



Instructions to apply for the CDA Scholarship for class beginning on January 11th, 2023 with EC Learn

Scholarship deadline is: Wed. January 4th, 2023

Applications are accepted on a first-come, first-serve basis until class is filled.

Congratulations on beginning classes for your CDA credential. Scholarships are available to help with your tuition cost. 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 certified in-home child care, or as a preschool aide or para-professional within a public preschool classroom. Applications are now submitted online at www.tris.uky.edu/ece.

- Contact hallie.barth@uky.edu with your first and last name to be given access to apply within TRIS. (*This step is already completed*)
- 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 and 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
- Under “Scholarship Request Type” choose “NCS CCCC”
- Choose your sponsoring training agency: Early Childhood Learning and Assessment Network (EC Learn)
- Answer the next three questions
- Choose your PD Counselor: Hallie Barth
- Scroll down and click “Save” to make sure there aren’t errors.
- Click on the Green tab “Submit for Employer Approval”

Your director or person you chose to verify your employment will receive an email with a link to sign your application. Once your director finishes this final step, you will be contacted by myself, and EC Learn staff, for further enrollment instructions. If you need any assistance, please feel free to contact me.

Hallie Barth: Professional Development Coach/Child Care Aware
Hallie.barth@uky.edu 859-442-4161