

# YMCA Childcare Resource Service

3333 Camino del Rio South • Suite 400 • San Diego • CA 92108-3839  
1.866.CARES SD (1.866.227.3773) • Fax 619.584.5328

## Instructions to complete the Educational Plan for Professional Development

### **A. CARES Educational Plan and college plan must be on file to process your stipend payment.**

1. Print clearly your last name, first name and middle initial.
2. Print clearly your address including city and zip code.
3. Print your daytime phone number.
4. Print your social security number.

### **B. College Coursework**

1. List 3-12 units of college coursework from your 2 or 4 year college plan which you plan to complete this program year for a stipend. Courses must be completed with a grade of C or better or credit for courses completed as Credit/No Credit.
2. List the college(s) you are attending.
3. List the course title and number (i.e. CHDV 103, Math 250, etc)
4. List the number of units for each course.
5. Print and sign your name and date your plan.

### **C. BEFORE SENDING IN YOUR EDUCATIONAL PLAN:**

1. Obtain a 2 or 4 year college plan from a college counselor or the college Child Development department. This should include a plan for General Education coursework and Child Development (or approved related major\*) coursework leading to an AA, BA, MA degree or Teaching Credential and/or a Child Development Permit. A copy of the college plan **must** be submitted along with your CARES Educational Plan. \*(related major college plans must include a minimum of 24 units of child development coursework unless already completed).
2. **Complete the entire Educational plan following the instructions above.** Incomplete Educational Plans will be returned.
3. For assistance with completing an Educational Plan, call CARES 1.866.CARES SD (1.866.227.3773), or e-mail [caressd@ymcacr.org](mailto:caressd@ymcacr.org).

*AB212 CARES is administered by the YMCA Childcare Resource Service, a department of the YMCA of San Diego County, with funding from the California Department of Education through the County of San Diego.*