Instructions to apply for the CCCC Scholarship
for CDA class starting on 1/14/26 hosted by: EC LEARN
The Final Scholarship Deadline is Thurs. 1/8/26.
Applications are accepted on a first-come, first-serve basis until the class is full.

Scholarship eligibility requirements are that you live in KY and that you work at least 20 hours per week at a KY licensed child care program, or as a teacher's aide within a KY public preschool, or as a state certified in-home child care provider. Applications are now submitted online at https://ece.trc.ky.gov . Follow these instructions carefully:

- Contact your PD coach with your first and last name to be given access to apply within TRIS. To locate your PD Coach, visit this website link and *search with the county location of your work site*: https://www.childcareawareky.org/about-child-care-aware/coaches/
- Then, log into your personal TRIS account
- From the Home page, scroll down and click on "Scholarship Request Applications"
- Ignore all fields under Scholarship Request Search. Just click on the orange button "Submit Scholarship Application"
- Your personal information will be pre-populated. Any information left blank with a red asterisk will need to be filled.
- Click on the magnifying glass next to "Name of Director" and choose the person that will verify your employment
- Answer Yes: you work at least 20 hours or more at your program
- **IMPORTANT**: Under "Scholarship Request Type" choose "**NCS CCCC**"
- Choose your sponsoring training agency: Early Childhood Learning Education Resource Assessment Network (EC Learn).
- Answer the next three questions. Leave the "Other School" line blank.
- Choose your PD Coach. Then scroll down and click "Save" to make sure there aren't errors.
- Click on the Green tab "Submit for Employer Approval"

Then, notify your director or person you chose to verify your employment that they will receive an email from TRIS, with a link to sign your application. Once your director finishes this final step, you will be contacted by your PD Coach, and a staff member from EC Learn with further enrollment instructions

Questions about the class schedule, attendance policies and procedures can be answered by Andrea Heil at EC Learn: aheil@eclearn.org