

# Setting Up a Stipend Track

## Roles that Have Access: Funder Admin, Stipend Manager

This instruction sheet explains how to use Hubbe to create county ECE Workforce stipend tracks and invite staff participants. The Stipend Management feature can only be accessed by the roles “Funder Admin,” “Stipend Manager,” and “Stipend Approver,” but only the “Funder Admin” and “Stipend Manager” roles can create and set up a stipend track as described in this instruction sheet.

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# Navigating to Stipend Management

The Stipend Management Feature can be accessed within the “County Menu” on the left-hand side of your screen.

Maple County  
Quality Matters  
Home / Maple County

**County Menu**

- Maple County
- Dashboard (Beta)
- Agency Management
- Staff
- Coaching
- Training
- Rating & Assessments
- Reporting
- Stipend Management**
- Finance
- Settings

**County Profile** [Edit](#)

**Program Name** Maple County  
**Tagline** Quality Matters  
**2nd Tagline** A Strong Start for Kids!

**Agencies:** Center-Based (42) Agencies: FCCH (113) Agencies: FFN (12) Agencies: Alternative (4) Agencies: Unknown (1)

[+ Create Agency](#)

Search all center-based agencies

Applebank USD Bear River Band Tribal Canterville

If you are a Stipend Manager, you will be directed to the county’s Stipend Management record upon logging into Hubbe.

Maple County  
Supporting Children and Their Parents

**Stipend Tracks**  
Home / Maple County / Stipend Management

[Create Stipend Track](#) [Download Excel of Assigned Staff](#) (Download could take up to several minutes to complete)

**Current Stipend Tracks** [Assign Staff & Caseload Approvers](#) [Completed Stipend Tracks](#)

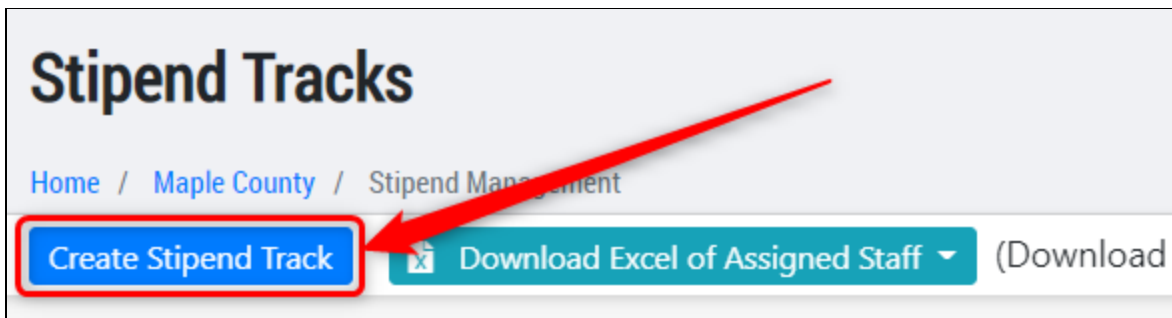
**Current Stipend Tracks** **Total Approved: \$11,300.00** **Total Paid: \$7,350.00**

Search  Show 10 entries

| Title  | Budget         | Amount per Stipend      | Budget Category/Cost Code | Total Allocation | Total Approved | Total Paid | Total Balance  |
|--|----------------|-------------------------|---------------------------|------------------|----------------|------------|----------------|
| <a href="#">BA Track (2020-2021)</a>                           | \$568,000.00   | \$100.00 - \$1,400.00   | 1100-Pathways2021         | \$4,200.00       | \$5,400.00     | \$2,350.00 | \$556,050.00   |
| <a href="#">CA Workforce Pathways Stipend Track 2020-21</a>    | \$533,000.00   | \$2,075.00 - \$2,500.00 | 1100-Pathways2021         | \$33,300.00      | \$5,000.00     | \$5,000.00 | \$489,700.00   |
| <a href="#">Child Development Teacher Permit Stipend Track</a> | \$2,500,000.00 | \$110.00 - \$300.00     | 1100-Pathways2021         | \$150.00         | \$900.00       | \$0.00     | \$2,498,950.00 |

# Creating a Stipend Track

When you are ready to create a stipend program for your county/consortia, click on the “Create Stipend Track” button.

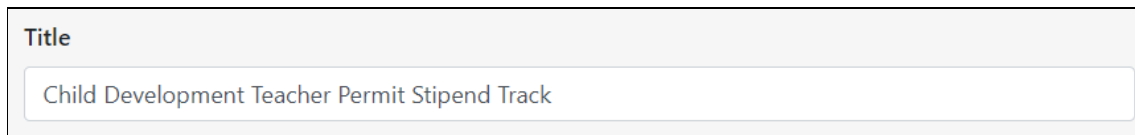


The image below shows the modal that will appear when you’re creating a new stipend program. This modal and the information fields are used for the initial set-up of the stipend track.

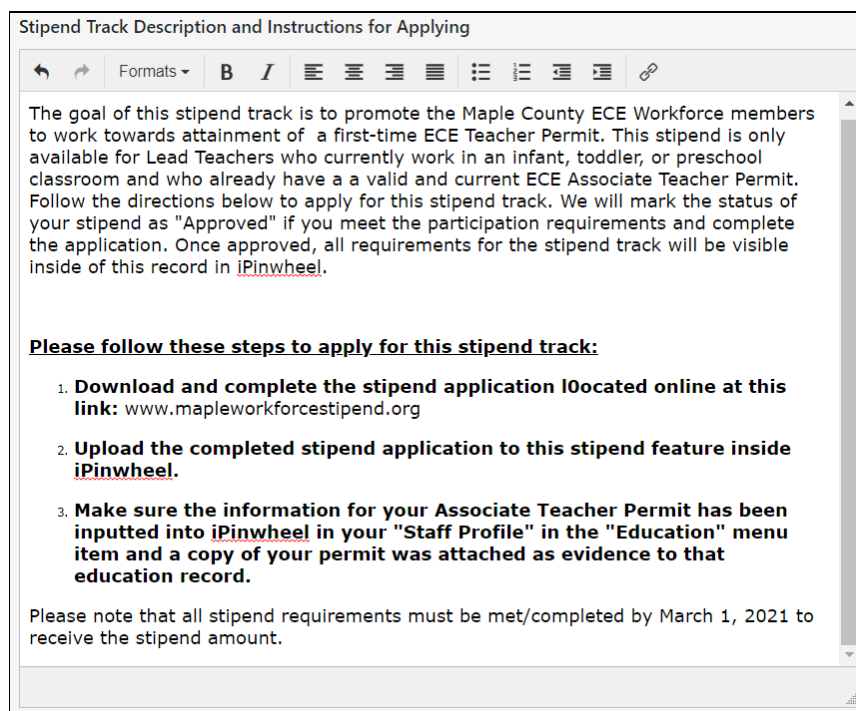
A screenshot of a modal window titled "Create Stipend Track". The modal contains the following fields and controls:

- Title:** A text input field.
- Stipend Track Description and Instructions for Applying:** A rich text editor with a toolbar containing undo, redo, bold, italic, bulleted list, numbered list, link, and unlink icons.
- Stipend Amount (in dollars):** A text input field with the value "0.00".
- Stipend Budget (in dollars):** A text input field.
- Budget Category / Cost Code:** A text input field.
- Mark Stipends Assigned to Staff As:** A dropdown menu with "Available" selected.
- Stipend Start Date:** A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Stipend End Date:** A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

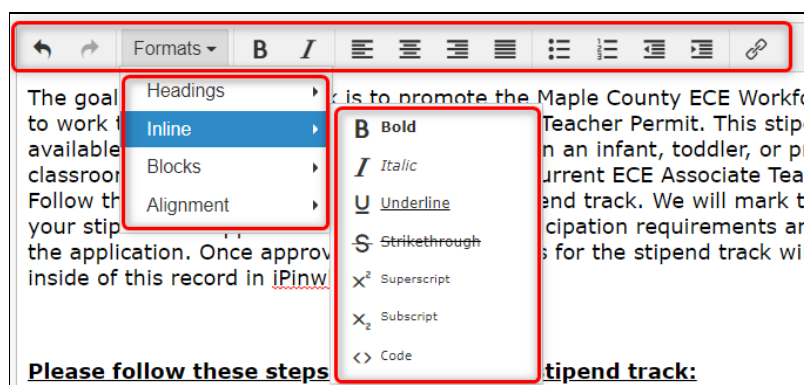
1 The "Title" text field is where you write the name of the stipend program.

A screenshot of a web form. At the top, there is a label "Title" in a light gray box. Below it is a text input field containing the text "Child Development Teacher Permit Stipend Track".

2 The "Stipend Track Description and Instructions for Applying" text box is where you put the description of the stipend track and instructions for applying. This text box is meant to replace a flyer advertising the stipend program, which is why the space is so large. In this field, you should describe the stipend program and give detailed information on how to apply for the track. There is a separate place in this feature where you input the stipend track requirements. This will be discussed later in the instruction sheet. However, you can describe the requirements here, as well as a general overview.

A screenshot of a rich text editor window titled "Stipend Track Description and Instructions for Applying". The editor has a toolbar with various formatting options like bold, italic, text color, background color, bulleted list, numbered list, link, and unlink. The main text area contains a paragraph about the goal of the stipend track, followed by a section titled "Please follow these steps to apply for this stipend track:" with a numbered list of three steps. The text is formatted with bold, italic, and underlined elements. A scroll bar is visible on the right side of the text area.

**Note:** The "Stipend Track Description and Instructions for Applying" text box offers a toolbar feature that allows you to design the format of your narrative. The image below shows some of the options you have to customize the appearance of your description and instructions.

A screenshot of the same rich text editor window, but with the formatting toolbar expanded. The toolbar shows options for undo, redo, formats, bold, italic, text color, background color, bulleted list, numbered list, link, and unlink. The "Formats" dropdown menu is open, showing options for Headings, Inline, Blocks, and Alignment. The "Bold" option is selected, and the text "Please follow these steps" is shown in bold. The "Italic" option is also visible, and the text "tipend track:" is shown in italic.

3

The roles “Stipend Manager” and “FunderAdmin” can establish the stipend amount in dollars. Write the stipend amount that will be awarded to those who meet the stipend requirements in this field.

Stipend Amount (in dollars)

300.00

4

The roles “Stipend Manager” and “FunderAdmin” can also establish the stipend budget in dollars. In this field, you record the budget for the stipend program you are creating.

Stipend Budget (in dollars)

2500000.00

5

The “Budget Category/Cost Code” field can be used to label that stipend according to the budget category or cost code that can be used to search for stipends in the grid.

Budget Category / Cost Code

1245

6

The “Mark Stipends Assigned to Staff As” field enables you to mark the stipend track as “Available” or “Applied.” If you already know the ECE workforce members who are participating in the stipend track, mark it as “Applied.” This saves you from going through the application process. If you are starting a new stipend, mark this field as “Available.” This means that you would want the ECE workforce members to go through the application process before they are approved to participate. This status impacts what the workforce sees when they log-in to Hubbe.

Mark Stipends Assigned to Staff As

Available

Available

Applied

7

Enter the “Stipend Start Date” and the “Stipend End Date.” Once staff members are assigned to the stipend, it will be available to them from their Hubbe accounts during the span of time reflected in the dates entered here.

Stipend Start Date

07/01/2020

Stipend End Date

06/30/2021

Click the “Save” button when you are done.

Create Stipend Track









Title

Child Development Teacher Permit Stipend Track

Stipend Track Description and Instructions for Applying

↶ ↷

Formats ▾

**B** *I*        

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in [iPinwheel](#).

**Please follow these steps to apply for this stipend track:**

- Download and complete the stipend application located online at this link:** [www.mapleworkforcestipend.org](http://www.mapleworkforcestipend.org)
- Upload the completed stipend application to this stipend feature inside [iPinwheel](#).**
- Make sure the information for your Associate Teacher Permit has been inputted into [iPinwheel](#) in your "Staff Profile" in the "Education" menu item and a copy of your permit was attached as evidence to that education record.**

Cancel

Save

After clicking “Save,” you will then see this new stipend track listed in the “Current Stipend Tracks” grid at the top of the page.

Current Stipend Tracks

Completed Stipend Tracks

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Search:

Show

10

entries

| Title  | Budget         | Amount per Stipend      | Budget Category/Cost Code | Total Allocation | Total Approved | Total Paid | Total Balance  |
|--|----------------|-------------------------|---------------------------|------------------|----------------|------------|----------------|
| BA Track (2020-2021)                           | \$568,000.00   | \$100.00 - \$1,400.00   | 1100-Pathways2021         | \$4,200.00       | \$5,400.00     | \$2,350.00 | \$556,050.00   |
| CA Workforce Pathways Stipend Track 2020-21    | \$533,000.00   | \$2,075.00 - \$2,500.00 | 1100-Pathways2021         | \$33,300.00      | \$5,000.00     | \$5,000.00 | \$489,700.00   |
| Child Development Teacher Permit Stipend Track | \$2,500,000.00 | \$100.00 - \$300.00     | Child Development         | \$0.00           | \$0.00         | \$0.00     | \$2,500,000.00 |
| Pathway to Higher Education Stipend (20-21)    | \$100,000.00   | \$500.00 - \$4,000.00   | 1100-19-20rollover        | \$500.00         | \$0.00         | \$0.00     | \$99,500.00    |

To manage this stipend, click on the title. You will be led to the “Stipend Track” page.

| Title   | Budget       | Amount per Stipend      | Budget Category/Cost Code | Total Allocation | Total Approved |
|---|--------------|-------------------------|---------------------------|------------------|----------------|
| CA Workforce Pathways Stipend Track 2020-21             | \$33,000.00  | \$1,350.00 - \$2,500.00 |                           | \$20,000.00      | \$7,500.00     |
| CA Workforce Pathways Stipend Track 2020-21 - FCCH Only | \$33,000.00  | \$750.00 - \$2,500.00   |                           | \$0.00           | \$0.00         |
| Child Development Teacher Permit Stipend Track          |              |                         | Child Development         | \$0.00           | \$0.00         |
| Maple County Stipend BA Track (2020-2021)               | \$568,000.00 | \$100.00 - \$1,400.00   |                           | \$4,200.00       | \$5,400.00     |

Click on the title to navigate to that stipend

**Child Development Teacher Permit Stipend Track**

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

**Stipend Amount:** \$300.00 **Budget:** \$2,500,000.00  
**Start Date:** 7/1/2020 **End Date:** 6/30/2021  
**Budget Category/Cost Code:** Child Development

[> Stipend Instructions](#)

**Stipend Requirements** [Add / Modify](#)

**Assigned Staff Stipends** **Stipend Progress**

The first card on the stipend page displays high-level details about the stipend, including the stipend amount, budget, start and end dates, and the budget category/cost code. Within this card, Funder Admins and Stipend Managers can edit, copy, or delete the stipend. To edit the stipend, click the “Edit Stipend Track” button and in the modal that appears, update the information and then click “Save.”

**Child Development Teacher Permit Stipend Track**

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

**Stipend Amount:** \$300.00 **Budget:** \$2,500,000.00 **Start Date:** 7/1/2020 **End Date:** 6/30/2021  
**Budget Category/Cost Code:** Child Development





**Copy Stipend Track**

Title

Child Development Teacher Permit Stipend Track 21-22

Stipend Track Description and Instructions for Applying

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in iPinwheel.

Please follow these steps to apply for this stipend track:

Stipend Amount (in dollars) 300.00

Stipend Budget (in dollars) 2500000.00

Budget Category / Cost Code 1100-Pathways2021

Mark Stipends Assigned to Staff As Available

Stipend Start Date 07/01/2020

Stipend End Date 06/30/2021

Cancel Save

To delete the stipend, click the “Delete Stipend Track” button. A confirmation modal will appear, click “Delete.” By deleting a stipend track, you will be deleting every stipend within it, so use caution when choosing to delete a stipend track.

Home / Maple County / Child Development Teacher Permit Stipend Track

[Back to Stipend Track Grid](#)

Edit Stipend Track Copy Stipend Track Delete Stipend Track

Stipend Amount: \$300.00 Budget: \$2,500,000.00 Start Date: 7/1/2020 End Date: 6/30/2021

Budget Category/Cost Code: Child Development

**Delete Stipend Track**

Deleting this stipend track will also delete every stipend.

Are you sure you want to delete this stipend track?

Cancel Delete

The next card on the stipend track page is “Stipend Instruction.” The instructions will be hidden from view until you click the words “Stipend Instructions.”

## Child Development Teacher Permit Stipend Track

[Home](#) / [Maple County](#) / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

Stipend Amount: \$300.00

Budget: \$2,500,000.00

Start Date: 7/1/2020

End Date: 6/30/2021

Budget Category/Cost Code:

Click here to expand the instructions

> [Stipend Instructions](#)



▼ [Stipend Instructions](#)

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in iPinwheel.

Please follow these steps to apply for this stipend track:

Download and complete the stipend application located online at this link: [www.mapleworkforcestipend.org](http://www.mapleworkforcestipend.org)

Upload the completed stipend application to this stipend feature inside iPinwheel.

Make sure the information for your Associate Teacher Permit has been inputted into iPinwheel in your "Staff Profile" in the "Education" menu item and a copy of your permit was attached as evidence to that education record.

Please note that all stipend requirements must be met/completed by March 1, 2021 to receive the stipend amount.

Below the instructions, you will see the “Stipend Requirements” section. This card will remain empty until you add a requirement. Please [refer to the next section](#) to learn how to add a requirement.

Stipend Requirements

[Add / Modify](#)

At the bottom of the stipend track page, you will see two tabs: “Assigned Staff Stipends” and “Stipend Progress.” The “Assigned Staff Stipends” section features many buttons and filters that will be outlined in this instruction sheet.

Assigned Staff Stipends   Stipend Progress

Assign Staff to Stipend Track   Assign Stipend Approver   Create Accounts   Email Staff   Update Status   Download Filtered Staff Mailing Labels

Status: - Select -   Agency: - Select -   Site: - Select -   Highest Degree: - Select -

Highest Approved Permit: - Select -   Role: Any   Stipend Approver: - Select -

Apply filters   Reset

Search:   Show 10 entries   Filters (1 applied)   Excel   Showing 1 to 7 of 7 entries

| Stipend Track | Staff ID | Name | Agency | Sites | Stipend Approver | Status | Completed Requirements | Total Earned | Notes | Account | Highest Approve Permit |
|---------------|----------|------|--------|-------|------------------|--------|------------------------|--------------|-------|---------|------------------------|
|---------------|----------|------|--------|-------|------------------|--------|------------------------|--------------|-------|---------|------------------------|

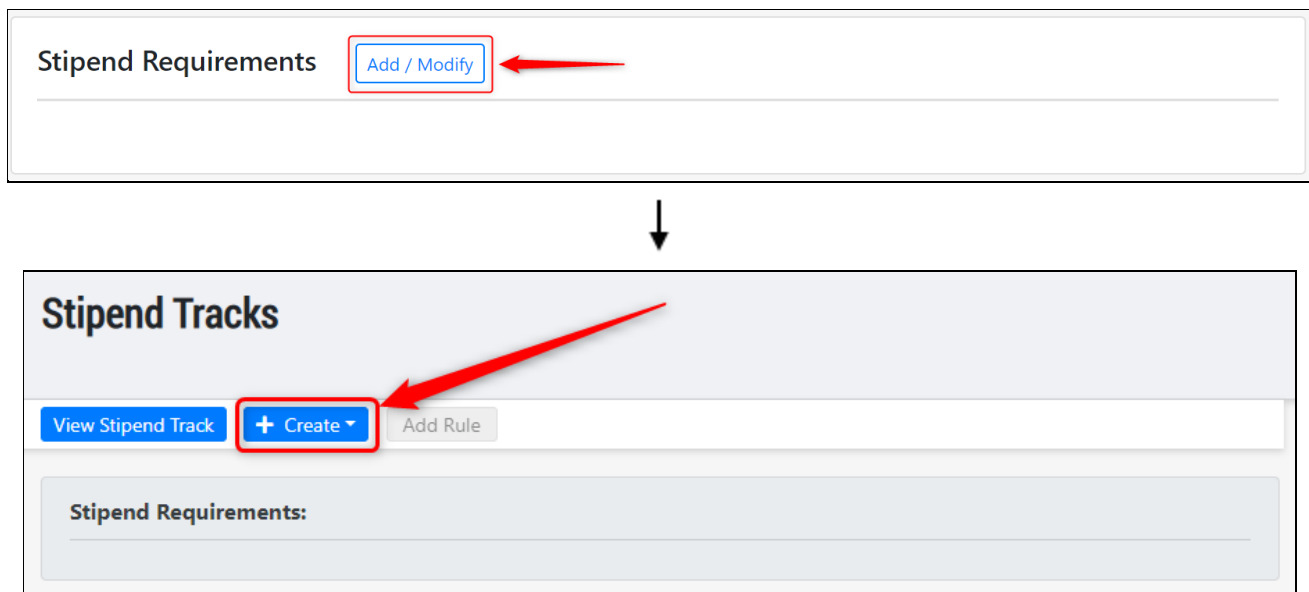
Both the grids will be empty since the stipend track was just created. As soon as you create requirements and assign staff to the stipend program the grids will display data. The instruction sheet will walk you through the requirements and assigning process.

# Creating Stipend Requirements

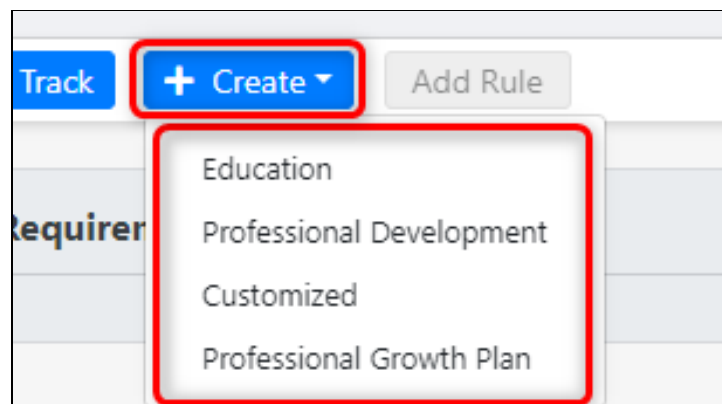
The next step is to set-up the stipend requirements.

Stipend tracks can be set-up with different types of requirements. This space is where you will establish the various requirements for your track. There are several different options here.

When you set-up requirements you will go to the “Stipend Requirements” section on the “Stipend Track” page. This section has a grid that displays the requirement(s) for the stipend. Since requirements have not yet been established for this stipend track, nothing displays in the grid. Click “Add/Modify” to create a new stipend requirement.



Once you click “Create” the “Type of Requirement” drop-down menu will appear. There are four types to choose from: “Education,” “Professional Development,” “Customized,” and “Professional Growth Plan.” Each requirement type has different field options. This instruction sheet will walk you through the process of setting-up all four requirements types.

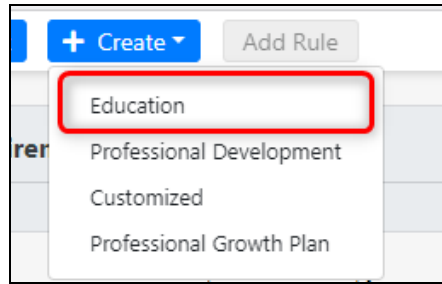


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## Education Requirement

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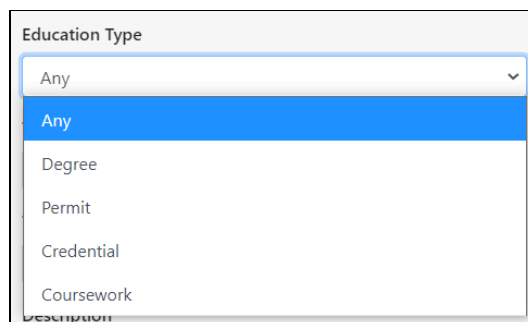
- 1 To create an educational requirement select “Education” from the drop-down menu.



A modal titled “Add Stipend Requirement” will appear.

A screenshot of a modal window titled 'Add Stipend Requirement'. The form contains the following fields: 'Education Type' (a dropdown menu with 'Any' selected), 'Title' (a text input field), 'To Be Completed After' (a date input field with a calendar icon), 'To Be Completed Before' (a date input field with a calendar icon), 'Description' (a large text area), a checkbox labeled 'Is this requirement mandatory for all participants in this stipend track?' which is checked, 'Payment Options' (a section header), and 'Amount earned for completing this requirement' (a currency input field showing '\$ 0.00'). At the bottom right are 'Cancel' and 'Save' buttons.

- 2 Choose the “Education Type” from the list that the drop-down menu provides. This will be the type of education that a staff member must obtain in order to fulfill the stipend requirement.



3

If you selected “**Any**” in the previous field, this field will be titled, “Title” in which you enter the name of the education type. This allows for greater freedom in your educational requirements outside of what is pre-populated in the system.

Title

ECE Teacher Permit

If you selected “**Degree**” in the previous field, this field will be titled, “Education” and you can select one of the degrees populated in the drop-down menu.

Education

Associates

Any

High School Diploma

Associates

Bachelors

Masters

Doctorate

If you selected “**Permit**” in the previous field, this field will be titled, “Education” and you can select one of the permits populated in the drop-down menu.

Education

Associate Teacher

Any

Assistant Teacher

Associate Teacher

Teacher

Master Teacher

Site Supervisor

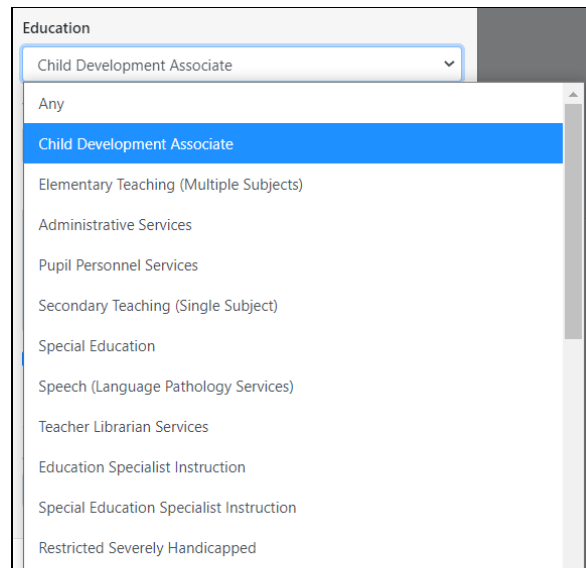
Program Director

Regular Childrens Center Instruction

Childrens Center Supervisor

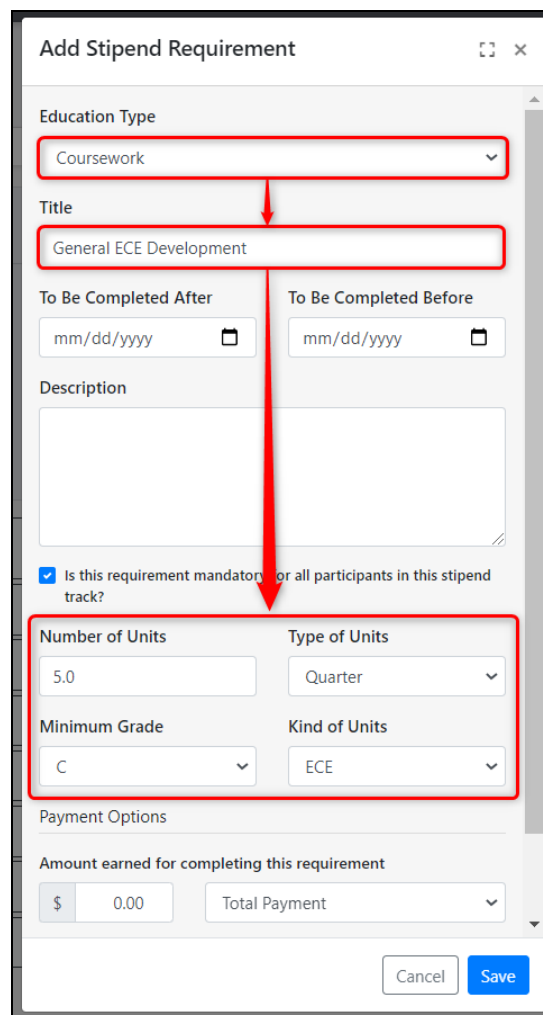
Special Center

If you selected “**Credential**” in the previous field, this field will be titled, “Education” and you can select one of the credentials populated in the drop-down menu.



A screenshot of a web form titled "Education". It features a dropdown menu with "Child Development Associate" selected. Below the dropdown is a scrollable list of options: "Any", "Child Development Associate" (highlighted in blue), "Elementary Teaching (Multiple Subjects)", "Administrative Services", "Pupil Personnel Services", "Secondary Teaching (Single Subject)", "Special Education", "Speech (Language Pathology Services)", "Teacher Librarian Services", "Education Specialist Instruction", "Special Education Specialist Instruction", and "Restricted Severely Handicapped".



If you selected “**Coursework**” in the previous field, this field will be titled, “Title” in which you enter the name of the coursework. You will also notice four (4) additional fields appear in this modal upon selecting “Coursework” in the first field: Number of Units, Type of Units, Minimum Grade, and Kind of Units.



A screenshot of a web form titled "Add Stipend Requirement". The form has several sections: "Education Type" with a dropdown menu set to "Coursework"; "Title" with a text input field containing "General ECE Development"; "To Be Completed After" and "To Be Completed Before" with date pickers; "Description" with a text area; a checkbox labeled "Is this requirement mandatory for all participants in this stipend track?" which is checked; a section with four fields: "Number of Units" (5.0), "Type of Units" (Quarter), "Minimum Grade" (C), and "Kind of Units" (ECE); "Payment Options" with a section for "Amount earned for completing this requirement" showing "\$ 0.00" and a "Total Payment" dropdown; and "Cancel" and "Save" buttons at the bottom. Red boxes and arrows highlight the "Coursework" selection, the "Title" field, and the four unit-related fields.

4

Use the two fields to establish a time box for the stipend track. These dates will be used to automate credit for educational milestones achieved. In the example below, if a teacher permit was achieved in 2018 it would not earn credit for this stipend track.

| To Be Completed After  | To Be Completed Before   |
|--|--|
| 07/01/2020  | 06/30/2021  |

5

Write the stipend requirement description in the “Description” field.

Description

Obtain an Associates Degree. In your coursework, you must obtain 20 Early Childhood Education (ECE) or Child Development (CD) units. You must pass each ECE or CD course with a grade of "C" or better.

Note: The core ECE courses include Child/Human Growth & Development; Child/Family/Community and Family Relations;

**Note:** You can expand the text box by dragging the expanding tool located on the bottom right corner.

6

Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

☒ Is this requirement mandatory for all participants in this stipend track?

7

Enter the dollar amount earned for completing this requirement.

Payment Options

Amount earned for completing this requirement  
 \$ 50.00

8

Click “Save.”

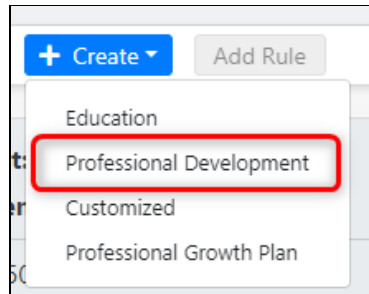
Cancel

Save

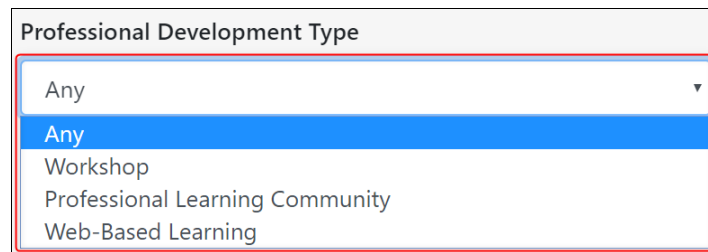


“Professional Development” is another type of stipend requirement. The set-up page is similar to the “Education” requirement; however, some of the fields differ.

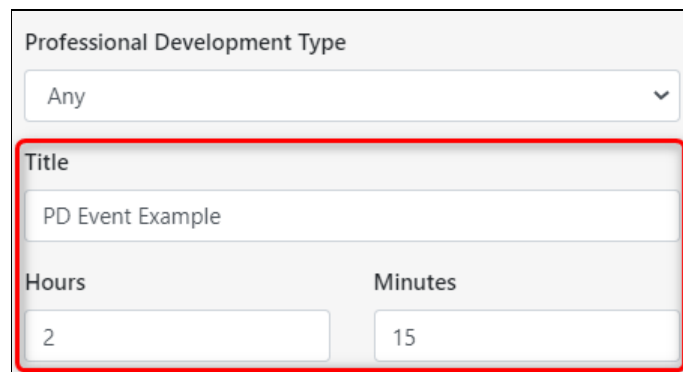
- 1 Click the “Create” button and select “Professional Development” from the drop-down menu.



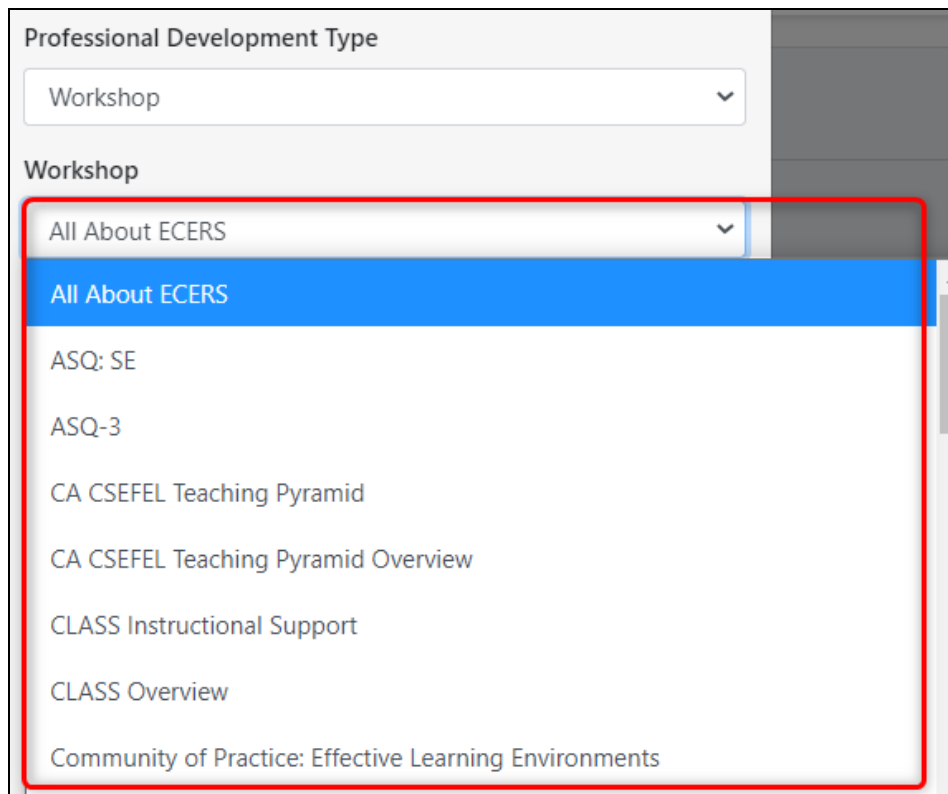
- 2 Choose the “Professional Development Type” from the list that the drop-down menu provides. There are three different kinds of professional development activities inside of Hubbe, each having identical fields. Selecting “Any” means that any of the three types of Professional Development will count for the Professional Development requirement. The instruction sheet will only cover the “Workshop” type of professional development. Follow the same instructions if you wish to add a rule regarding the other two types of professional development.



- 3 If you selected “**Any**” in the previous field, this field will be titled, “Title” in which you enter the name of the professional development type. You will also notice two (2) additional fields appear in this modal upon selecting “Any” in the first field: Hours and Minutes.

A screenshot of the 'Professional Development Type' form. The dropdown menu at the top shows 'Any' selected. Below it, a red rectangular box highlights three fields: a 'Title' text input field containing 'PD Event Example', an 'Hours' input field containing '2', and a 'Minutes' input field containing '15'.

If you selected “**Workshop**” in the previous field, this field will be titled, “Workshop” and you can select one of the workshops populated in the drop-down menu.



The screenshot shows a form with two sections. The first section is titled "Professional Development Type" and contains a dropdown menu with "Workshop" selected. The second section is titled "Workshop" and contains a dropdown menu with "All About ECERS" selected. A red rectangle highlights the dropdown menu in the second section. The dropdown menu lists the following options: All About ECERS, ASQ: SE, ASQ-3, CA CSEFEL Teaching Pyramid, CA CSEFEL Teaching Pyramid Overview, CLASS Instructional Support, CLASS Overview, and Community of Practice: Effective Learning Environments.

Professional Development Type

Workshop

Workshop

All About ECERS

ASQ: SE

ASQ-3

CA CSEFEL Teaching Pyramid

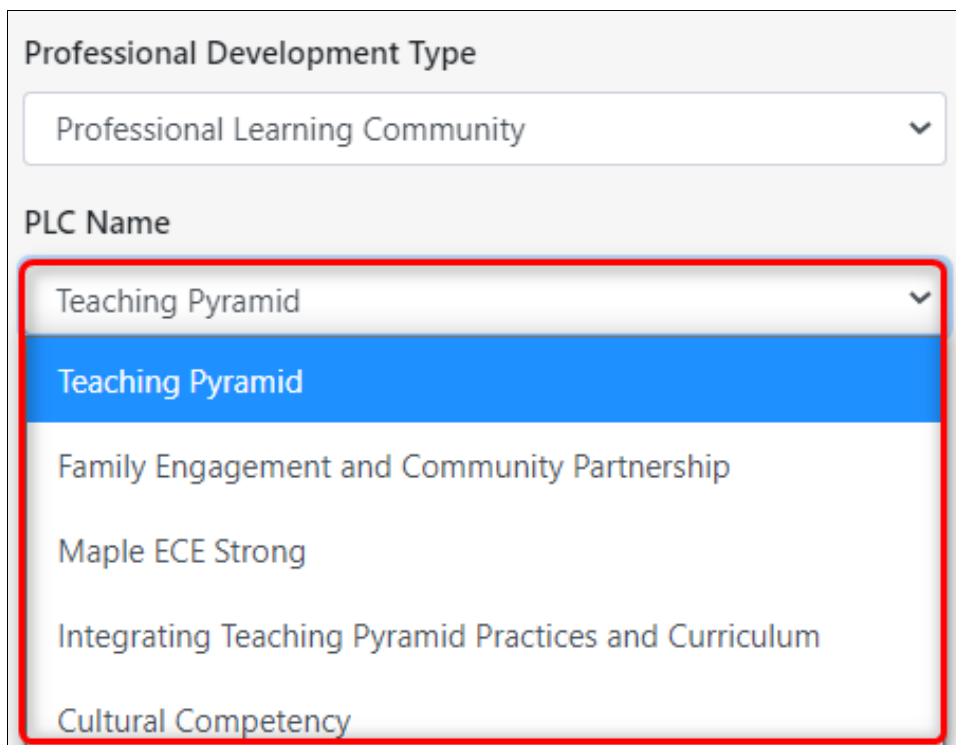
CA CSEFEL Teaching Pyramid Overview

CLASS Instructional Support

CLASS Overview

Community of Practice: Effective Learning Environments

If you selected “**Professional Learning Community**” (PLC) in the previous field, this field will be titled, “PLC Name” and you can select one of the PLCs populated in the drop-down menu.



The screenshot shows a form with two sections. The first section is titled "Professional Development Type" and contains a dropdown menu with "Professional Learning Community" selected. The second section is titled "PLC Name" and contains a dropdown menu with "Teaching Pyramid" selected. A red rectangle highlights the dropdown menu in the second section. The dropdown menu lists the following options: Teaching Pyramid, Family Engagement and Community Partnership, Maple ECE Strong, Integrating Teaching Pyramid Practices and Curriculum, and Cultural Competency.

Professional Development Type

Professional Learning Community

PLC Name

Teaching Pyramid

Teaching Pyramid

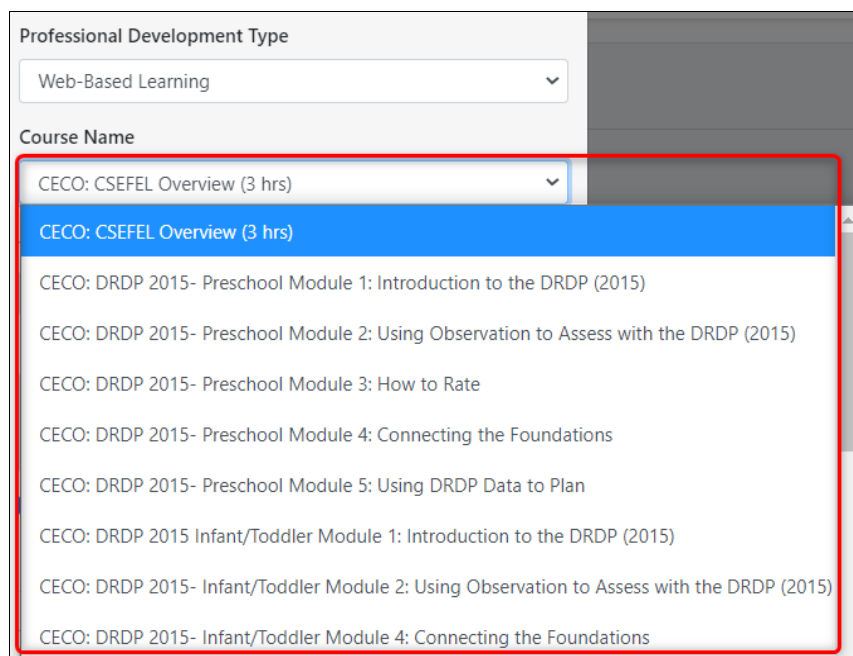
Family Engagement and Community Partnership

Maple ECE Strong

Integrating Teaching Pyramid Practices and Curriculum

Cultural Competency

If you selected “**Web-Based Learning**” (PLC) in the previous field, this field will be titled, “Course Name” and you can select one of the web-based courses populated in the drop-down menu.



Professional Development Type

Web-Based Learning

Course Name

CECO: CSEFEL Overview (3 hrs)

CECO: CSEFEL Overview (3 hrs)

CECO: DRDP 2015- Preschool Module 1: Introduction to the DRDP (2015)

CECO: DRDP 2015- Preschool Module 2: Using Observation to Assess with the DRDP (2015)

CECO: DRDP 2015- Preschool Module 3: How to Rate

CECO: DRDP 2015- Preschool Module 4: Connecting the Foundations

CECO: DRDP 2015- Preschool Module 5: Using DRDP Data to Plan

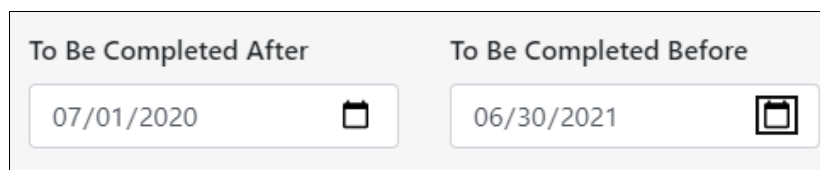
CECO: DRDP 2015 Infant/Toddler Module 1: Introduction to the DRDP (2015)

CECO: DRDP 2015- Infant/Toddler Module 2: Using Observation to Assess with the DRDP (2015)

CECO: DRDP 2015- Infant/Toddler Module 4: Connecting the Foundations

**Note:** The drop-down lists displayed for Workshops, Professional Learning Communities (PLC), and Web-Based Learning are completely customizable by your county/consortia. Click into “Customize Training” on the county menu under “Training” to navigate to the record where you can add or delete titles for your workshops, PLCs, or web-based courses. Please reference Instruction Sheet 114, “[How to Customize Training](#)” to access details and instructions.

- 4 Use the two fields to establish a time box for the stipend track. Credit will be given only for workshops that were attended and approved within the time box. Using the dates below, as an example, the staff would only get credit for workshops they attend after July 1st and before June 30th.



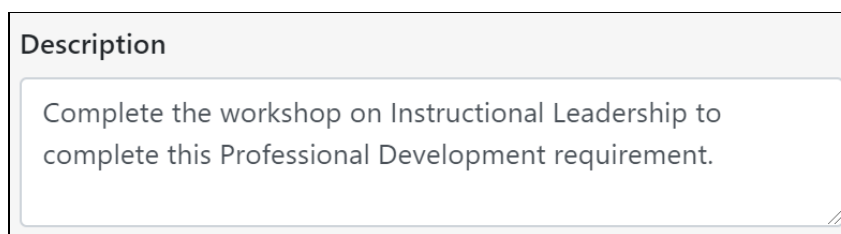
To Be Completed After

07/01/2020

To Be Completed Before

06/30/2021

- 5 Write in the description of the Professional Development event or series of events/activities that people of the track need to complete.



Description

Complete the workshop on Instructional Leadership to complete this Professional Development requirement.

6

Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

☒ Is this requirement mandatory for all participants in this stipend track?

7

Enter the dollar amount earned for completing this requirement, and select whether this amount will be the total payment, or the payment “Per hour completed.”

Payment Options
 

Amount earned for completing this requirement
 

\$ 10.00

Amount not to exceed
 

Total Payment
 Total Payment
 Per hour completed

The “Amount not to exceed” condition below only applies if you chose the “Per hour completed” payment option. Enter the dollar amount here, to limit the payment to a certain dollar amount.

Amount not to exceed
 

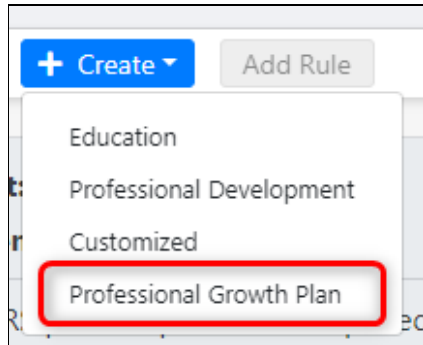
\$ 50.00

8

Click “Save.”

Cancel
 Save

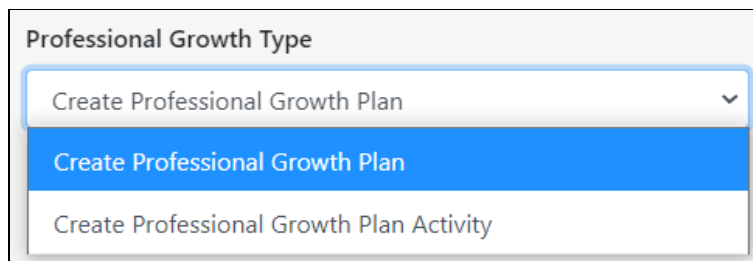
- 1 Click the “Create” button and select “Professional Growth Plan” from the drop-down menu.



- 2 The “Professional Growth Plan Requirement” modal looks a little different than the other professional development requirements. A “Professional Growth Plan” is typically a part of California’s AB212 Staff Retention Program. “Professional Growth Plans” are the documentation that is due to the state of California when staff either earn their ECE permit for the first time or if they want to renew it.

Choose the “Professional Growth Type” from the list that the drop-down menu provides. The “Create Professional Growth Plan” option will give the staff the opportunity to complete any Professional Growth Plan in the stipend time period. The “Create Professional Growth Plan Activity” option allows you to select the specific action that the staff must complete (or have already completed), such as meeting the professional growth plan advisor.

Steps 3-8 will show you how to complete the requirement when you have selected the “**Create Professional Growth Plan**” option. Steps 9-15 will show you how to complete the requirement when you have selected the “**Create Professional Growth Plan Activity**” option.



- 3 The dates to complete the Professional Growth Plan requirement will be automatically populated with the period of time that the stipend is available. These cannot be changed, unless you change the dates for the whole stipend track.

*This Professional Growth Plan Requirement must be started by 7/1/2020 and completed by 6/30/2021.*

4 Enter the title of the professional growth plan requirement.

Title

Commit to a Professional Growth Plan

5 In the “Description” box, write a description of the professional growth plan requirement, how to complete it, etc. The description you write in this field should be detailed and lists the step(s) necessary for completing the requirement.

Description

Meet with your Professional Growth Advisor (PGA) to complete your professional growth plan. Your PGA will be assigned upon your acceptance to the stipend track.

6 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

☒ Is this requirement mandatory for all participants in this stipend track?

7 Enter the dollar amount earned for completing this requirement

Payment Options

Amount earned for completing this requirement

\$50.00

8 Click “Save.”

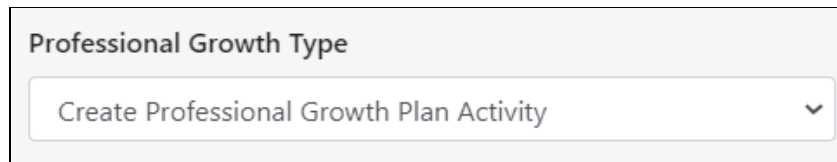
Cancel

Save

As soon as you have a “Professional Growth Plan” as part of your requirements, Hubbe will look for a completed “Professional Growth Plan” in order to give credit for that particular one. We will revisit this later in the instruction sheet.

9

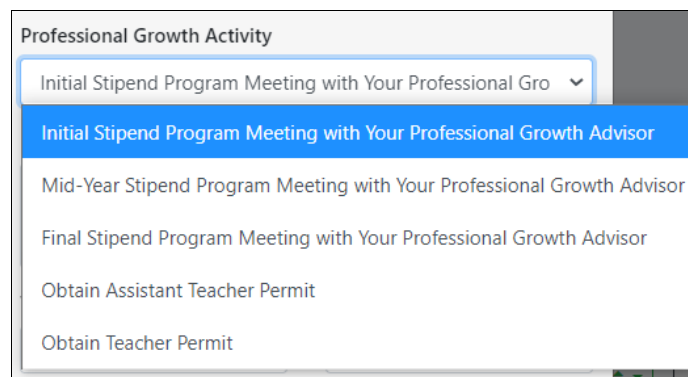
If you would like to select “Create Professional Growth Plan Activity” as the Professional Growth Type, this allows you to select the specific action that the staff must complete (or have already completed) from a list of activities that are created in the “Customized Trainings” page of Hubbe. To learn how to manage the Professional Growth Plan Activities, please refer to the instruction sheet titled, “[How to Customize Coaching.](#)”



A screenshot of a form section titled "Professional Growth Type". Below the title is a dropdown menu with the text "Create Professional Growth Plan Activity" and a downward arrow icon.

10

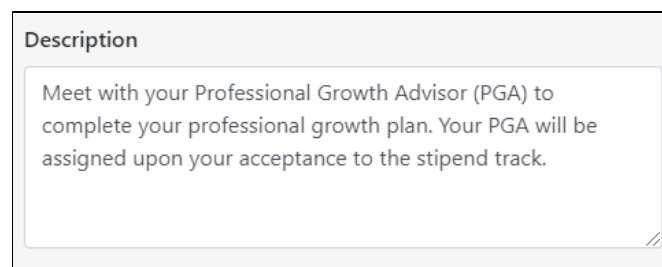
Select the “Professional Growth Activity” from the drop-down menu.



A screenshot of a form section titled "Professional Growth Activity". Below the title is a dropdown menu. The menu is open, showing a list of options: "Initial Stipend Program Meeting with Your Professional Gro", "Initial Stipend Program Meeting with Your Professional Growth Advisor", "Mid-Year Stipend Program Meeting with Your Professional Growth Advisor", "Final Stipend Program Meeting with Your Professional Growth Advisor", "Obtain Assistant Teacher Permit", and "Obtain Teacher Permit". The first option is highlighted in blue.

11

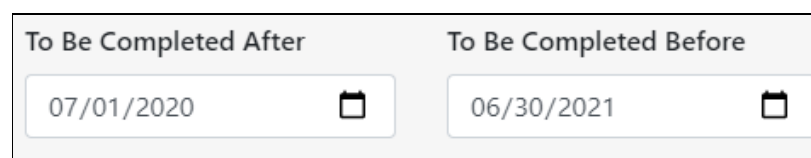
In the “Description” box, write a description of the professional growth plan activity requirement, how to complete it, etc. The description you write in this field should be detailed and lists the step(s) necessary for completing the requirement.



A screenshot of a form section titled "Description". Below the title is a text box containing the following text: "Meet with your Professional Growth Advisor (PGA) to complete your professional growth plan. Your PGA will be assigned upon your acceptance to the stipend track."

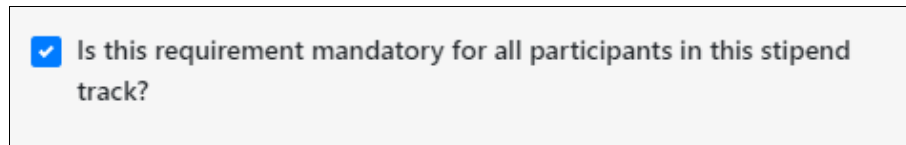
12

Use the two fields to establish a time box for the stipend track. Credit will be given only for activities that were completed within the time box. Using the dates below, as an example, the staff would only get credit for activities they complete after July 1st and before June 30th.



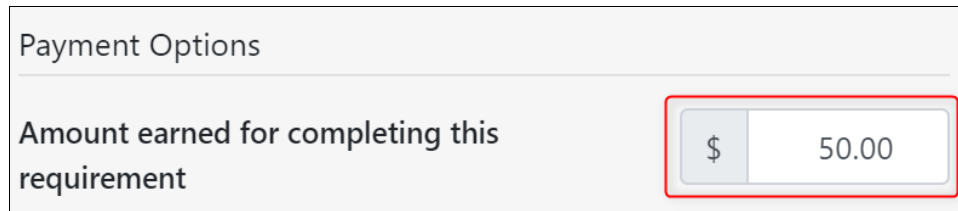
A screenshot of a form section with two fields. The first field is titled "To Be Completed After" and contains the date "07/01/2020" with a calendar icon. The second field is titled "To Be Completed Before" and contains the date "06/30/2021" with a calendar icon.

13 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.



☒ Is this requirement mandatory for all participants in this stipend track?

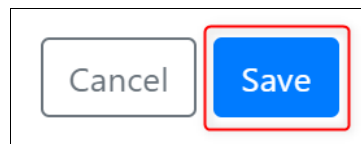
14 Enter the dollar amount earned for completing this requirement.



Payment Options

Amount earned for completing this requirement \$ 50.00

15 Click "Save."



Cancel Save

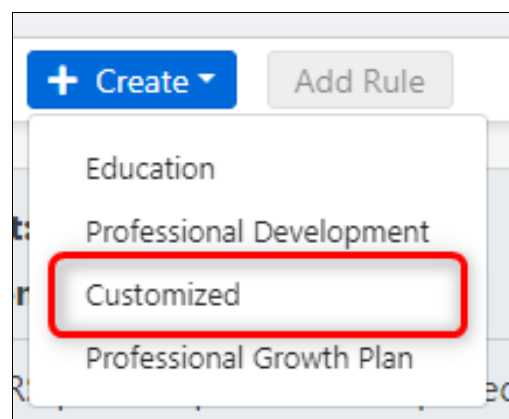
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### Customized Requirement

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A "Customized" requirement would be anything that isn't data driven or a requirement that doesn't live inside of Hubbe. For example, turning in an application would be considered a "Customized" requirement.

1 Click the "Create" button and select "Customized" from the drop-down menu.



+ Create Add Rule

- Education
- Professional Development
- Customized
- Professional Growth Plan



2

This type of requirement only has a “Title” and “Description” field. In the “Description” box, write a detailed description of the requirement and list the step(s) necessary for completing the requirement.

**Title**

**Description**  

Review, complete, and sign the ECE Teacher Permit Stipend Application forms. Upload the completed document directly into this stipend record. When in edit-mode, you will see the document attachment feature at the bottom of your screen.

3

Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

☒ Is this requirement mandatory for all participants in this stipend track?

4

Enter the dollar amount earned for completing this requirement

**Payment Options**

Amount earned for completing this requirement

\$

50.00

5

Click “Save.”

Cancel

Save

## Adding Rules to Stipend Requirements

Once you've created your "Stipend Requirements" you can edit, delete, and reorder them.

### Stipend Tracks

[View Stipend Track](#) [+ Create](#) [Add Rule](#)

**Stipend Amount:** \$110.00 - \$300.00  
**Stipend Requirements:**  
A. ECE Teacher Permit Stipend Application Forms | \$50.00  
B. All About ECERS | \$10.00 per hour completed not to exceed \$50.00  
C. Associates | \$50.00

☐ ECE Teacher Permit Stipend Application Forms

☐ All About ECERS

☐ Associates

EditDeleteReorder

1 To add a rule, you must select the requirements that you wish to add the rule(s) to.

### Stipend Tracks

[View Stipend Track](#) [+ Create](#) [Add Rule](#)

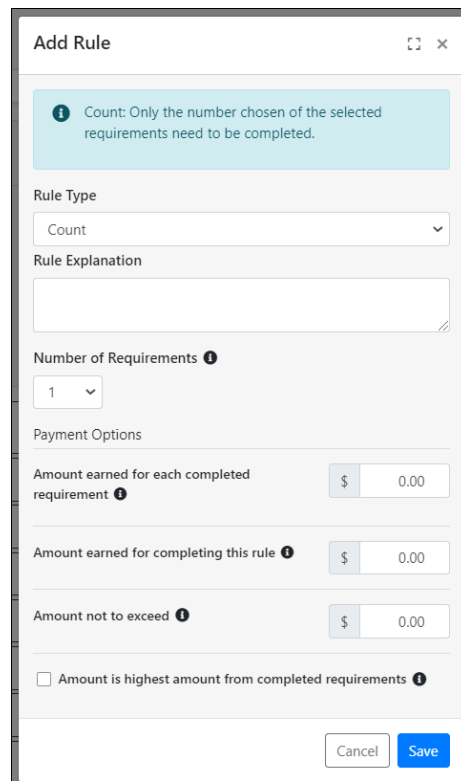
**Stipend Amount:** \$110.00 - \$300.00  
**Stipend Requirements:**  
A. ECE Teacher Permit Stipend Application Forms | \$50.00  
B. All About ECERS | \$10.00 per hour completed not to exceed \$50.00  
C. Associates | \$50.00

☒ ECE Teacher Permit Stipend Application Forms

☐ All About ECERS

☐ Associates

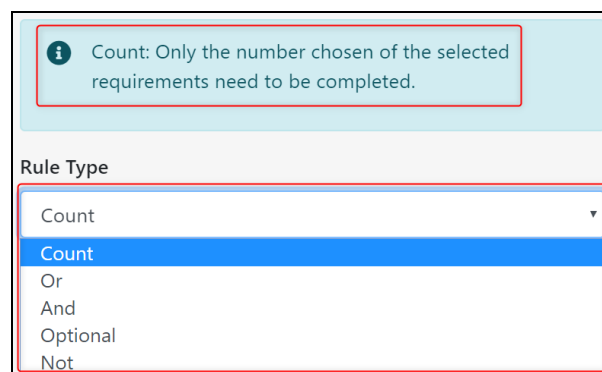
A modal will appear. Enter any applicable information for the rule you want to create regarding the stipend requirement.



The 'Add Rule' modal contains the following fields and options:

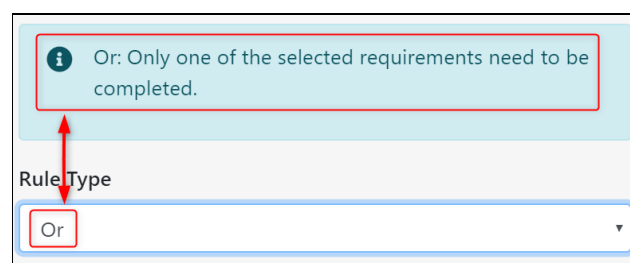
- Information Field:** A blue box with an information icon and text: "Count: Only the number chosen of the selected requirements need to be completed."
- Rule Type:** A dropdown menu currently showing "Count".
- Rule Explanation:** A large text area for additional details.
- Number of Requirements:** A dropdown menu currently showing "1".
- Payment Options:**
  - Amount earned for each completed requirement:** A field with a dollar sign icon and the value "0.00".
  - Amount earned for completing this rule:** A field with a dollar sign icon and the value "0.00".
  - Amount not to exceed:** A field with a dollar sign icon and the value "0.00".
  - Checkbox:** "Amount is highest amount from completed requirements" (currently unchecked).
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

2 The first field indicates the rule type. Choose what type of rule you want to apply to the stipend requirement. The blue information field at the top of the modal explains the meaning of each rule type. We will also provide a brief explanation of each rule type below.



This close-up shows the "Rule Type" dropdown menu. The menu is open, displaying the following options: "Count", "Or", "And", "Optional", and "Not". The "Count" option is currently selected and highlighted with a blue background. A red box highlights the entire dropdown menu area.

**Note:** When you choose a different rule type, the blue information field will update to the corresponding explanation.



This close-up shows the "Rule Type" dropdown menu with the "Or" option selected. A red box highlights the "Or" option in the dropdown. A red arrow points from the "Or" option up to the information field above, which now displays the text: "Or: Only one of the selected requirements need to be completed." The information field is also highlighted with a red box.

For the purposes of this instruction sheet, we will select the three workshops that we have added as requirements for the stipend track. We will then apply each rule type to explain the various rules you can choose to apply to your requirements.

Stipend Tracks

View Stipend Track

+ Create

Add Rule

2

Stipend Amount: \$210.00 - \$300.00

Stipend Requirements:

A. Initial Stipend Program Meeting with Your Professional Growth Advisor

B. CLASS Overview | \$50.00

C. ASQ: SE | \$50.00

D. All About ECERS | \$10.00 per hour completed not to exceed \$50.00

E. Associates | \$50.00

F. **Optional** requirements: - Upload permit to the stipend if applicable (\$50.00)

- ECE Teacher Permit Stipend Application Forms | \$50.00

☐ Initial Stipend Program Meeting with Your Professional Growth Advisor

☒ CLASS Overview

☒ ASQ: SE

☒ All About ECERS

☐ Associates

1

We selected the three workshops added as requirements

**Count:** If you would like to apply the “Count” rule type, this means that you will require the participants to complete a certain minimum number of the three workshops selected based on the number you select in the “Number of Requirements” field. You can choose to require a minimum completion of only **one** of the three workshops by selecting “1,” or maybe you’d like to require a minimum completion of any **two** of the three workshops by selecting “2.”

Rule Type

Count

Rule Explanation

Number of Requirements

2

1

2

3

Options

Completed for each completed

\$ 0.00


☐ Complete at least 1 of the following

☐ CLASS Overview

☐ ASQ: SE

☐ All About ECERS

**Or:** If you would like to apply the “Or” rule type, this means that you will require the participants to complete only **one** of three workshops (*i.e., this one, this one, **OR** this one*).




 Or: Only one of the selected requirements need to be completed.

Rule Type




Or






☐ Complete one of the following






☐ CLASS Overview




☐ ASQ: SE



☐ All About ECERS



**And:** If you would like to apply the “And” rule type, this means that you will require the participants to complete all three of the workshops (*i.e., this one, this one, **AND** this one*).




 And: All of the selected requirements need to be completed.

Rule Type




And






☐ Complete all of the following






☐ CLASS Overview



☐ ASQ: SE



☐ All About ECERS



**Optional:** If you would like to apply the “Optional” rule type, this means that you will not require the participants to complete any of the three workshops if desired, as they are only optional. The participants will have the **choice** to complete any of the three workshops or not.

Optional: The selected requirements are optional.

Rule Type

Optional

☐ Optional requirements

☐ CLASS Overview

☐ ASQ: SE

☐ All About ECERS

**Not:** The “Not” rule essentially works to prevent participants with certain criteria from completing the stipend. For example, if you don’t want staff members who have received a Masters degree to participate in the stipend, you can add a “Master's Degree” education requirement and then apply a “Not” rule to that degree requirement. This translates to express: If you have completed a Master’s degree, you cannot participate in this stipend; in other words: you cannot have completed a Master’s degree to complete this stipend. Alternatively, you can not invite staff with a Master’s to the stipend.

Not: This requirement must not be completed.

Rule Type

Not

Stipend Amount: \$110.00 - \$300.00

Stipend Requirements:

A. Must **not** have completed:

- Masters

B. Initial Stipend Program Meeting with Your Professional Growth Advisor

C. Complete at least **1** of the following: (\$10.00 - \$150.00)

- CLASS Overview | \$50.00 **or**
- ASQ: SE | \$50.00 **or**
- All About ECERS | \$10.00 per hour completed not to exceed \$50.00

D. Associates | \$50.00

E. **Optional** requirements: - Upload permit to the stipend if applicable (\$50.00)

- ECE Teacher Permit Stipend Application Forms | \$50.00

☐ Must not have completed

☐ Masters

☐ Initial Stipend Program Meeting with

3

In the “Rule Explanation” text-box, enter a description of the rule to help staff members better understand the rule. This text will appear next to the rule title.

Rule Explanation

Upload permit to the stipend if applicable



☐ Optional requirements - Upload permit to the stipend if applicable

☐ ECE Teacher Permit Stipend Application Forms

4

Enter the payment options for completing the stipend requirement. The payment options listed on your screen may differ from the image below depending on the “Rule Type” you selected in step #2.

Payment Options

Amount earned for each completed requirement ⓘ

\$ 0.00

Amount earned for completing this rule ⓘ

\$

Amount not to exceed ⓘ

\$ 0.00

If there are multiple requirements, you may check the box at the bottom of the modal to make the payment amount equal to the highest amount from completed requirements, if applicable.

☐ Amount is highest amount from completed requirements

5

Click “Save.”

Cancel

Save

Once you click save, your rule will be applied to the list of Stipend Requirements.

**Stipend Amount:** \$100.00 - \$300.00




**Stipend Requirements:**

A. ECE Teacher Permit Stipend Application Forms | \$50.00




B. Complete **one** of the following: (\$50.00 - \$300.00)

- Commit to a Professional Growth Plan | \$50.00 **or**
- Instructional Leadership - PAS | \$10.00 per hour completed not to exceed \$50.00 **or**
- Associates | \$50.00




☐ ECE Teacher Permit Stipend Application Forms






☐ Complete one of the following






☐ Commit to a Professional Growth Plan



☐ Instructional Leadership - PAS



☐ Associates



As soon as you set-up the requirements for your stipend track, then it is time to think about who in your county is going to participate in the stipend.

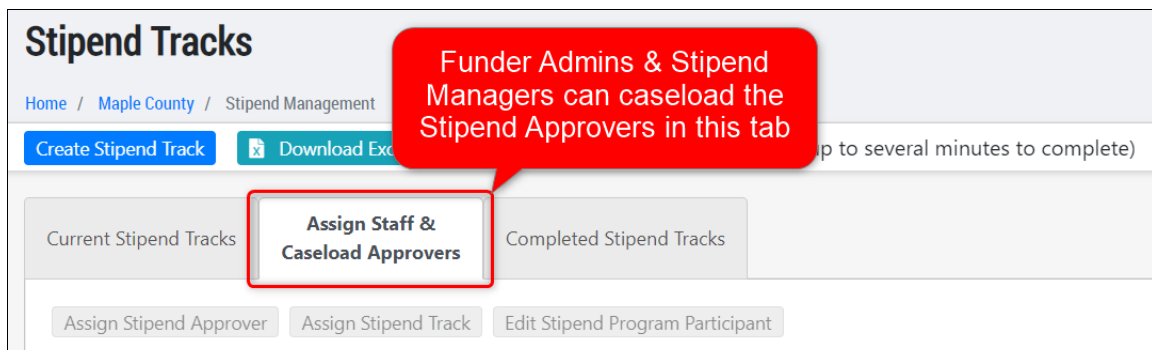
For details and instructions on how to manage and update stipend requirements for each assigned staff, please refer to the instruction sheet titled, "[Updating Stipend Requirements.](#)"



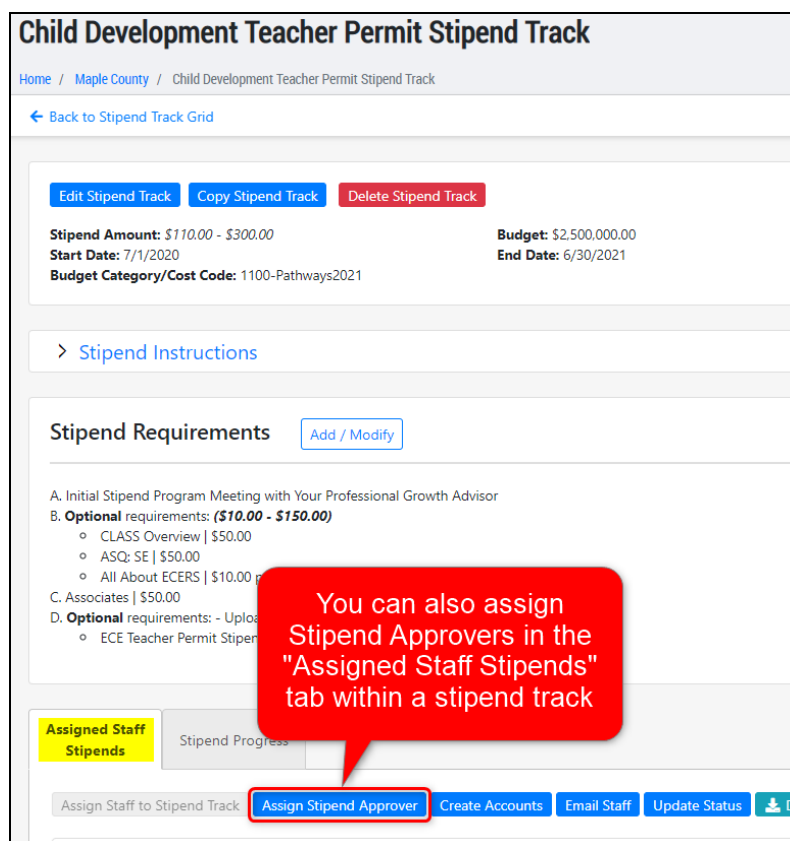
# Assigning Stipend Approvers

A Stipend Approver will be assigned a caseload of ECE staff. The role will act as a case manager for their caseload staff, assigning staff to stipend tracks and then reviewing and approving the stipend requirements that a staff member completes. The Stipend Approver role does not have the ability to edit the details of the stipend track, such as budgeting, but does have functionality within the “Assigned Staff Stipends” and “Stipend Progress” grids, such as creating staff accounts, emailing participating staff, updating the status of the stipend for each participating staff, and approving completed requirements for each staff caseloaded to them.

The Funder Admin and Stipend Manager roles can assign Stipend Approvers from the “Assign Staff & Caseload Approvers” tab on the Stipend Tracks landing page.



Stipend Approvers can also be assigned from the “Assigned Staff Stipends” grid within a stipend track. This way to caseload Stipend Approvers will be reviewed after the first method mentioned above.



1

Within the “Assign Staff & Caseload Approvers” tab, you have the ability to assign a Stipend Approver to one staff member at a time or to multiple staff members at one time. The “[Assign]” in red font is used to indicate that a Stipend Approver has not yet been assigned to the staff member.

**Individually** - To assign a Stipend Approver to one staff member, click on “[Assign]” in the “Stipend Approver” column for that staff member.

Current Stipend Tracks | **Assign Staff & Caseload Approvers** | Completed Stipend Tracks

Assign Stipend Approver | Assign Stipend Track | Edit Stipend Program Participant

Search:  Show 10 entries Filters Showing 1 to 10 of 1,163 entries

| Stipend Approver | Staff ID        | Staff Name             | Stipend Track | Staff Account  |
|------------------|-----------------|------------------------|---------------|----------------|
| [Assign]         | HR2036201841157 | Isabella Lenore Acosta | [Assign]      | IsabellaAcosta |

Click to assign a Stipend Approver to this staff member

**Multiple at one time** - You can also assign the same Stipend Approver to many staff members at one time. First select all the staff members in the grid and then click the blue “Edit Stipend Program Participant” button at the top of the tab. Note: The Stipend Approver selected will be the one assigned to every staff member selected.

Current Stipend Tracks | **Assign Staff & Caseload Approvers** | Completed Stipend Tracks

Assign Stipend Approver | Assign Stipend Track | Edit Stipend Program Participant

Search:  Show 10 entries Filters Showing 1 to 10 of 1,163 entries 3 rows selected

| Stipend Approver | Staff ID     | Staff Name       | Stipend Track   | Staff Account   | WF ID# |
|------------------|--------------|------------------|---|-----------------|--------|
| [Assign]         | HR10233991   | Zach Tenna       | BA Track (2020-2021)<br>CA Workforce Pathways Stipend Track 2020-21 | zteacher        |        |
| [Assign]         | HR8517182    | Ana Smith        | [Assign]  | Wizard          |        |
| [Assign]         | HR1372214445 | Wilburn O'Reilly | [Assign]  | WilburnO'Reilly |        |
| [Assign]         | HR1438150802 | Wendy Farmer     | CA Workforce Pathways Stipend Track 2020-21                         | WendyFarmer     |        |

2

In the pop-up modal that appears, select “Assign Stipend Approver” at the top. Then select one of the Stipend Approvers listed. This modal will include all staff that have been assigned the Stipend Approver role at your county. Lastly, click “Save.”

**Select Stipend Approver**

I want to: ☒ Assign Stipend Approver ☐ Unassign Stipend Approver

Search:  Show 10 entries

| Select                           | Name                       | Title   | Role             | Employer                         |
|----------------------------------|----------------------------|---|------------------|----------------------------------|
| <input type="radio"/>            | Emily Gonzales             | Professional Growth Advisor                     | Stipend Approver | Maple County Office of Education |
| <input type="radio"/>            | Rico Martinez              | QCC Coordinator                                 | Stipend Approver | Maple County Office of Education |
| <input type="radio"/>            | Jeffrey Rodriguez          | Professional Growth Advisor and QCC Coordinator | Stipend Approver | Maple County Office of Education |
| <input type="radio"/>            | Sarah SarahStipendApprover | Professional Growth Advisor                     | Stipend Approver | Maple County Office of Education |
| <input checked="" type="radio"/> | Kelly Tatari               | Professional Growth Coordinator                 | Stipend Approver | Maple County Office of Education |
| <input type="radio"/>            | Carly Wheaton              | Professional Growth Advisor and QCC Coordinator | Stipend Approver | Maple County Office of Education |
| <input type="radio"/>            | Jared Wolf                 | Professional Growth Advisor                     | Stipend Approver | Maple County Office of Education |

Showing 1 to 7 of 7 entries Previous 1 Next

Cancel Save

3

You can assign more than one Stipend Approver to an ECE staff member. You will simply follow the same steps as before either individually or multiple at one time.

**Individually** - Rather than on clicking “[Assign]” you will be clicking on any Stipend Approver’s name in that staff member’s cell. In the drop-down menu that appears, click “+Assign another stipend approver.” The same pop-up modal will appear where you select an additional stipend approver and then click “Save.”

**Assign Staff & Caseload Approvers**

Assign Stipend Approver Assign Stipend Track Edit Stipend Program Participant

Search:  Show 10 entries Filters Showing 1 to 10 of 1,163 entries

| Stipend Approver | Staff ID        | Staff Name             | Stipend Track | Staff Account  |
|------------------|-----------------|------------------------|---------------|----------------|
| Kelly Tatari     | HR2036201841157 | Isabella Lenore Acosta | [Assign]      | IsabellaAcosta |

+ Assign another stipend approver

| <input type="checkbox"/> | Stipend Approver   | Staff ID        | Staff Name             | Stipend Track | Staff Account  |
|--------------------------|--|-----------------|------------------------|---------------|----------------|
| <input type="checkbox"/> | <div> <div>Kelly Tatari</div> <div>Jared Wolf</div> </div> | HR2036201841157 | Isabella Lenore Acosta | [Assign]      | IsabellaAcosta |
| <input type="checkbox"/> | [Assign]   | HR18331         | Rivka Adair            | [Assign]      |                |

**Multiple at one time** - Select all staff members you'd like to assign the same approver to in the grid, then click the blue "Assign Stipend Approver" button. The same pop-up modal will appear where you select an additional stipend approver and then click "Save."

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

2

Assign Stipend Approver

Assign Stipend Track

Edit Stipend Program Participant

Search:  Show 10 entries  Showing 1 to 10 of 1,163 entries 3 rows selected

| <div>1</div>                        | Stipend Approver   | Staff ID | Staff Name | Stipend Track | Staff Account         | WFR ID#  |
|-------------------------------------|--|----------|------------|---------------|-----------------------|----------|
| <input checked="" type="checkbox"/> | <div> <div>Kelly Tatari</div> <div>Jared Wolf</div> </div> |          |            |               | IsabellaAcosta        | 10002546 |
| <input checked="" type="checkbox"/> | <div> <div>Kelly Tatari</div> </div>                       |          |            |               | RivkaAdair            | 10285938 |
| <input checked="" type="checkbox"/> | [Assign]   |          |            |               | AbbyAgencyFiscalAdmin | 1238     |

Will add a 3rd approver to this staff

Will add a 2nd approver to this staff

Will add the 1st approver to this staff



| <input type="checkbox"/> | Stipend Approver  | Staff ID        | Staff Name             | Stipend Track | Staff Account  |
|--------------------------|---|-----------------|------------------------|---------------|----------------|
| <input type="checkbox"/> | <div> <div>Kelly Tatari</div> <div>Carly Wheaton</div> <div>Jared Wolf</div> </div> | HR2036201841157 | Isabella Lenore Acosta | [Assign]      | IsabellaAcosta |
| <input type="checkbox"/> | <div> <div>Kelly Tatari</div> <div>Carly Wheaton</div> </div>                       | HR18331         | Rivka Adair            | [Assign]      | RivkaAdair     |
| <input type="checkbox"/> | <div> <div>Carly Wheaton</div> </div>   | HR13077205      | Abby Adams             | [Assign]      | AbbyAdams      |

5

If you would like to **remove a Stipend Approver**, click on any individual Stipend Approver's name in a staff member's row or select multiple staff members in the grid (*which are the same starting points described above to assign a Stipend Approver individually or multiple staff members at one time*).

Current Stipend Tracks | **Assign Staff & Caseload Approvers** | Completed Stipend Tracks

**Assign Stipend Approver** | Assign Stipend Track | Edit Stipend Program Participant

Search:  Show 10 entries Filters Showing 1 to 10 of 1,163 entries **6 rows selected**

|                                     | Stipend Approver           | Staff ID        | Staff Name             | Stipend Track | Staff Account         | WFR ID# |
|-------------------------------------|----------------------------|-----------------|------------------------|---------------|-----------------------|---------|
| <input type="checkbox"/>            | Kelly Tatari<br>Jared Wolf | HR2036201841157 | Isabella Lenore Acosta | [Assign]      | IsabellaAcosta        | 100029  |
| <input checked="" type="checkbox"/> | Kelly Tatari               | HR18331         | Rivka Adair            | [Assign]      | RivkaAdair            | 102859  |
| <input type="checkbox"/>            | [Assign]                   | HR13077205      | Abby Adams             | [Assign]      | AbbyAgencyFiscalAdmin | 1238    |
| <input checked="" type="checkbox"/> | Jared Wolf                 | HR1230124736    | Barton Adams           | [Assign]      |                       |         |

Individually: Click on any Stipend Approver's name in a staff member's row

+ Assign another stipend approver

In the pop-up modal, if you select “Unassign Stipend Approver,” any Stipend Approver assigned to the staff member will be removed. This means that if two Stipend Approvers are assigned to a staff member, both will be removed upon clicking “Save.”

Select Stipend Approver

I want to: ☐ Assign Stipend Approver ☒ Unassign Stipend Approver

Cancel Save

## Assigning Stipend Approvers Within a Stipend Track

- 1 First navigate to the “Assigned Staff Stipends” tab within a stipend track. The grid containing all invited/participating staff will display a column titled “Stipend Approver.” The “[Assign]” in red font in this column is used to indicate that a Stipend Approver has not yet been assigned to the staff member.

The screenshot shows the 'Assigned Staff Stipends' tab. At the top, there are buttons: 'Assign Staff to Stipend Track', 'Assign Stipend Approver', 'Create Accounts', 'Email Staff', 'Update Status', and 'Download Filtered Staff Mailing Labels'. Below these are filter sections for Status, Agency, Site, Highest Approved Permit, Role, and Stipend Approver. A search bar and 'Apply filters' button are also present. The main grid displays staff members with columns: Stipend Track, Staff ID, Name, Agency, Sites, Stipend Approver, Status, Completed Requirements, Total Earned, and Notes. A red box highlights the '[Assign]' button in the 'Stipend Approver' column for the first staff member.

| Stipend Track                | Staff ID        | Name            | Agency                          | Sites                                  | Stipend Approver | Status    | Completed Requirements | Total Earned | Notes |
|------------------------------|-----------------|-----------------|---------------------------------|--|------------------|-----------|------------------------|--------------|-------|
| <a href="#">View Stipend</a> | HR9055341       | Selina Martinez | Applebank USD                   | Central State Preschool, Riverbank CDC | [Assign]         | Available | 0 out of 5             | \$0.00       |       |
| <a href="#">View Stipend</a> | HR1327014503    | Mittie Lin      | Applebank USD                   | Allen State Preschool                  | [Assign]         | Available | 0 out of 5             | \$0.00       |       |
| <a href="#">View Stipend</a> | HR1974133618598 | Melanie Preezo  | Allred Child Development Center |  | [Assign]         | Available | 0 out of 5             | \$0.00       |       |

- 2 As described previously, there are two ways you can assign a Stipend Approver: individually or multiple staff at a time.

**Individually** - To assign a specific staff member a Stipend Approver, click the red “[Assign]” button in the “Stipend Approver” column in that staff member’s row.

This is a close-up of the staff grid from the previous screenshot. It shows the first two rows of data. A red box highlights the '[Assign]' button in the 'Stipend Approver' column for the first staff member.

| Stipend Track                | Staff ID     | Name            | Agency        | Sites                                  | Stipend Approver | Status    | Completed Requirements | Total Earned | Notes |
|------------------------------|--------------|-----------------|---------------|--|------------------|-----------|------------------------|--------------|-------|
| <a href="#">View Stipend</a> | HR9055341    | Selina Martinez | Applebank USD | Central State Preschool, Riverbank CDC | [Assign]         | Available | 0 out of 5             | \$0.00       | (0)   |
| <a href="#">View Stipend</a> | HR1327014503 | Mittie Lin      | Applebank USD | Allen State Preschool                  | [Assign]         | Available | 0 out of 5             | \$0.00       | (1)   |

**Multiple at one time** - If you would like to assign multiple participating staff the same Stipend Approver, first select the staff in the grid. You can also click the checkbox next to the column titles to select all staff displayed in the grid.

Click this checkbox to select/unselect all staff displayed in the grid

Or select each row individually in the grid

| <input type="checkbox"/>            | View Stipend                 | Staff ID                        | Name             | Agency                          | Sites                                  | Stipend Approver | Status    | Completed Requirements | Total Earned |                      |
|-------------------------------------|------------------------------|---------------------------------|------------------|---------------------------------|--|------------------|-----------|------------------------|--------------|----------------------|
| <input checked="" type="checkbox"/> | <a href="#">View Stipend</a> | <a href="#">HR9055341</a>       | Selina           | Applebank USD                   | Central State Preschool, Riverbank CDC | [Assign] ▼       | Approved  | 0 out of 5             | \$0.00       | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | <a href="#">View Stipend</a> | <a href="#">HR1327014503</a>    | Mittie Lin       | Applebank USD                   | Allen State Preschool                  | [Assign] ▼       | Accepted  | 2 out of 5             | \$0.00       | <a href="#">View</a> |
| <input type="checkbox"/>            | <a href="#">View Stipend</a> | <a href="#">HR1974133618598</a> | Melanie Preezo   | Allred Child Development Center |  | [Assign] ▼       | Approved  | 0 out of 5             | \$0.00       | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | <a href="#">View Stipend</a> | <a href="#">HR20425778</a>      | Kendra Santos    | Applebank USD                   | Allen State Preschool                  | [Assign] ▼       | Approved  | 0 out of 5             | \$0.00       | <a href="#">View</a> |
| <input checked="" type="checkbox"/> | <a href="#">View Stipend</a> | <a href="#">HR13245306</a>      | Monica Rodriguez | Applebank USD                   | Riverbank CDC                          | [Assign] ▼       | Available | 0 out of 5             | \$0.00       | <a href="#">View</a> |
| <input type="checkbox"/>            | <a href="#">View Stipend</a> | <a href="#">HR18487741</a>      | AnaMaria Lopez   | Applebank USD                   | Forrest Avenue Head                    | [Assign] ▼       | Available | 1 out of 5             | \$40.00      | <a href="#">View</a> |

Click the blue “Assign Stipend Approver” button at the top of the tab.

Assigned Staff Stipends

Stipend Progress

Assign Staff to Stipend Track

**Assign Stipend Approver** Create Accounts Email Staff Update Status Download File

Status: - Select -

Agency: - Select -

Site: - Select -

Highest Approved Permit: - Select -

Role: Any

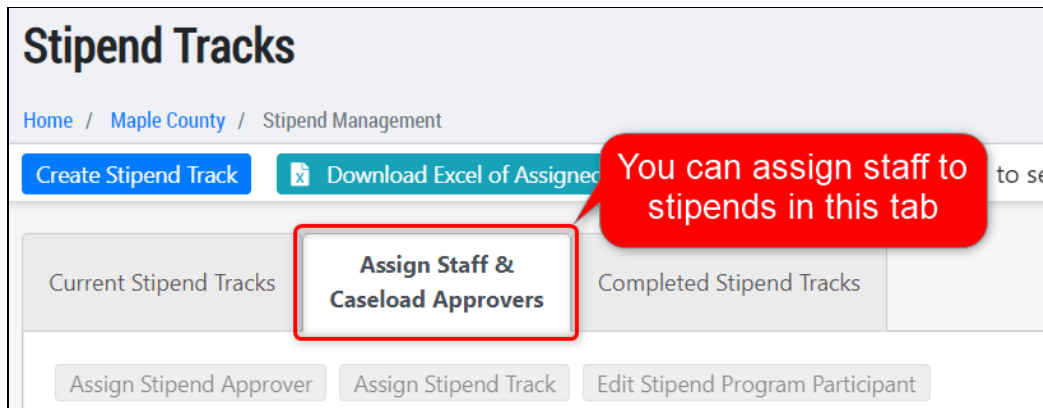
Stipend A: - Select -

Please follow the same steps as described previously to then assign or unassign the Stipend Approver.

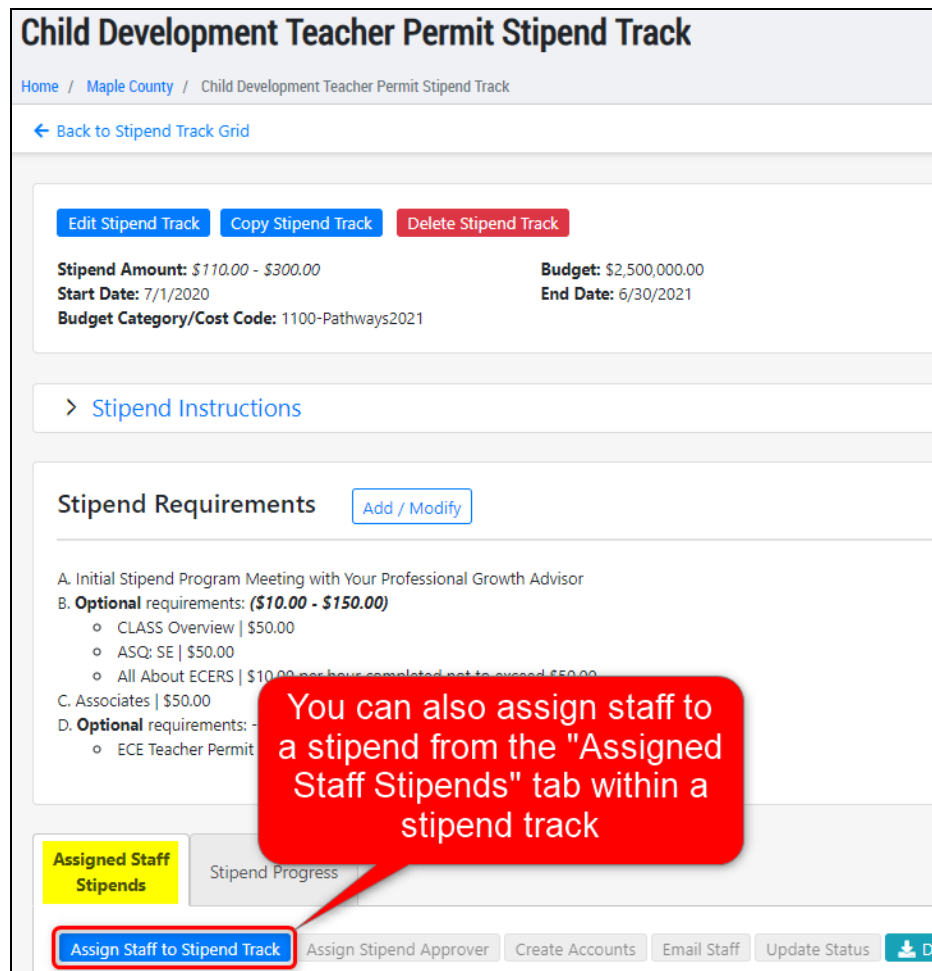
# Assigning Staff to the Stipend Track

Once you have created your stipend track, you will need to assign ECE staff to the stipend. Funder Admins, Stipend Managers, and Stipend Approvers can all assign staff to stipend tracks.

You can assign staff from the “Assign Staff & Caseload Approvers” tab on the Stipend Tracks landing page.



Staff can also be assigned from the “Assigned Staff Stipends” grid within a stipend track. This way to assign staff will be reviewed after the first method mentioned above.





1

Within the “Assign Staff & Caseload Approvers” tab, you have the ability to assign one staff member to a stipend individually or multiple staff members at one time. The “[Assign]” in red font is used to indicate that a staff member has not been assigned to any stipend tracks yet.

**Individually** - To assign a stipend to one staff member, click on “[Assign]” in the “Stipend Track” column for that staff member.

The screenshot shows the 'Assign Staff & Caseload Approvers' tab. At the top, there are three buttons: 'Assign Stipend Approver', 'Assign Stipend Track', and 'Edit Stipend Program Participant'. Below these is a search bar and a 'Show 10 entries' dropdown. A table with the following columns is displayed: 'Stipend Approver', 'Staff ID', 'Staff Name', 'Stipend Track', and 'Staff Account'. The first row shows 'Kelly Tatari' as the approver, 'HR2036201841157' as the staff ID, and 'Isabella Lenore Acosta' as the staff name. In the 'Stipend Track' column, there is a red '[Assign]' button. A red callout box points to this button with the text: 'Click to assign this staff member to a stipend track'.

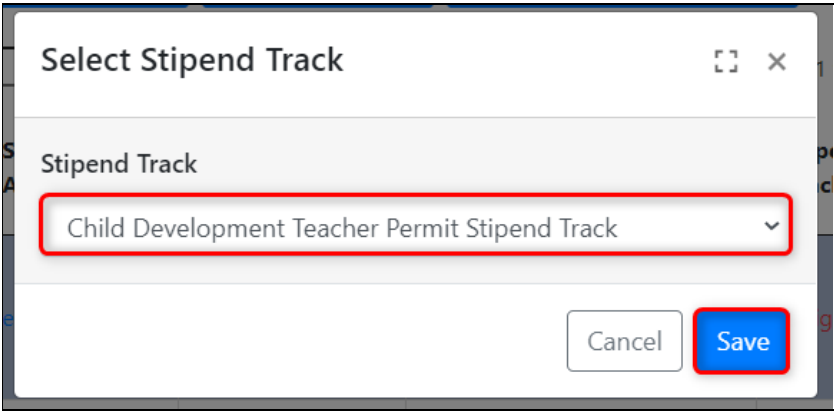
**Multiple at one time** - You can also assign the same stipend track to many staff members at one time. First select all the staff members in the grid and then click the blue “Assign Stipend Track” button at the top of the tab. Note: The stipend track selected will be the one assigned to every staff member selected.

The screenshot shows the 'Assign Staff & Caseload Approvers' tab with multiple staff members selected. The 'Assign Stipend Track' button is highlighted with a red circle and the number '2'. In the table, the first column (checkboxes) has four rows, with the first, third, and fourth rows checked. A red box labeled '1' highlights this column. The table data is as follows:

|                                     | Stipend Approver              | Staff ID        | Staff Name             | Stipend Track | Staff Account         |
|-------------------------------------|-------------------------------|-----------------|------------------------|---------------|-----------------------|
| <input checked="" type="checkbox"/> | Kelly Tatari                  | HR2036201841157 | Isabella Lenore Acosta | [Assign]      | IsabellaAcosta        |
| <input type="checkbox"/>            | Kelly Tatari<br>Carly Wheaton | HR18331         | Rivka Adair            | [Assign]      | RivkaAdair            |
| <input checked="" type="checkbox"/> | Carly Wheaton                 | HR13077205      | Abby Adams             | [Assign]      | AbbyAgencyFiscalAdmin |
| <input checked="" type="checkbox"/> | Jared Wolf                    | HR1230124736    | Barton Adams           | [Assign]      |                       |

2

In the pop-up modal that appears, select the stipend track from the drop-down menu. This list will include every **current** stipend track at the county. Then click “Save.”



Repeat this process for every stipend track you wish to assign to the staff.

3

Once a stipend track has been assigned to a staff member, they will be listed in that column on the grid. Click on any stipend track to view a drop-down menu that gives you access to navigate to that stipend record or to assign another stipend track to that staff member.

| Staff Name |                        | Stipend Track                                  | Staff Account  |
|------------|------------------------|--|----------------|
| 1157       | Isabella Lenore Acosta | Child Development Teacher Permit Stipend Track | IsabellaAcosta |
|            | Rivka Adair            | [Assign]                                       | RivkaAdair     |

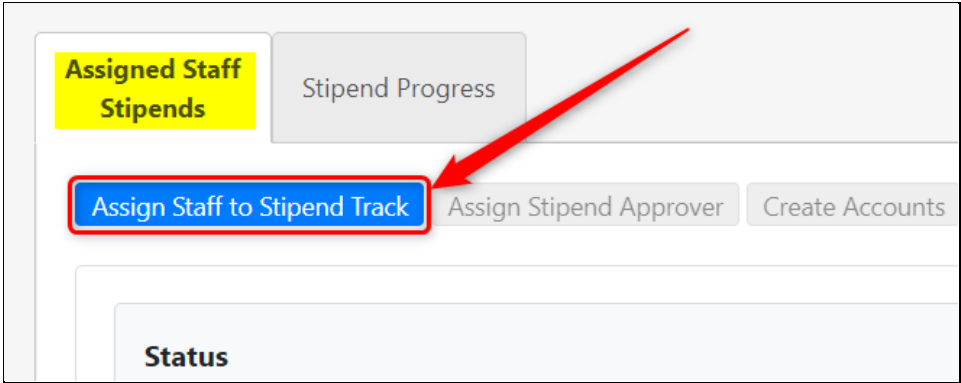
→ Go to this stipend track

+ Assign another stipend track

Assigning Staff Within a Stipend Track

1

To assign staff to the stipend track, click on the “Assign Staff to Stipend Track” button on the Stipend Track view-page.



A modal will appear in which you can assign and manage participating staff in the stipend program. This modal can be made smaller by clicking the minimize icon in the upper right-hand corner of the modal. To make the modal large again, click the expansion icon in the same spot.

Assign Staff to Stipend Track

Total Applied: \$0.00  
Total Application Pending: \$0.00  
Total Waitlisted: \$0.00

Total Allocated: \$0.00  
Total Approved: \$0.00  
Total Paid: \$0.00

Unassigned Agency Staff

QRIS Program  
- Select -

Agency  
- Select -

Site  
- Select -

Highest Degree  
- Select -

Highest Approved Permit  
- Select -

Role  
Any

Apply filters

Reset

Assign Selected Staff

Search:

Show 10 entries

Filters (1 applied)

Showing 1 to 10 of 1,153 entries

| Agency | Staff ID | Display Name | First Name | Middle Name | Last Name | Account | Highest Approved Permit | Highest Approved Degree | Roles |
|--------|----------|--------------|------------|-------------|-----------|---------|-------------------------|-------------------------|-------|
|--------|----------|--------------|------------|-------------|-----------|---------|-------------------------|-------------------------|-------|

Close



Assign Staff to Stipend Track

Total Applied: \$0.00  
Total Application Pending: \$0.00  
Total Waitlisted: \$0.00

Total Allocated: \$0.00  
Total Approved: \$0.00  
Total Paid: \$0.00

Unassigned Agency Staff

QRIS Program  
- Select -

Agency  
- Select -

2

To assign staff members, you must select them in the grid in the left-most column next to the “Agency” column. If you know the name of the staff member you’d like to assign, you can type their name into the search field. Then click the blue “Assign Selected Staff” button. That staff member will be removed from this grid and added to the “Assigned Staff Stipends” tab outside of this modal and the stipend will be available to them through their Hubbe staff account.

The screenshot shows a staff assignment interface. At the top, there are three filter sections: "Highest Degree" (dropdown: - Select -), "Highest Approved Permit" (dropdown: - Select -), and "Role" (dropdown: Any). Below these are "Apply filters" and "Reset" buttons. A red box labeled "3" highlights the "Assign Selected Staff" button. Below that, a search bar labeled "Search:" contains the text "Melanie", with a red box labeled "1" around it. To the right of the search bar is a dropdown showing "10" entries and a "Filters (1 applied)" button. Below the search bar, it says "Showing 1 to 6 of 6 entries (filtered from 1,153 total entries)" and "1 row selected". The main table has columns: Agency, Staff ID, Display Name, First Name, Middle Name, Last Name, Account, Highest Approved Permit, Highest Approved Degree, and Roles. The first row is selected, indicated by a checkbox and a red box labeled "2". The data for the first row is: Agency: Allred Child Development Center, Staff ID: HR1974133618598, Display Name: Melanie Preezo, First Name: Melanie, Middle Name: , Last Name: Preezo, Account: , Highest Approved Permit: , Highest Approved Degree: , Roles: Agency ASQ and Referral Contact. The second row is: Agency: Holy Family Preschool, Staff ID: HR2036201841125, Display Name: Melanie Nunez, First Name: Melanie, Middle Name: , Last Name: Nunez, Account: , Highest Approved Permit: , Highest Approved Degree: , Roles: Session Admin, Lead Teacher.

3

There are also six (6) search filters that you can use to filter the staff members in the grid: QRIS Program, Agency, Site, Highest Degree, Highest Approved Permit, and Role. Select as many items as you’d like in all the categories you’d like to filter for, and then click “Apply Filters.” The grid will then only display the staff members with the filtered criteria.

The screenshot shows the "Unassigned Agency Staff" filter interface. It has six filter sections: "QRIS Program" (dropdown: IMPACT), "Agency" (dropdown: 4 of 176 selected), "Site" (dropdown: Allen State Preschool (SI101.1), Riverbank), "Highest Degree" (dropdown: - Select -), "Highest Approved Permit" (dropdown: Teacher, Site Supervisor, Program Dir..), and "Role" (dropdown: Any). Below these are "Apply filters" and "Reset" buttons. A red box labeled "Use the search field to search for an item in the list" points to the search field in the "Site" dropdown, which contains the text "Riverbank". Below the "Apply filters" button, there is an "Assign Selected Staff" button.

If you would like to assign everyone on the grid with your filtered criteria, as seen above, then click the checkbox above the grid in the leftmost column. This will select everyone currently displayed in the grid (*excluding* staff outside of these filter parameters).

After you have selected your staff members, click the “Assign Selected Staff” button. These staff members will disappear from this grid and be added to the grid in the “Assigned Staff Stipends” tab behind this modal and the stipend will be available to them through their Hubbe staff account.

Assign Selected Staff

2

Search:

Show 10 entries

Filters (2 applied)

Showing 1 to 10 of 20 entries

20 rows selected

| <div><input type="checkbox"/></div> | Staff ID      | Display Name                 | First Name          | Middle Name | Last Name | Account  | Highest Approved Permit | Highest Degree    |           |
|-------------------------------------|---------------|------------------------------|---------------------|-------------|-----------|----------|-------------------------|-------------------|-----------|
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR1372214424</a> | Avery Smith         | Avery       |           | Smith    | AverySmith              | Program Director  | Associate |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR10078160</a>   | Sara Marie Martinez | Sara        | Marie     | Martinez | SaraMartinez            |                   | Bachelors |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR1372214434</a> | Tess Rempel         | Tess        |           | Rempel   | TessRempel              | Associate Teacher | Associate |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR1372214430</a> | Ellia Bayer         | Ellia       |           | Bayer    | ElliaBayer              | Site Supervisor   | Bachelors |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR17533080</a>   | Donna Baser         | Donna       |           | Baser    | DonnaBaser              | Assistant Teacher | Associate |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR1853110273</a> | Barbra Waters       | Barbra      |           | Waters   | BartonWaters            | Teacher           | Associate |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR14217860</a>   | Jesse Kai Ocean     | Jesse       | Kai       | Ocean    | JesseOcean              |                   |           |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR20437131</a>   | Katherine Gomez     | Katherine   |           | Gomez    | KatherineGomez          | Assistant Teacher | High Sch  |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR8427025</a>    | Kevin Lanes         | Kevin       |           | Lanes    | KevinLanes              |                   | Masters   |
| <input checked="" type="checkbox"/> | Applebank USD | <a href="#">HR87908</a>      | Elena Lee Wester    | Elena       | Lee       | Wester   | ElenaWester             | Teacher           | Bachelors |

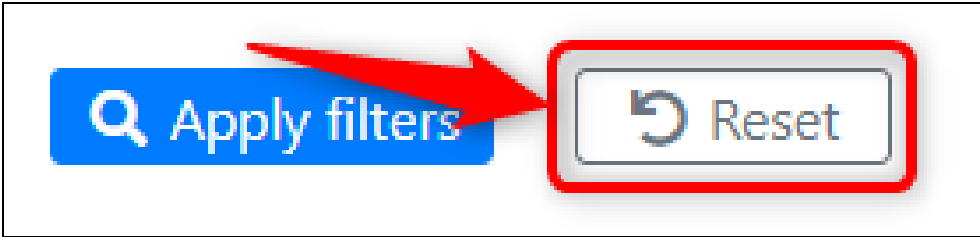
Previous

1

2

Next

To clear all your search filters in all filter categories, click the “Reset” button.



4

Once you have finished assigning staff to the stipend program, click the “Close” button in the modal. You will then see all the staff in the “Assigned Staff Stipends” tab. The grid displays the staff assigned to the stipend program. The grid presents useful information on staff participants and those who may potentially participate in the stipend track.

| Search:                  |                              | Show 10 entries | Filters (1 applied) | Excel                           | Showing 1 to 7 of 7 entries            |                          |           |                        |              |   |   |                         |                         |  |
|--------------------------|------------------------------|-----------------|---------------------|---------------------------------|--|--------------------------|-----------|------------------------|--------------|---|---|-------------------------|-------------------------|--|
| <input type="checkbox"/> | Stipend Track                | Staff ID        | Name                | Agency                          | Sites                                  | Stipend Approver         | Status    | Completed Requirements | Total Earned | Notes                                   | Account   | Highest Approved Permit | Highest Approved Degree | Roles                                    |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR9055341       | Selina Martinez     | Applebank USD                   | Central State Preschool, Riverbank CDC | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input type="checkbox"/> (0)            | <a href="#">LeadTeacher</a><br><a href="#">Reset Password</a>   | Teacher                 | Bachelors               | Session Admin, Lead Teacher, Teacher     |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR1327014503    | Mittie Lin          | Applebank USD                   | Allen State Preschool                  | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input checked="" type="checkbox"/> (1) | <a href="#">MittieLin</a><br><a href="#">Reset Password</a>     | Site Supervisor         | Bachelors               | Lead Teacher                             |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR1974133618598 | Melanie Preezo      | Allred Child Development Center |  | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input type="checkbox"/> (0)            | <a href="#">MelaniePreezo</a><br><a href="#">Reset Password</a> |                         |                         | Agency ASQ and Referral Contact          |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR20425778      | Kendra Santos       | Applebank USD                   | Allen State Preschool                  | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input type="checkbox"/> (0)            | <a href="#">KendraSantos</a><br><a href="#">Reset Password</a>  | Teacher                 | Associates              | Session Admin, Teacher                   |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR13245306      | Monica Rodriguez    | Applebank USD                   | Riverbank CDC                          | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input type="checkbox"/> (0)            | <a href="#">Teacher</a><br><a href="#">Reset Password</a>       | Teacher                 | Associates              | Session Admin, Teacher                   |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR18487741      | AnaMaria Lopez      | Applebank USD                   | Forrest Avenue Head Start              | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input type="checkbox"/> (0)            | <a href="#">AnaLopez2</a><br><a href="#">Reset Password</a>     |                         | Bachelors               | Site Admin                               |
| <input type="checkbox"/> | <a href="#">View Stipend</a> | HR10104071      | Emili Wong          | Applebank USD                   | Allen State Preschool                  | <a href="#">[Assign]</a> | Available | 0 out of 5             | \$0.00       | <input type="checkbox"/> (0)            | <a href="#">Emili.Wong</a><br><a href="#">Reset Password</a>    | Teacher                 | Bachelors               | Session Admin, Lead Teacher, Site Viewer |
| Previous <b>1</b> Next   |                              |                 |                     |                                 |  |                          |           |                        |              |   |   |                         |                         |  |

For details and instructions on how to manage staff in the grid, please refer to the instruction sheet titled, “[Managing Assigned Staff in a Stipend Track.](#)”

# Assigned Staff Perspective

When the assigned staff log-in to Hubbe, they will see a new item appear on their left-hand staff menu titled “Stipends” upon being assigned to the stipend. If the staff has already been assigned to stipends in the past, this menu item will already exist for them.

**Maple County**  
Supporting Children and Their Parents

**Mittie Lin**  
Home / Mittie Lin

[Edit](#) [Download Profile](#)

**Staff Menu**

- Mittie Lin
- Education
- Professional Development
- Professional Growth Plan
- Coach Logs
- ERS
- CLASS
- Stipends**
- Instructional Coaching Cycles
- Photo

**Staff IDs**

**Pinwheel ID:** HR1327014503  
**Workforce Registry ID:** 567854  
Link to Workforce Registry: <https://www.caregistry.org/>  
**Workforce Pathways Participant:** No

**Employment**

**Title:** Lead Teacher  
**Current Staff Roles:** Lead Teacher for Hedgehogs AM

**Work Contact**

**Employer:** ALUSD  
**Phone:** 1-517-327-9255  
**Email:** MittieLin@applebankusd.edu  
**Address:** 5988 River Valley  
Mapleton, CA, 90000

**Home Contact**

**Home Phone:** 555-515-2689  
**Cell Phone:** 555-913-9471  
**Email:** mittie.lin@gmail.com  
**Address:** 738 Via Montero  
Maple, CA, 91827

**Staff Information** Resume Builder Employment Information Immunization and Health Attachments Custom Fields

In this case, when Mittie Lin clicks into the menu item, the “Stipends” page will display the stipends available for her to apply to, her active stipends, and her completed stipends listed in their respective cards. Notice the stipend we just created and assigned to her is displayed in the “Stipends Available to Apply For” card.

**Stipends**  
Mittie Lin  
Home / Mittie Lin / Stipends

**Stipends Available to Apply For**

| Action                | Title  | Amount Available      | Dates Available      |
|-----------------------|--|-----------------------|----------------------|
| <a href="#">Apply</a> | Child Development Teacher Permit Stipend Track | \$100.00 - \$1,400.00 | 7/1/2020 - 6/30/2021 |


**Your Active Stipends**

| Title   | Status   | Date Applied | Earned To Date | Amount Available    | Dates Available      |
|---|----------|--------------|----------------|---------------------|----------------------|
| Maple County Stipend BA Track (2020-21)           | Applied  | 11/18/2020   | \$0.00         | \$110.00 - \$150.00 | 7/1/2020 - 6/30/2021 |
| Pathway to Quality Stipend 20/21 Higher Education | Accepted |              | \$0.00         | \$1,000.00          | 11/1/2020 - 6/1/2021 |
| CA Workforce Pathways Stipend Track 2020-21       | Approved | 8/31/2020    | \$2,500.00     | \$1,350.00          | 7/1/2020 - 7/1/2021  |

**Your Completed Stipends**

| Title  | Status    | End Date  | Total Earned | Date Applied |
|--|-----------|-----------|--------------|--------------|
| Associate Degree to Transfer Track 2019-2020 | Available | 6/30/2020 | \$0.00       |              |
| BA Degree Track 2019-2020                    | Available | 6/30/2020 | \$0.00       |              |
| Assistant Teacher ECE Permit 2019-2020       | Available | 6/30/2020 | \$0.00       |              |
| Quality Counts BA Degree Track               | Available | 6/30/2019 | \$0.00       |              |

Before Mittie Lin decides to apply for the stipend, she may want to review the requirements, which she can do by clicking the title of the stipend. This will lead her to the stipend track page.



## Stipends

Mittie Lin

[Home](#) / [Mittie Lin](#) / [Stipends](#)

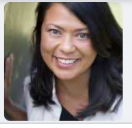
### Stipends Available to Apply For

| Action                | Title  | Amount Available      | Dates Available      |
|-----------------------|--|-----------------------|----------------------|
| <a href="#">Apply</a> | <a href="#">Child Development Teacher Permit Stipend Track</a> | \$100.00 - \$1,400.00 | 7/1/2020 - 6/30/2021 |

### Your Active Stipends

| Title   | Status   |
|---|----------|
| <a href="#">Maple County Stipend BA Track (2020-21)</a>           | Applied  |
| <a href="#">Pathway to Quality Stipend 20/21 Higher Education</a> | Accepted |
| <a href="#">CA Workforce Pathways Stipend Track 2020-21</a>       | Approved |





## Child Development Teacher Permit Stipend Track

Mittie Lin

[Home](#) / [Mittie Lin](#) / [Child Development Teacher Permit Stipend Track](#)

[Add Attachments/Notes](#)

The Status of your Stipend Track is **Available**

The status of the stipend program will be displayed here

[> Stipend Description and Instructions for Applying](#)

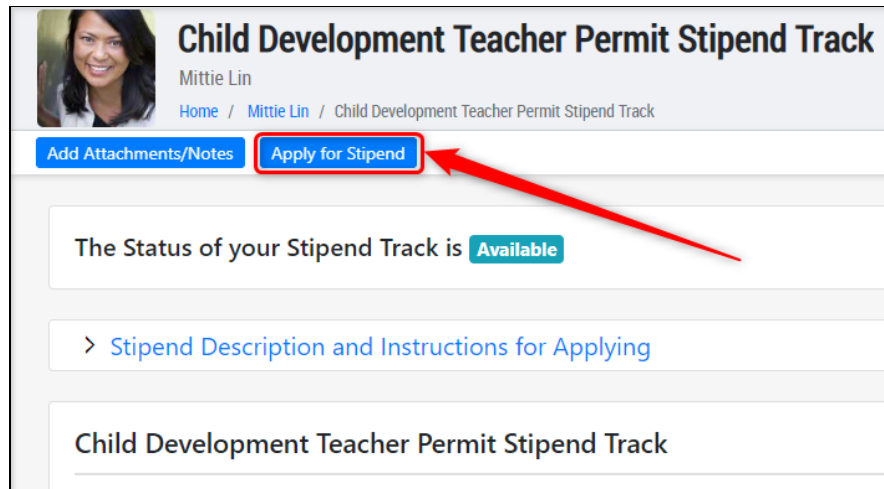
### Child Development Teacher Permit Stipend Track

**Stipend Amount:** \$100.00 - \$150.00  
**Completion Status:** In Progress  
**Completed Requirements:** 1 out of 2  
**Applied On:** 11/18/2020  
**Total Earned:** \$50.00

### Stipend Requirements



A staff member can then apply for the stipend within the stipend track page by clicking “Apply for Stipend” at the top of the page. The staff member can also apply for the stipend on their “Stipends” page by clicking the blue “Apply” button next to the appropriate stipend in the “Stipends Available to Apply for” card.



**Child Development Teacher Permit Stipend Track**  
Mittie Lin  
Home / Mittie Lin / Child Development Teacher Permit Stipend Track

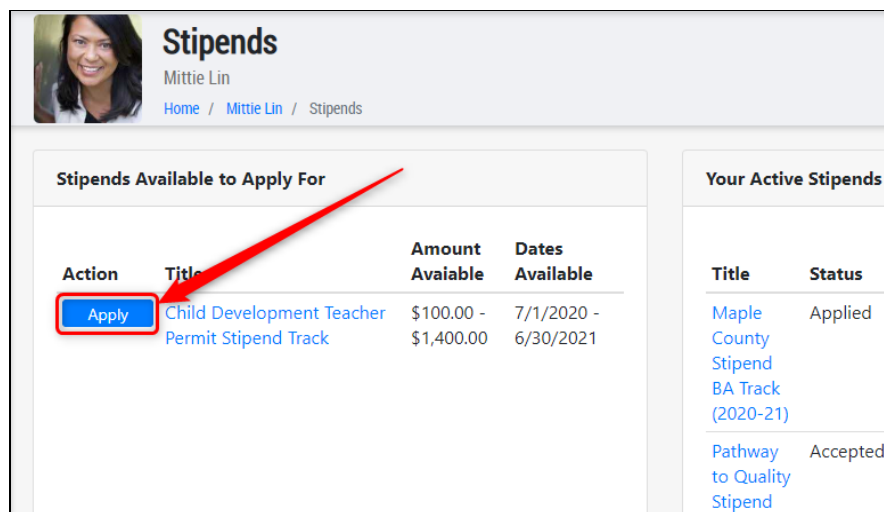
[Add Attachments/Notes](#) [Apply for Stipend](#)

The Status of your Stipend Track is **Available**

> [Stipend Description and Instructions for Applying](#)

Child Development Teacher Permit Stipend Track

~OR~



**Stipends**  
Mittie Lin  
Home / Mittie Lin / Stipends

**Stipends Available to Apply For**

| Action                | Title  | Amount Available      | Dates Available      |
|-----------------------|--|-----------------------|----------------------|
| <a href="#">Apply</a> | Child Development Teacher Permit Stipend Track | \$100.00 - \$1,400.00 | 7/1/2020 - 6/30/2021 |

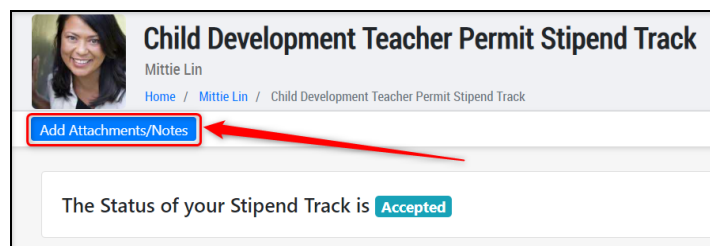
**Your Active Stipends**

| Title                                   | Status   |
|---|----------|
| Maple County Stipend BA Track (2020-21) | Applied  |
| Pathway to Quality Stipend              | Accepted |

When a staff member completes a requirement, a green icon containing the dollar value awarded will appear under the “Completed” column in the “Stipend Requirements” grid.

| Stipend Requirements  |   |                    |              |
|---|---|--------------------|--------------|
| Status  |   | Completed          | Total Earned |
|   | Complete <b>one</b> of the following: (\$0.00 - \$50.00)                  |                    | \$50.00      |
| In Progress   | CLASS Overview   \$50.00  | or                 |              |
| In Progress   | ASQ: SE   \$50.00   | or                 |              |
| Completed   | All About the ECERS   \$10.00 per hour completed<br>not to exceed \$50.00 | \$20.00 2.00 hours |              |
| In Progress   | Associates   \$50.00  |                    |              |
| Optional requirements: - Upload permit to the stipend if applicable (\$50.00) |   |                    |              |
| In Progress   | ECE Teacher Permit Stipend Application Forms   \$50.00                    |                    |              |
| Total   |   |                    | \$50.00      |

The ECE Staff member can add attachments and notes for their stipends by clicking on the blue “Add Attachments/Notes” at the top of their page. This will allow the ECE workforce and those managing the stipend track to easily communicate with one another.



Once the note is saved it will appear below the “Add Note” field. The “By” column will display the workforce member’s account name.

| Notes   |           |            |
|---|-----------|------------|
| Save Note   |           |            |
| Add Note  |           |            |
| I dropped my class at Grossmont College and enrolled in Southwestern. |           |            |
| Note  | By        | Date       |
| I dropped my class at Grossmont College and enrolled in Southwestern. | MittieLin | 11/19/2020 |

The “Stipend Approver” will be able to see the note and can respond.

| Note(s)   |                 |          |
|---|-----------------|----------|
| Note  | By              | Date     |
| That is fine as long as you complete the requirement before the deadline. | StipendApprover | 9/9/2019 |
| I dropped my class at Grossmont College and enrolled in Southwestern.     | DonnaBaser      | 9/9/2019 |

This feature allows the communication between the workforce, “Stipend Approver” and “Stipend Manager” to be documented in one convenient location inside of Hubbe. If there is ever a situation that requires you to reference correspondence and directions given to the workforce member, you can look here.

The workforce member does not have the ability to delete notes, only the roles “Stipend Manager” and “FunderAdmin” can delete notes.

There is also the ability to add attachments. This is where applications, forms, and other documents would be uploaded and saved. Any kind of documents that are required should be attached here. Both the participating staff and stipend manager can add attachments making this feature a convenient way to manage documents for stipends.

To add attachments, first click the “Choose Files” button, then select the correct file, and then click “Open.” Your attachment will then appear under the “Existing Attachments” title.

