

## Early Education Payback Program Step-by-Step Directions on How to Apply



**The final application deadline for this scholarship is May 31, 2024!**

This program can reimburse you for the cost of early childhood (and related) college degrees. **Earn up to \$3,500** per semester while working at least 15 hours per week in a DWS Eligible, licensed early childhood education facility.

### Check your Eligibility

#### Step 1:

Your declared major needs to be listed in your transcript. Qualifying majors include early childhood education, early childhood special education, elementary education and child development or equivalent from an accredited college or university.

#### Step 2:

You are only eligible if you are working for an eligible child care program during the entire semester.

#### Step 3:

If you already work for a child care program at least 15 hours per week, verify that the program licensed and regulated by the [Utah Department of Health and Human Services — Child Care Licensing](#).

Eligible license/regulation types include:

- Child Care Center
- Child Care Hourly Center
- Child Care Out Of School Time Program
- Child Care Commercial Preschool
- Child Care Licensed Family
- Child Care Residential Certificate
- DWS Approved, Exempt Center
- DWS Approved, FFN in Provider's Home
- DWS Approved, FFN in Child's Home
- DWS Approved, Exempt School Age Program

If you need to find a job at an eligible program, below are a few tools available to help your search:

At [Care About Childcare](#) you can:

- Search by address or zip code to find child care providers near you.
- Search directly by program if you are looking for licensing information about a specific program to determine eligibility.

Begin a search by entering an address, zip code or the name of a program. Then, use the search filters to narrow down the results to the options that best fit your family's needs.

**Search Filters**

CCQS Quality Rating

Full Time or Part Time

Ages Accepted

Monthly Rate

Non-Traditional Care

Vacancies

Language

Care Type

Regulated Centers  
 Regulated Out of School Time Programs  
 Regulated Family Child Care  
 Locally Licensed Exempt

Accepts DWS Subsidy

Yes

**Search**

Address  1 Mile

--OR--

84109

--OR--

Program Name

**Search results** Showing 1 to 6 of 6 results

**Program Name**

Address:

Phone:

Email:

License Type: Center

Vacancies: 13

Accepts DWS Subsidy: Yes

Quality Rating: Default Foundation of Quality

Program description.

**Program Name**

Make sure to filter categories to find eligible programs. Filter search results by eligible license types, shown as the following in search results:

- Center
- Licensed Family
- Out of School Time Program
- Hourly Center
- Commercial Preschool
- Residential Certificate
- DWS Approved, Exempt Center
- DWS Approved, FFN in Provider's Home
- DWS Approved, FFN in Child's Home
- DWS Approved, Exempt School Age Program

Contact the Utah Registry for Professional Development with questions about program eligibility by calling 435-797-2468 or emailing [urpd@usu.edu](mailto:urpd@usu.edu).

The [Department of Workforce Services job board](#) is a statewide job resource. Many Utah universities have job boards to help students find employment. Child care providers often post jobs on sites such as Indeed.com and Zip Recruiter.

## Prepare to Apply for Reimbursement

### Step 4:

Save receipt(s) for tuition and fees payments with a complete cost breakdown of how much was paid out of pocket. You will be required to upload a receipt of their tuition and fees payment(s) from your university or college as part of the online application.

### Step 5:

Upload a digital copy (official or unofficial) of your transcript listing your declared major and including grades for courses completed during the semester. Only courses receiving a C- or higher will be reimbursed.

### Step 6:

If you do not have a URPD (Utah Registry of Professional Development) profile at [Care About Childcare](#), register for a new account. [Tutorials](#) and [FAQs](#) can be found [here](#). Once you create and log into your account, add your Utah Department of Health — Child Care Licensing Background Check Number on your contact information page. This will link your profile to the program that you are working for. If you do not know this number, ask your supervisor or reach out to [Utah Department of Health — Child Care Licensing](#).

## Complete the Application

### Step 7:

Log into your [Care About Childcare](#) profile and click on the Professional Development icon. Then click on the Scholarship and Incentives icon. Next click on the orange “New” button to begin. Upload your tuition and fees receipt(s) and transcript. You must apply no later than three months after the end of the completed semester. You can apply once per semester.

## Set up Reimbursement

### Step 8:

You will need to submit information to URPD's PaymentWorks system, such as an IRS W9 Form and bank account information, to be reimbursed via direct deposit. For more instructions, please click [here](#).



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Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.