



## Scholarship Application Requirements and Procedures

Fax or email scholarship application to Nicole Tarsia.

Fax: 561-732-8094

Email: [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org)

Phone: 561-732-8066 ext. 117

Submit scholarship applications at least 15 business days before the class, conference, workshop, seminar, or event start date. Please visit our website for scholarship application deadline dates as well as updated requirements and procedures (subject to change without notice): [www.primetimepbc.org](http://www.primetimepbc.org). Late applications are not accepted!

### ELIGIBILITY:

- Management and frontline practitioners employed in a Palm Beach County afterschool program and working with school-age children.

### AWARDS:

- Classes, conferences, and events promoting quality afterschool programming and management and directly related to the afterschool field. Please visit our website for details: [www.primetimepbc.org](http://www.primetimepbc.org).

### PRIME TIME SCHOLARSHIPS COVER:

- **Classes:**
  - An afterschool practitioner is eligible to receive a maximum of four scholarships per fiscal year\* for college credit and non-credit class registration costs and book fees. Scholarship awards given to applicants taking college classes will cover the full tuition amount for the approved class, as well as the full cost of textbooks for the class.
  - Prime Time scholarships do not cover out-of-state tuition.
  - If you receive a D or below in a class funded by a Prime Time scholarship, Prime Time will not provide you with a scholarship to re-take the class.
- **Conferences, workshops, seminars, and events:**
  - Scholarships for conferences and events are limited per organization. For each conference or event, an organization is eligible to receive a maximum of two scholarships.
  - An afterschool practitioner is eligible to receive a maximum of one scholarship per fiscal year\* to attend a conference or event.
  - Scholarship awards for conferences and events will pay the registration fee for the approved event. The maximum award for in-state events is \$350.00 and the maximum award for out-of-state events is \$450.00.
  - The difference, if any, between a conference registration fee and the maximum award amount will be available to the scholarship recipient for reimbursement of approved meal and lodging expenses. Maximum reimbursement amounts for meals are as follows: breakfast - \$10.00; lunch - \$15.00; dinner - \$20.00, *not including the cost of alcoholic beverages or taxes incurred*. Original receipts, the conference reimbursement request form (which can be downloaded from our website), the completed Prime Time follow-up form, and the certificate of attendance with presenter's signature must be submitted within **10 business days** from the conference end date in order to be considered for reimbursement.
- (\*) **Prime Time's fiscal year begins October 1<sup>st</sup> and ends September 30<sup>th</sup> of the following year.**

### SCHOLARSHIP APPLICATION PROCESS:

- Complete the attached Prime Time Professional Development Scholarship application and fax or email it to Nicole Tarsia (Please see contact information at the top of the page).
- If you are applying for a class, supply your college student identification number on the scholarship application. In addition, register for the class and submit your course schedule. If you are a current student, email a copy of your unofficial college transcript and your DCF transcript if applicable.
- Upon approval of your application, Prime Time will process payments for conference or event registration fees, in-state tuition and/or books. The Palm Beach State College bookstore will only allow you to get books that correspond to the class you are awarded a scholarship to attend by Prime Time Palm Beach County.
- Prime Time will not reimburse class, conference, or event registration costs that the scholarship applicant has already paid. If your scholarship is approved, Prime Time will process payments directly to the school or event sponsor.
- You will be notified by email and phone if your scholarship application has been approved.
- If you are unable to go to a conference or event you have received a scholarship to attend, you must notify Prime Time in writing within **15 business days** of the event start date. Failure to do so may exempt you from future Prime Time scholarship opportunities.
- If you are unable to go to a class you have received a scholarship to attend, you must contact the college and drop the class immediately. In addition, you must notify Prime Time in writing that you will be unable to attend and submit proof you have dropped the class within **three business days** of the class start date. Failure to do so may exempt you from future Prime Time scholarship opportunities.
- Submit proof of completion along with the scholarship follow-up form which is included with the scholarship application within 10 business days of the event end date. For classes, proof of completion is your unofficial student transcript and a copy of your DCF transcript, if applicable. In addition, if you have completed the Foundations of Advancing Youth Development and/or School Age Professional Certificate course, submit the certificate you received upon completion of the course. For conferences and events, proof of completion is a copy of your certificate of attendance with the presenter's signature. Failure to submit scholarship follow-up information may exempt you from future Prime Time scholarship opportunities.

**NOTE:** All applications are considered on a first come, first serve basis for Prime Time approved classes, conferences, and events. However, priority funding is given to applicants who have not previously been awarded a Prime Time Professional Development Scholarship.

2300 High Ridge Road, Suite 330 | Boynton Beach, FL 33426  
Tel 561-732-8066 | Fax 561-732-8094 | [www.primetimepbc.org](http://www.primetimepbc.org)

Prime Time Palm Beach County, Inc. is supported by generous funding from the Children's Services Council of Palm Beach County.

© 2011 Prime Time Palm Beach County, Inc.

Document Last Revised: December 6, 2011



**Scholarship Application Requirements and Procedures**

Fax or email scholarship application to Nicole Tarsia.

Fax: 561-732-8094

Email: [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org)

Phone: 561-732-8066 ext. 117

Applicant's Name:  Mr.  Mrs.  Ms. \_\_\_\_\_

Name of Afterschool Program: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: FL Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Gender:  Male  Female Date of Birth (MM/DD/YYYY): \_\_\_\_\_

What is your race/ethnicity?  American Indian/Alaskan Native  Asian  
 Black/African American  Guatemalan/Mayan  Haitian  
 Hispanic/Latino  Multiracial  Native Hawaiian or Pacific Islander  
 White  Prefer not to answer  Other (please specify): \_\_\_\_\_

High School Diploma/GED:  Yes  No

Certificate(s):  40-Hour Afterschool Certification  Florida Staff Credential (SAPC, FCCPC-School Age)

Child Development Associate  PBC-Afterschool Educator Certificate  Youth Development College Credit Certificate

<input type="checkbox"/> AA/AS/AAS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
College/University/Technical School degree obtained at: _____		

<input type="checkbox"/> BA/BS/BAS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
College/University/Technical School degree obtained at: _____		

<input type="checkbox"/> MA/MS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
College/University/Technical School degree obtained at: _____		

<input type="checkbox"/> PhD in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
College/University/Technical School degree obtained at: _____		

Financial Aid (check all that apply within the past five years):  Pell Grant  T.E.A.C.H.

What is your Job/Title Position? \_\_\_\_\_

Are you a (Check One):  Frontline Staff  Director  Manager  Other: \_\_\_\_\_

What age groups do you provide service?  K-5  Middle School  High School

Employment Status:  Full Time  Part Time How many hours do you work? Per week: \_\_\_\_\_ Per year: \_\_\_\_\_

Year you began working in the afterschool field: \_\_\_\_\_

**FOR INTERNAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

Prime Time Requires:  Registration Form  Student ID  Applicant Signature  Director Signature

PBSC Transcript  DCF Transcript  AYD Certificate Payment Due: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_ Notes: \_\_\_\_\_

## Class, Conference, and/or Event Information

Please include a check mark next to the class/classes you want to attend. **Register for the class and include your course schedule with the scholarship application.** To register for classes at Palm Beach State College (PBSC), please visit [www.palmbeachstate.edu](http://www.palmbeachstate.edu) and select "search for classes." If available, please email a copy of your unofficial PBSC and/or DCF transcripts to Nicole Tarsia at [ntarsia@primetimepbpc.org](mailto:ntarsia@primetimepbpc.org). Incomplete scholarship applications are not considered.

**Please Note:** In order to register you may be required to update your Palm Beach State College Program Objective Code (POC) to one of the codes listed below.

If applying for a class, please supply your student ID number. If you are new to the PBSC, register as a student to obtain your student ID number: \_\_\_\_\_

### Youth Development Non-Credit/Certificate Courses

#### 40-Hour School Age Certification (POC 5373)

<input type="checkbox"/> Course #	Course Name	Credits
<input type="checkbox"/> HEV0803	Part 1 - School Age Program Certification (PSAV)	0
<input type="checkbox"/> HEV0804	Part 2 - Foundations of Advancing Youth Development (AYD) Principles (PSAV)	0

**School Age Professional Certificate (POC 5373):** Individuals taking the School Age Professional Certificate class must have their 40-Hour Afterschool Certification. If you have your 40-Hour Afterschool Certification, please submit your DCF and PBSC transcripts with your scholarship application.

<input type="checkbox"/> Course #	Course Name	Credits
<input type="checkbox"/> HEV0194	School Age Professional Certificate Mod 1 (PSAV)	0
<input type="checkbox"/> HEV0195	School Age Professional Certificate Mod 2 (PSAV)	0

#### Director Credential Level I Requirements: Child Care Center Management (POC 6366)

<input type="checkbox"/> Course #	Course Name	Credits
<input type="checkbox"/> HEV0123	10-Hour Special Needs Appropriate Practices (PSAV)	0
<input type="checkbox"/> EEC1523	Overview of Child Care Center Management (AS)	3

#### Director Credential Renewal, Level II, and Advanced Level Requirements: Child Care Center Management (POC 6366)

<input type="checkbox"/> Course #	Course Name	Credits
<input type="checkbox"/> EEC2002	Child Care and Education Organization Leadership Management (AS)	3
<input type="checkbox"/> EEC2202	Child Care and Education Programming (AS)	3
<input type="checkbox"/> EEC2521	Child Care and Education Financial and Legal Issues (AS)	3

#### Other Palm Beach State College Courses

<input type="checkbox"/> Course #	Course Name	Credits
<input type="checkbox"/> HEO0106	Child Care First Aid and CPR	0
<input type="checkbox"/> HEO0150	Application of Advancing Youth Development Principles	0
<input type="checkbox"/> HEO0117	Supervising Youth Development Practice	0
<input type="checkbox"/> HEV0198	10-HR School Age Appropriate Practices (PSAV)	0
<input type="checkbox"/> EEC2271	Teaching Children with Special Needs (AS)	3
<input type="checkbox"/> HEO0209	High Performing Leaders I	0
<input type="checkbox"/> HEO0210	High Performing Leaders II	0

#### Online DCF Courses

Child Care Facility Rules & Regulations     Health, Safety & Nutrition     Identifying & Reporting Child Abuse and Neglect

### Conference or Event

Complete and submit the event registration form along with the scholarship application. Do not pay for the event in advance. If you register for the event online, request an invoice and forward the invoice and confirmation of your registration by email to Nicole Tarsia at [ntarsia@primetimepbpc.org](mailto:ntarsia@primetimepbpc.org).

Name of Conference/Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

# Youth Development Credit Pathway Courses

The youth development credit pathway includes classes that lead all the way up to a Bachelor of Applied Science degree in Supervision and Management. In order to receive a Prime Time scholarship, you must begin with the HUS1620, HUS1640 and HUS1203 courses and complete the Youth Development College Credit Certificate. Please update your Program Objective Code (POC) to one of the codes listed below and submit proof of your updated POC with your scholarship application. To determine if the youth development credit pathway is right for you, call Elisa Moro, Career Advisor at 561-732-8066 ext. 122.

To obtain information regarding all the courses in the youth development credit pathway, including general education courses, call Nicole Tarsia, Scholarship Coordinator, at 561-732-8066 ext. 117.

Please supply your student ID number: \_\_\_\_\_

## Youth Development College Credit Certificate (POC 6387)

Course #	Course Name	Credits
<input type="checkbox"/> HUS1620	Principles and Best Practices in Afterschool Programming (AS)	3
<input type="checkbox"/> HUS1640	Principles in Youth Work (AS)	3
<input type="checkbox"/> HUS1203	Principles of Group Facilitation (AS)	3
<input type="checkbox"/> HUS1001	Introduction to Human Services (AA)	3
<input type="checkbox"/> PSY2012	General Psychology (AA)	3
<input type="checkbox"/> DEP2004	Human Growth and Development (AA)	3
<input type="checkbox"/> EDF1030	Behavior Management in the Classroom (AA)	3
<input type="checkbox"/> SYG2010	American Social Problems (AA)	3
<input type="checkbox"/> HUS1850	Fieldwork in Human Services I (AS)	3
<input type="checkbox"/> HUS1850L	Fieldwork in Human Services I Internship (AS)	3
<b>Total Youth Development Worker College Credit Certificate Credits:</b>		<b>30</b>

## AA/AS in Human Services – Youth Development (POC 2374)

Course #	Course Name	Credits
<input type="checkbox"/> HUS2308	Psychotherapy: Theory and Practice (AS)	3
<input type="checkbox"/> HUS2851	Fieldwork in Human Services II (AS)	2
<input type="checkbox"/> HUS2851L	Fieldwork in Human Services II Internship (AS)	3
<input type="checkbox"/> SYG2000	Introduction to Sociology (AA)	3
<input type="checkbox"/> * SYG2361	Death and Dying (AA)	3
or		
<input type="checkbox"/> * SYG2430	Marriage and Family (AA)	3
<b>Total AS/AS Degree in Human Services – Youth Development Credits:</b>		<b>65</b>

## BAS – Supervision and Management (Primary POC T701, Secondary POC 6387)

Course #	Course Name	Credits
<input type="checkbox"/> BUL3130	Legal and Ethical Environment of Business (BAS)	3
<input type="checkbox"/> FIN3400	Principles of Financial Management (BAS)	3
<input type="checkbox"/> ISM4011	Management Information Systems (BAS)	3
<input type="checkbox"/> MAN3025	Administrative Management (BAS)	3
<input type="checkbox"/> MAN3240	Organizational Theory and Management (BAS)	3
<input type="checkbox"/> MAN3301	Human Resources Management (BAS)	3
<input type="checkbox"/> MAN4120	Leadership Challenges and Supervision (BAS)	3
<input type="checkbox"/> GEB3213	Business Writing (BAS)	3
<input type="checkbox"/> MAN4162	Customer Relations for Business (BAS)	3
<input type="checkbox"/> MAN4401	Labor Relations Management (BAS)	3
<input type="checkbox"/> MAN4504	Operational Decision Making (BAS)	3
<input type="checkbox"/> MAN4802	Marketing for Managers (BAS)	3
<input type="checkbox"/> * GEB3375	Foundations of International Business (BAS)	3
or		
<input type="checkbox"/> * GEB4113	Entrepreneurship (BAS)	3
or		
<input type="checkbox"/> * GEB4891	Strategic Management & Decision Making (BAS)	3
<input type="checkbox"/> GEB4935	Capstone Experience: General Management (BAS)	3
<b>Total BAS – Supervision and Management Credits:</b>		<b>42</b>

Please write a paragraph about why you chose to take the above class, conference, workshop, or seminar. Include how you think it will help you in your job/career as an afterschool professional (*Your application will not be considered if this section is incomplete*):

---

---

---

---

---

---

---

---

---

---

### Participation Agreement

In the event I am awarded a Prime Time Professional Development Scholarship, I agree to:

- Notify Prime Time of any changes in my work status. I understand that if I am no longer employed with the above agency/center during the time of my scholarship award, and I do not notify Prime Time, I may be exempt from future Prime Time scholarship opportunities.
- Attend and complete all required coursework, conference, workshop, or seminar sessions.
- If I am unable to go to a conference, workshop, seminar, or event I have received a scholarship to attend, I must notify Prime Time in writing within **15 business days** of the event start date. Failure to do so may exempt me from future Prime Time scholarship opportunities.
- If I am unable to go to a class I have received a scholarship to attend, I must contact the college and drop the class immediately. In addition, I must notify Prime Time in writing that I will be unable to attend and submit proof I have dropped the class within **three business days** of the class start date. I also must return my books within the drop/add period or I will forfeit future Prime Time scholarship benefits, and I will be liable for said book fees. Failure to do so may exempt me from future Prime Time scholarship opportunities.
- Submit proof of completion along with the scholarship follow-up form which is included with the scholarship application, within 10 business days after the event end date. For classes, proof of completion is your unofficial student transcript and a copy of your DCF transcript, if applicable. In addition, if you have completed the Foundations of Advancing Youth Development and/or School Age Professional Certificate course, submit the certificate you received upon completion of the course. For conferences and events, proof of completion is a copy of your certificate of attendance with the presenter's signature. Failure to submit scholarship follow-up information may exempt me from future Prime Time scholarship opportunities.

In signing this scholarship application, I am also giving permission for Palm Beach State College to transmit my personal identifiable student information such as registration status, courses and grades for the \_\_\_\_\_ term to Prime Time Palm Beach County, Inc. (Fall, Spring, Summer)

Scholarship applicant must complete this section:

Applicant's Printed Name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your agency/center director must complete this section in order for you to be eligible for this scholarship. If you are the director of your program, you must obtain the signature of your supervisor.

In the event my employee is awarded a scholarship, I agree to:

- Notify Prime Time of any changes in my employee's work status, especially if he/she becomes no longer employed at the agency/center.
- Ensure completion and submission of all required follow up material.

Agency/Center Director's or Supervisor's printed name: \_\_\_\_\_

Agency/Center Director's or Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Scholarship Application Check List

Before you submit your scholarship application, please check that you have done the following:

- Included all personal contact and demographic information
- Written a paragraph explaining why I want to attend the course, conference, or event
- Signed the participation agreement page
- Obtained the signature of my director or supervisor on the participation agreement page

If the scholarship application is for a class, I have:

- Included my college student identification number on the scholarship application
- Checked the course/courses I want to take
- Updated my Palm Beach State College Program Objective Code – if applicable (see instructions below)
- Registered for the class and submitted course schedule (see instructions below)
- Submitted my PBSC transcript – if available (see instructions below)
- Submitted my DCF transcript – if available (see instructions below)

Instructions for changing your PBSC Program Objective Code (POC) and submitting your updated POC information:

- Go to [www.palmbeachstate.edu](http://www.palmbeachstate.edu)
- Click: Getting Started - Admissions – Forms – [Program Objective Change](#)
- Print out the form, check “Add a New Program Objective Code,” write in the additional code, and complete the form.
- Submit the form to the attention of Carol Oleska - Admissions and Registration Specialist – at the Lake Worth Campus Admissions office by FAX or as an attachment in an e-mail. Her fax number is 561-868-3584 and her e-mail address is [oleskac@palmbeachstate.edu](mailto:oleskac@palmbeachstate.edu)
- After you fax or e-mail this information to Carol, call her at 561-868-3028 to confirm she received your fax and has updated your program objective code.
- After you update your POC click “[Panther Web](#)” and enter your Student ID and Password. Copy your “My Details” information from your home page and paste it into an email. Email this information to Nicole Tarsia at [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org)

Instructions for registering for PBSC courses and submitting your schedule:

- Go to [www.palmbeachstate.edu](http://www.palmbeachstate.edu)
- Click “Panther Web” and enter your Student ID and Password.
- Click “Add/Drop Classes” and select the class term.
- Enter the course ID/Number and click “Search Now.”
- Review the “Course Search Results” section and choose a class from the list provided.
- Enter the course reference number in the “Ref Number” section and click “Add to Cart.”
- Select “Click here” to make the selection permanent.
- Click “View/Print Schedule and Fees.”
- Email the schedule to your PBSC email address, and forward this email to Nicole Tarsia at [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org); or print and fax a copy of your schedule to Nicole Tarsia at 561-732-8094.

Instructions for submitting your unofficial PBSC transcript:

- Go to [www.palmbeachstate.edu](http://www.palmbeachstate.edu)
- Click “Panther Web” and enter your Student ID and Password.
- Click “View Transcript.”
- Copy your transcript information and paste it into an email. Email this information to Nicole Tarsia at [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org)

Instructions for submitting your DCF Training transcript:

- Go to [www.dcf.state.fl.us](http://www.dcf.state.fl.us)
- Select “Programs – Childcare – View Transcript” and follow the login instructions.
- Scroll to the bottom of the transcript page and click “Print this Transcript.”
- Save this information as a PDF file and e-mail it to Nicole Tarsia at [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org)

If applicable, fax the following certificates to Nicole Tarsia at 561-732-8094:

- If you have completed the Foundations of Advancing Youth Development and/or School Age Professional Certificate course, fax your certificate.
- If you attended a conference and/or event, fax your certificate of attendance with the presenter’s signature.

If the scholarship is for a conference or event, I have:

- Completed and submitted the event registration form along with the scholarship application

Do not pay for the event in advance. If you register for the event online, request an invoice and forward the invoice and confirmation of your registration by email to Nicole Tarsia at [ntarsia@primetimepbc.org](mailto:ntarsia@primetimepbc.org).



Scholarship Application Requirements and Procedures

Fax or email scholarship application to Nicole Tarsia.

Fax: 561-732-8094

Email: ntarsia@primetimepbc.org

Phone: 561-732-8066 ext. 117

In order that we may follow-up on the success of our scholarship program, it is important that you complete the following form for the class, conference, or event you attended. Please also include proof of completion. For classes, proof of completion is your unofficial student transcript and a copy of your DCF transcript, if applicable. In addition, if you have completed the Foundations of Advancing Youth Development and/or School Age Professional Certificate course, submit the certificate you received upon completion of the course. For conferences and events, proof of completion is a copy of your certificate of attendance with the presenter's signature. Submit follow-up information to Prime Time no later than 10 business days after the class, conference, or event end date. Visit our website for scholarship follow-up deadline dates: www.primetimepbc.org. Failure to submit follow-up information may exempt you from future Prime Time scholarship opportunities.

Please attach applicable proof of attendance. For example, your PBSC and/or DCF transcript, certificate of attendance, etc.

Instructions for submitting your unofficial Palm Beach State College (PBSC) transcript:

- Go to www.palmbeachstate.edu
Click 'Panther Web' and enter your Student ID and Password.
Click 'View Transcript.'
Copy your transcript information and paste it into an email. Email this information to Nicole Tarsia at ntarsia@primetimepbc.org

Instructions for submitting your Department of Children and Families (DCF) Training transcript:

- Go to www.dcf.state.fl.us
Select 'Programs - Childcare - View Transcript' and follow the login instructions.
Scroll to the bottom of the transcript page and click 'Print this Transcript.'
Save this information as a PDF file and e-mail it to Nicole Tarsia at ntarsia@primetimepbc.org

Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of class, conference, or event attended: \_\_\_\_\_

Purpose: \_\_\_\_\_

Please identify three major things you learned as a result of your participation in the class, conference, or event:

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please describe how you will apply the knowledge and skills learned to your current job:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISCLAIMER: Prime Time would like to use your comment(s) regarding the class, conference, and/or event you attended in a future Prime Time sponsored event or in its materials. Please let us know if we may quote you by checking your response to this question: [ ] Yes, Prime Time may use my comment(s) at future Prime Time-sponsored events or in its materials.

Signature: \_\_\_\_\_