standards of the Council for Professional Recognition and as approved by the Wyoming Statewide Training and Resource System (STARS).

(b) An approved CDA program shall consist of one of the following:

(i) Advisor services and the coursework provided on a community basis; or
(ii) Advisor services provided to individuals taking coursework through a Wyoming Community College.

Section 4. Allowable Costs and Payment Process.

(a) CDA scholarship funds shall only be used for costs associated with the following:

(i) Advisor fees;
(ii) Books;
(iii) CDA assessment fees;
(iv) CDA instructor fees;
(v) CDA credential renewal fees;

(vi) Up to five percent (5%) of the total training costs related to a child care facility's administrative expenses, which include bookkeeping, reporting and record keeping; or

(vii) Other required fees as pre-approved by the WY Quality Counts program manager.

(b) Scholarship funds shall be paid directly to the CDA contractor.

Section 5. Application Process.

(a) CDA contractors shall complete and submit the official DWS Child Development Associate Contractor Scholarship form.

(b) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the program.

(c) CDA contractors shall include proof of approval by the Wyoming Statewide Training and Resource System (STARS).

Section 6. Ongoing Requirements.

(a) Once an application has been approved by the WY Quality Counts program manager, the CDA contractor shall enter into a written agreement as set forth by DWS (in conjunction with participants) for each scholarship request.

(b) Participants receiving training through the CDA contractor shall adhere to the following requirements of the scholarship application:

(i) Sign a written agreement to the repayment and mandatory employment requirements in accordance with *Section 8. Participant Termination, Repayment and Mandatory Employment Requirements* provided in the CDA contractor program application;

(ii) Maintain continuous enrollment during the duration of the program;

(iii) Complete and submit a DWS-recognized training evaluation survey no later than forty-five (45) days after completion of the coursework;

(iv) Achieve satisfactory performance;

(v) Provide proof of completion and a copy of the CDA credential no later than forty-five (45) days from the time the information is available; and

(vi) Remain in good standing with both the approved CDA program and the WY Quality Counts Educational Development Program.

(c) The CDA Contractor shall submit final report documentation within ninety (90) days after completion of the CDA program that provides documentation of the following for each participant:

- (i) Satisfactory completion of training;
- (ii) Completion of a DWS-recognized training evaluation survey; and
- (iii) Completion and receipt of the CDA credential.

Section 7. CDA Contractor Repayment Requirements.

- (a) Failure of a CDA contractor to submit final report documentation in accordance with Section 6. *Ongoing Requirements*, shall result in the requirement to repay to DWS all funds that were paid to the contractor, to include costs incurred in the collection of fees.
 - (i) The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of repayment was sent from the WY Quality Counts program manager to the CDA contractor.
 - (ii) Failure to repay CDA scholarship funds as requested shall result in the referral of the case to a collection agency for appropriate legal action and placement on the list of CDA program contractors that are not in good standing with the WY Quality Counts Educational Development Program.

- (A) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the CDA contractor's email address on file and via physical copy to the CDA contractor's mailing address provided on the application.

Section 8. Participant Termination, Repayment and Mandatory Employment Requirements.

- (a) The scholarship participant shall be terminated from the scholarship program if the participant fails to adhere to the following requirements:
 - (i) Maintain enrollment;
 - (ii) Remain in good standing with the CDA program and the WY Quality Counts Educational Development Program;
 - (iii) Meet performance requirements;
 - (iv) Provide verification documents on time to the CDA Contractor;
 - (v) Successfully obtain the CDA credential; or
 - (vi) Meet the mandatory employment requirements.

(b) Any participant who is terminated from the CDA scholarship program is required to repay the portion of funds that were paid to the CDA contractor on their behalf to the DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved of the WY Quality Counts program manager.

(i) A Waiver of Repayment may be approved if the scholarship participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the scholarship participant was unable to adhere to the requirements:

(A) Experienced a major medical occurrence;

(B) Activated for military service or has a spouse activated for or relocated in military service;

(C) Deceased, in which case a representative for the scholarship participant may submit the written request; or

(D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.

(c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the participant.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) Failure to repay CDA scholarship funds or sign a repayment agreement within the thirty (30) days of the notification, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

(e) The participant shall agree to work for or contract with a child care facility for a mandatory employment period of five hundred (500) hours for each CDA credential, CDA credential renewal, or second credential, within a twelve (12) month period.

(i) The mandatory employment period shall begin:

(A) The month immediately after completion of the CDA coursework; or

(B) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.

(f) If the participant is laid off due to lack of work, the scholarship participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 9. Program Limitations. The CDA contractor shall be eligible to receive funding for up to two thousand and three hundred dollars (\$2,300) per participant for allowable expenses not to exceed a total of three thousand two hundred dollars (\$3,200) for instructor fees per CDA program.

Chapter 5

WY Quality Counts Continuing Education Grants

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of Continuing Education Grants to upgrade the skills of child care workers to enhance the quality of child care provided by the industry.

Section 3. Eligible Training.

(a) Eligible training for Continuing Education Grants must adhere to the following requirements:

- (i) Be training that is not normally provided by the child care facility;
- (ii) Upgrade a participant's current skill level;
- (iii) Have a direct relationship to the participant's occupation;
- (iv) Provide a skill upgrade that enables the child care facility to remain competitive in the industry;
- (v) Be completed in a maximum of three (3) months; and
- (vi) Enhance the quality of the child care provided by the child care facility in at least one of the following program competencies:
 - (A) Child Development and Learning in Context;
 - (B) Family-Teacher Partnerships and Community Connections;
 - (C) Child Observation, Documentation, and Assessment;
 - (D) Developmentally, Culturally, and Linguistically Appropriate Teaching Practices;
 - (E) Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum; or
 - (F) Professionalism as an Early Childhood Educator.

Section 4. Allowable Costs and Payment Process.

(a) Grant funds shall only be used for costs associated with the following:

- (i) Direct training costs include, but are not limited to:
 - (A) Tuition;
 - (B) Registration;
 - (C) Class fees; or
 - (D) Class materials directly related to the training.
- (ii) Travel costs include transportation, lodging and meals directly related to the training, which shall not exceed the rates provided for state employees in rules and regulations of the State Auditor;
- (iii) Instructor's fees and travel costs where the instructor is brought in for the training by the child care facility and is not an employee of the child care facility; and
- (iv) Fees for continuing education units and certifications that may be obtained during training.

(b) Grant funds shall not be used for the following:

- (i) Participant wages and fringe benefits;
- (ii) The child care facility's administration costs which include, but are not limited to, bookkeeping, reporting and record keeping;
- (iii) The child care facility's cost of preparing a Continuing Education Grant application;
- (iv) Purchased, rented or leased equipment;
- (v) Instructor's fees and travel costs where the instructor is an employee of the child care facility;
- (vi) Assessments, testing and certification exams that are not included in the training;
- (vii) Capital construction of any kind; or
- (viii) Membership fees.

(c) The child care facility approved for a Continuing Education Grant shall be required to pay ten percent (10%) of approved allowable training costs. The remaining ninety percent (90%) of approved allowable training costs shall be the total grant award.

(d) Grant funds shall be paid directly to the child care facility.

Section 5. Applicant Eligibility.

(a) An eligible applicant shall be:

(i) An owner or staff member working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. § 14-4-101(a)(vi)(D) or (K);

(ii) In good standing with the WY Quality Counts Educational Development Program; and

(iii) The child care facility is in good standing with the WDTF program.

(A) A child care facility who is enrolled in the WY Quality Counts Educational Development Program shall not be concurrently enrolled in a DWS WDTF training program for the same training.

Section 6. Application Process.

(a) Applicants shall complete and submit an official DWS Training Grant Application form.

(i) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the scheduled training.

(ii) Applicants shall include proof of the training's compliance with *Section 3. Eligible Training*.

Section 7. Ongoing Child Care Facility Requirements.

(a) Once an application has been approved by the WY Quality Counts program manager, the child care facility shall enter into a written agreement as set forth by DWS for each grant request.

(b) The child care provider shall submit final report documentation within forty-five (45) days after completion of the mandatory employment period that provides documentation of the following for each participant:

- (i) Satisfactory completion of training;
- (ii) Completion of a DWS-recognized training evaluation survey; and
- (iii) Completion of the mandatory employment period reporting, and receipt for payment of training expenses, including travel.

Section 8. Ongoing Participant Requirements.

- (a) Once an application has been approved by the WY Quality Counts program manager, the participant shall adhere to the following requirements of the grant:
 - (i) Enter into a written agreement as set forth by DWS;
 - (ii) Sign an agreement to the repayment and mandatory employment requirements in accordance with *Section 10. Participant Termination, Repayment and Mandatory Employment Requirements*; and
 - (iii) Remain in good standing with both the approved training program and the WY Quality Counts Educational Development Program.

Section 9. Child Care Facility Repayment Requirements.

- (a) Failure of a child care facility to submit final report documentation in accordance with *Section 7. Ongoing Child Care Facility Requirements*, shall result in the requirement to repay to DWS all funds that were paid to the child care facility, to include costs incurred in the collection of fees.
- (b) The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the child care facility.
 - (i) Failure to repay Training Grant funds as requested shall result in the referral of the case to a collection agency for appropriate legal action and placement on the list of child care facilities that are not in good standing with the WY Quality Counts Educational Development Program.
 - (A) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the child care facility's email address on file and via physical copy to its mailing address provided on the application.
- (c) When the grant funds have been paid to the child care facility by DWS and the child care facility has not made payment to the training provider, or the child care facility has made payment to the training provider but the payment is refundable, the child care facility shall:

- (i) Notify DWS, in writing, as soon as possible of a participant's withdrawal or absence from the training event; and
 - (ii) Repay to DWS the grant funds associated with the participant(s) who did not attend the training event.
- (d) When the grant funds have been paid to the child care facility by DWS and the child care facility has made a nonrefundable payment to the training provider, the child care facility shall:
- (i) Notify DWS in writing, along with the verification that the non-refundable payment was made;
 - (ii) Notify DWS as soon as possible of the participant's withdrawal or absence from the training event; and
 - (iii) Repay to DWS the grant funds associated with the participant(s) who did not attend the training event except for the nonrefundable training payment.

- (e) When the grant funds have been paid to the child care facility by DWS and the child care facility, for any reason, withdraws or cannot participant in the approved training event, or fails to perform the duties of the child care facility as described in the written agreement with DWS, the child care facility shall:

- (i) Notify DWS in writing, as soon as possible of the cancelation from the training event; and
- (ii) Repay all of the grant funds for the training event to DWS. In the case where the child care facility has paid the training provider and payment is nonrefundable, repayment to DWS shall be made for all grant funds that were paid, to include any costs or fees incurred in collection.

Section 10. Participant Termination, Repayment and Mandatory Employment Requirements.

- (a) The participant shall be terminated from the training program if the participant fails to:
- (i) Complete the approved training;
 - (ii) Remain in good standing with the training program and the WY Quality Counts Educational Development Program;
 - (iii) Submit a training survey;
 - (iv) Provide verification documents on time to the child care facility; or

(v) Meet the mandatory employment requirements.

(b) Any participant who is terminated from the training program is required to repay the portion of funds that were paid to the child care facility on their behalf to the DWS, to include costs incurred in the collection, unless a Waiver of Repayment has been approved by the WY Quality Counts program manager.

(i) A Waiver of Repayment may be approved if the participant submits a request, in writing, to the WY Quality Counts program manager that outlines one of the following reasons the participant was unable to adhere to the requirements:

(A) Experienced a major medical occurrence;

(B) Activated for military service or has a spouse activated for or relocated in military service;

(C) Deceased, in which case a representative for the scholarship participant may submit the written request; or

(D) Encounters an emergency or hardship, involving themselves or an immediate family member that reasonably precludes the ability to complete the approved coursework.

(c) Repayments due to DWS shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the participant.

(i) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the participant's email address on file, if available, and via physical copy to the participant's mailing address provided on the application.

(d) If the participant fails to repay training funds or sign a repayment agreement within the thirty (30) days of the date the notice of termination was sent, the WY Quality Counts program manager shall refer the case to a collection agency for appropriate legal action and place the individual on the list for individuals that are not in good standing with the WY Quality Counts Educational Development Program.

(e) The participant shall agree to work for or contract with a child care facility for a mandatory employment period of one hundred (100) hours if the cost of the training is five hundred dollars (\$500) or less and shall be completed within a six (6) month period.

(f) The participant shall agree to work for or contract with a child care facility for a mandatory employment period of two hundred fifty (250) hours if the cost of the training is more than five hundred dollars (\$500) and shall be completed within a nine (9) month period.

- (i) The mandatory employment period shall begin:
 - (A) The month immediately after the training has ended; or
 - (B) If the child care facility is closed during the summer, the first day the child care facility reopens in the fall.
- (g) If the participant is laid off due to lack of work, the grant participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.
- (h) In the event that the child care facility closes, the participant shall obtain employment with another child care facility and complete any remaining mandatory employment period hours.

Section 11. Grant Program Limitations.

- (a) The child care facility shall not substitute funds normally provided for training or funds obtained from another source with Continuing Education Grant Funds.
- (b) The grant funding limit per participant shall be one thousand three hundred dollars (\$1,300.00) per state fiscal year (July 1 – June 30).

Chapter 5

WY Quality Counts Continuing Education Grants

Section 1. Authority. The Department of Workforce Services (DWS) is authorized under the DWS Act W.S. § 9-2-2601(c), W.S. § 9-2-2602(b)(vi), W.S. § 14-4-204, and the Wyoming Administrative Procedures Act, W.S. §16-3-101 et seq to promulgate rules and regulations to be used by the DWS in the discharge of its functions.

Section 2. Purpose. The WY Quality Counts Educational Development Program provides funding for training of owners and staff of child care facilities through the use of Continuing Education Grants to upgrade the skills of child care workers to enhance the quality of child care provided by the industry.

Section 3. Eligible Training.

(a) Eligible training for Continuing Education Grants must adhere to the following requirements:

- (i) Be training that is not normally provided by the child care facility;**
- (ii) Upgrade a participant's current skill level;**
- (iii) Have a direct relationship to the participant's occupation;**
- (iv) Provide a skill upgrade that enables the child care facility to remain competitive in the industry;**
- (v) Be completed in a maximum of three (3) months; and**
- (vi) Enhance the quality of the child care provided by the child care facility in at least one of the following program competencies:**
 - (A) Child Development and Learning in Context;**
 - (B) Family-Teacher Partnerships and Community Connections;**
 - (C) Child Observation, Documentation, and Assessment;**
 - (D) Developmentally, Culturally, and Linguistically Appropriate Teaching Practices;**
 - (E) Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum; or**
 - (F) Professionalism as an Early Childhood Educator.**

Section 4. Allowable Costs and Payment Process.

(a) Grant funds shall only be used for costs associated with the following:

(i) Direct training costs include, but are not limited to:

(A) Tuition;

(B) Registration;

(C) Class fees; or

(D) Class materials directly related to the training.

(ii) Travel costs include transportation, lodging and meals directly related to the training, which shall not exceed the rates provided for state employees in rules and regulations of the State Auditor;

(iii) Instructor's fees and travel costs where the instructor is brought in for the training by the child care facility and is not an employee of the child care facility; and

(iv) Fees for continuing education units and certifications that may be obtained during training.

(b) Grant funds shall not be used for the following:

(i) Participant wages and fringe benefits;

(ii) The child care facility's administration costs which include, but are not limited to, bookkeeping, reporting and record keeping;

(iii) The child care facility's cost of preparing a Continuing Education Grant application;

(iv) Purchased, rented or leased equipment;

(v) Instructor's fees and travel costs where the instructor is an employee of the child care facility;

(vi) Assessments, testing and certification exams that are not included in the training;

(vii) Capital construction of any kind; or

(viii) Membership fees.

(c) The child care facility approved for a Continuing Education Grant shall be required to pay ten percent (10%) of approved allowable training costs. The remaining ninety percent (90%) of approved allowable training costs shall be the total grant award.

(d) Grant funds shall be paid directly to the child care facility.

Section 5. Applicant Eligibility.

(a) An eligible applicant shall be:

(i) An owner or staff member working for a minimum of fifteen (15) hours per week in a child care facility as defined in W.S. § 14-4-101(a)(vi)(D) or (K);

(ii) In good standing with the WY Quality Counts Educational Development Program; and

(iii) The child care facility is in good standing with the WDTF program.

 (A) A child care facility who is enrolled in the WY Quality Counts Educational Development Program shall not be concurrently enrolled in a DWS WDTF training program for the same training.

Section 6. Application Process.

(a) Applicants shall complete and submit an official DWS Training Grant Application form.

(i) Applications shall be submitted at least forty-five (45) days prior and not more than one hundred and ten (110) days prior to the scheduled start date of the scheduled training.

(ii) Applicants shall include proof of the training's compliance with *Section 3. Eligible Training*.

Section 7. Ongoing Child Care Facility Requirements.

(a) Once an application has been approved by the WY Quality Counts program manager, the child care facility shall enter into a written agreement as set forth by DWS for each grant request.

(b) The child care provider shall submit final report documentation within forty-five (45) days after completion of the mandatory employment period that provides documentation of the following for each participant:

- (i) Satisfactory completion of training;
- (ii) Completion of a DWS-recognized training evaluation survey; and
- (iii) Completion of the mandatory employment period reporting, and receipt for payment of training expenses, including travel.

Section 8. Ongoing Participant Requirements.

- (a) Once an application has been approved by the WY Quality Counts program manager, the participant shall adhere to the following requirements of the grant:
 - (i) Enter into a written agreement as set forth by DWS;
 - (ii) Sign an agreement to the repayment and mandatory employment requirements in accordance with *Section 10. Participant Termination, Repayment and Mandatory Employment Requirements*; and
 - (iii) Remain in good standing with both the approved training program and the WY Quality Counts Educational Development Program.

Section 9. Child Care Facility Repayment Requirements.

- (a) Failure of a child care facility to submit final report documentation in accordance with *Section 7. Ongoing Child Care Facility Requirements*, shall result in the requirement to repay to DWS all funds that were paid to the child care facility, to include costs incurred in the collection of fees.
- (b) The repayment shall be made, or a repayment agreement shall be signed, within thirty (30) days of the date the notice of termination was sent from the WY Quality Counts program manager to the child care facility.
 - (i) Failure to repay Training Grant funds as requested shall result in the referral of the case to a collection agency for appropriate legal action and placement on the list of child care facilities that are not in good standing with the WY Quality Counts Educational Development Program.
 - (A) The WY Quality Counts program manager shall send the notice of termination via electronic copy to the child care facility's email address on file and via physical copy to its mailing address provided on the application.
 - (c) When the grant funds have been paid to the child care facility by DWS and the child care facility has not made payment to the training provider, or the child care facility has made payment to the training provider but the payment is refundable, the child care facility shall:

(i) Notify DWS, in writing, as soon as possible of a participant's withdrawal or absence from the training event; and

(ii) Repay to DWS the grant funds associated with the participant(s) who did not attend the training event.

(d) When the grant funds have been paid to the child care facility by DWS and the child care facility has made a nonrefundable payment to the training provider, the child care facility shall:

(i) Notify DWS in writing, along with the verification that the non-refundable payment was made;

(ii) Notify DWS as soon as possible of the participant's withdrawal or absence from the training event; and

(iii) Repay to DWS the grant funds associated with the participant(s) who did not attend the training event except for the nonrefundable training payment.

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