



Stipend for Early Educators Professional Development (SEEPD) Handbook:

A Policy and Application Guide for Early Educators



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I. Introduction to SEEPD

A. What is SEEPD

The Stipend for Early Educator Professional Development (SEEPD) is a pilot program of the Department of Early Childhood's Workforce Initiative launched in Spring 2024 to support educators working at City-funded early care and education programs in meeting professional development and higher education milestones through financial incentives.

B. Eligibility

Applicants must meet ALL of the following criteria to be eligible:

- Be employed at a DEC-funded Early Learning For All site; **AND**
- Be a participant in Spring 2026 CARES* 3.0 or a current EESSG** participant; **AND**
- Have a California Workforce Registry ID associated with an up-to-date Registry profile

*CARES is the compensation and retention for early educator stipend, more information available: [CARES 3.0 - DEC Provider Portal](#)

**EESSG is the Early Educator Salary Support Grant, more information available: [Early Educator Salary Support Grant - DEC Provider Portal](#) Employees are recommended to check with their agency's administrator about their participation in EESSG.

Applicant must be employed at a SEEPD-eligible Early Learning For All site both at the time of application and when the stipend check is issued.

C. SEEPD Stipend Types and Policy

Currently, SEEPD stipends are organized into five types: Child Development Permit, College-level Coursework or Credit, Degree Attainment, Course-Based Specialization Certificates, and Foreign Transcript Evaluation Support. Educators may be eligible for multiple stipend types as they complete different milestones. For example, an educator may be eligible for the Child Development Permit stipend by obtaining a permit, and may also be eligible for the College-level Coursework or Credit stipend by completing courses.

Within each stipend type, milestones represent specific achievements or completed activities. For example, in the Child Development Permit stipend types, milestones may include obtaining a new permit, or renewing an existing permit. Educators may be eligible for either one or multiple milestones, depending on the stipend type.

- **Child Development Permit:** Obtained a new, upgraded, or renewed Child Development Permit
 - One stipend will be awarded based on the highest-level permit earned during the program period (July 1, 2025 to June 30, 2026).
 - Permits issued or approved by the Commission on Teacher Credentialing (CTC) during the program period may be eligible for the stipend. Permit applications submitted prior to the program period may qualify, provided the permit is issued or approved during the program period (July 1, 2025 to June 30, 2026) and all required documentation is submitted.
 - A stipend may be issued only once per permit. Permits that have been considered for a stipend are not eligible for additional stipends in subsequent program periods, regardless of the permit's issuance or validity dates.
 - Permit downgrades are not eligible. For example, if a Site Supervisor Permit was issued and a new Teacher Permit is obtained, the Teacher Permit is not eligible.

- **College-level Coursework or Credit:** Completed college- and/or graduate-level coursework at a [*regionally accredited institution of higher education](#) towards the following professional development milestones: an Associate's, Bachelor's, or Master's degree in early childhood education/child development or towards a Child Development Permit.
 - Units may be General Education (GE) or Electives but must be part of achieving a professional development milestone in Early Childhood Development/Education or towards a Child Development Permit.
 - A total of three 1-unit courses are eligible for this stipend.
 - Up to 6 semester-units of English as a Second Language (ESL) courses are eligible for this stipend.
 - Eligible coursework or units must be completed with a grade of "C" or higher.
 - Semester or semester-equivalent units are eligible. Units are calculated in semester units. Quarter units are converted to semester units by dividing by 1.5.
 - Pass/No pass coursework is NOT eligible for the stipend.
 - Courses must be part of an Education/Academic plan at the college/university.
 - Courses must be completed within the program year: Summer 2025, Fall 2025, Winter 2026, Spring 2026 (July 1, 2025 and June 30, 2026).

- **Degree Attainment:** Conferred/Awarded Associate's, Bachelor, or Master's degree in early childhood education/child development at a [*regionally accredited institution of higher education](#).
 - Degrees in other fields of study or earned from other countries are not eligible for this stipend.
 - Degrees must be issued/conferred between July 1, 2025 and June 30, 2026.

- **Course-Based Specialization Certificates:** Completed course-based specialization certificate programs in Infant-Toddler Care, Special Education, or Dual Language Learning from a [*regionally accredited institution of higher education](#).
 - Applicants may receive stipends for multiple certificates across different focus areas during the program period. For example, applicants may be eligible for both Infant-Toddler Care and Special Education certificates.
 - Applicants are eligible for only one certificate stipend per focus area, regardless of the number of certificates earned within that area. For example, if an applicant earns two Special Education certificates, they are eligible for only one Special Education stipend.
 - College/University specialization certificates issuance dates must fall between July 1, 2025 and June 30, 2026.
 - City College of San Francisco's Infant/Toddler Care and Special Education certificates dated within the Spring semester may qualify for the stipend, as they are approved between July 1, 2025 to June 30, 2026.

- **Foreign Transcript Evaluation Support:** Completed foreign transcript evaluation from [CTC Approved Evaluating Agency](#).
 - The foreign transcript evaluation must be completed on a course-by-course basis.
 - Foreign transcripts must be evaluated by an approved organization listed on the Commission on Teacher Credentialing website. These organizations charge a fee, and applicants must follow their procedures, including submission of original and official documentation. For more information on transcript evaluation, visit the [Commission on Teacher Credentialing](#).

*Find [full list](#) of Commission on Teacher Credentialing accepted bodies of accreditation

All milestones must be completed during the program period of July 1, 2025 to June 30 2026 to be eligible for the stipend.

D. SEEPD Stipend Amount

The stipend matrix below details the amounts offered for milestones **completed between July 1, 2025 to June 30, 2026**. To calculate the total stipend, add the stipend amounts for milestone activities completed or to be completed by June 30 under each column.

Pilot -- Stipend for Early Educator Professional Development (SEEPD): Amounts Matrix		
CA Child Development Permit First-Time/Upgrade July 1, 2025 to June 30, 2026	Semester or Semester Equivalent Units Completed July 1, 2025 to June 30, 2026	Degree Completed July 1, 2025 to June 30, 2026
Assistant (First-Time) \$1,000	2-6 units \$2,000	Associate's degree \$5,000
Associate Teacher (First-Time/Upgrade) \$1,500	7-12 units \$4,000	Bachelor's Degree \$5,000
Teacher/Master Teacher (First-Time/Upgrade) \$3,000	13-18 units \$6,000	Master's Degree \$7,000
Site Supervisor (First-Time/Upgrade) \$2,000	19+ units \$8,000	
Program Director (First-Time/Upgrade) \$2,500		
OR	Course-Based Specialization Certificate in Infant Toddler Care/ Special Education/Dual Language: \$1,500	
All Child Development Permit Renewals \$1,000	Foreign Transcript Evaluation Support \$600	

EXAMPLES:
Units with New/Upgraded Permit \$1500 (Associate's Teacher Permit) + \$2000 (2-6 units) = \$3500
Units + Permit Renewal + Specialization \$1000 (Renewal Site Supervisor Permit) + \$4000 (7-12 units) + \$1500 (Specialization) = \$6,500
Units + Specialization \$4000 (7-12 units) + \$1500 (Specialization) = \$5500
Units with Degree \$6000 (13-18 units) + \$5000 (Bachelor's Degree) = \$11,000
Transcript Eval + Permit New/ \$600 (Eval) + \$2500 (Program Director Permit) = \$3100
Degree + Permit \$5000 (Bachelor's Degree) + \$3000 (Teacher/Master Teacher Permit) = \$8000

II. Preparing for SEEPD

Applicants must submit the appropriate documentation as evidence of milestone completion to qualify for the stipend. As some documents may require additional processing time from the relevant agency, applicants are encouraged to plan accordingly.

All required documents must be uploaded to the applicant's [California Early Care & Education Workforce Registry](#) account by the **application deadline of June 30, 2026**.

Applicants should carefully review the required documentation for the stipend type for which they are applying. *Missing or unclear documentation submitted/uploaded regardless of submission within the deadline may result in ineligibility for the stipend.*

Please note that Workforce Team will not send notifications regarding missing documentation. Applicants are responsible for ensuring that all required and complete documents have been successfully uploaded to their Registry account by application deadline.

Registry may send general notifications regarding submitted documents. Applicants may check their account and emails to ensure uploaded documents are not flagged.

A. Required documentation

- **Child Development Permit**
 - Applicants must upload **their new, upgraded, or renewed Child Development Permit** issued or approved by Commission on Teacher Credentialing (CTC) during the program period (July 1, 2025 to June 30, 2026).
 - Acceptable documentation includes a **copy of the permit, or a screenshot from applicant's Commission on Teacher Credentialing (CTC) account**. Documentation must clearly show the application's name, permit level, document number, issue date and expiration date.
 - For permits with an issuance date outside of the program period (July 1, 2025 to June 30, 2026), applicants must also upload **documentation**

from CTC showing that the permit was approved during the program period (July 1, 2025 to June 30, 2026). Acceptable documentation includes a notification from CTC or a screenshot showing the permit approval date in the applicant's CTC account.

- **College-level Coursework or Credit**

- Applicants must upload a **copy of an unofficial or official transcript** that includes the name of college/university, the applicant's name, the completed course(s), and the final grade(s).
- Applicants must also upload a **current Education/Academic Plan** for all General Education (GE) and/or English as a Second Language (ESL) course(s). The Education/Academic Plan must list the completed or planned courses for which the applicant intends to apply for the stipend. The education plan must also show that the coursework is part of a program leading to an Associate's, Bachelor's or Master's Degree in Early Child Development/Education or toward a Child Development Permit.

- **Degree Attainment**

- Applicants must upload **an unofficial or official transcript** that includes the name of college/university, the applicant's name, and the **degree conferral/issue date**.
- The degree conferral/issue date must be between July 1, 2025 to June 30, 2026.
- A degree diploma is NOT a required or sufficient document.

- **Course-Based Specialization Certificates**

- Applicants must upload their college or university Infant/Toddler Care/Special Education/Dual language **certificate(s), and transcript showing the certificate**, issued between July 1, 2025 to June 30, 2026.

- **Foreign Transcript Evaluation Support**

- Applicants must upload their completed course-by-course evaluated foreign transcript (issued between July 1, 2025 to June 30, 2026). Evaluations must be from [CTC Approved Evaluating Agency](#).

III. SEEPD Application Process

A. Before applying

- Please review the [step-by-step application guide to complete your application](#).
- Applicants need to ensure all information is accurate and current on [their Early Care & Education Workforce Registry](#) account, including email address, mailing and residential address, and employer. SEEPD communication will only be sent to the email and mailing addresses listed in applicants' Registry account.
- Applicants should ensure they are [subscribed to our email list with your email listed on the Registry](#) to receive communications. If applicants have unsubscribed from the email list, SEEPD related emails cannot be sent. It is the applicant's responsibility to remain subscribed to receive these updates.

B. Submitting an application

- All applicants must submit an application for Stipend for Early Educator Professional Development (SEEPD) during the application period, June 1 to June 30, 2026. The SEEPD application is only available in applicants' California Early Care & Education Workforce Registry account: <https://www.caregistry.org>.
- If the Registry is blocking an applicant from applying, this may be due to eligibility. Applicants should review the eligibility document and contact the Workforce Team if they believe their ineligibility is incorrect.

- Applicants must submit all required documentation for the applied stipend types by June 30, 2026. Documentation submitted after this deadline will not be considered for SEEPD 2026.
- Applicants need to upload a current [W9](#) to their Registry account. Please review the [W9 Form Guide](#) for support in filling this out. You may also reach out to Children's Council directly for support at support@childrenscouncil.org.

If no application is submitted in an applicant's Registry account by the end of the application period, the applicant will not be eligible for that round. There will be no exceptions.

C. Ensuring your application is Submitted

Confirmation email

After you have successfully applied, you should receive a confirmation email. This email may go to your Spam or Junk folder or may be blocked by your email provider. If you do not receive a confirmation email, please review the alternate steps listed below to ensure your application was successfully submitted.

- **Registry profile notification**
 - When you are logged in to your Registry account, you will see the notifications button in the top right corner of your screen. Once you have successfully applied, there will be a notification confirming this status.
- **Registry Stipend Status**
 - When you are logged in to your Registry account, on your home page you will see "My Stipends." Please click on this. You will see all current and previous stipend applications you have submitted. Please ensure that the Stipend for Early Educator Professional Development (SEEPD) application for the current application period is present. If it is not present, please apply again.
- **Contact the Workforce Team**

- If you are still unsure if your application was submitted, you may contact the Workforce Team via email at ECestipend@sfgov.org or leave a voicemail at 628-652-3005. Please include your full name and Registry ID number so we are able to better assist you. Please note that it often takes us between 2-3 business days to respond during application periods. We recommend trying to apply earlier in the application period, so you have time to ensure your application is successfully submitted.

D. After the Application

Once your application and required documents have been submitted, the Workforce Team will review your application and eligibility. During the review period, your stipend status will be moved from “Applied” to “In Progress” on the Registry. This status will not change again until your stipend request (s) are denied, or stipend checks are issued.

- **Eligibility and Estimates Email**

- This initial email will confirm your eligibility and provide an estimate based on the documents that have been submitted. The email will also specify the reason for your estimate.
- If you believe you have received an incorrect estimate, or if any of your information is incorrect, then you may file an appeal, and we will review your application and information.

E. Appeals

- **Appeal Notice and Timeline**

- If an applicant believes they have received an incorrect stipend estimate, they may file an appeal through the Appeal Survey link, within five (5) business days of the Department of Early Childhood’s issuance of notice for stipend Eligibility and Estimate.
- The Appeal Survey will close after five (5) business days. No appeals will be accepted after that.

- **Delivery of Appeal**

- Appeals must be made by completion and submission of the Appeal Survey by the given deadline.
- If applicants are having difficulty accessing the Appeals Survey, please contact the Workforce Team at ecestipend@sfgov.org before the given deadline.
- Appeals made orally (e.g. by telephone) or by email will not be considered.

- **Completing the Appeal Survey**

- Appeals must include a detailed description about why the applicant is appealing for any of the reasons listed below.

- **Appeal Reasons**

Applicants may appeal their SEEPD estimate for any of the following reasons:

- **Eligibility for SEEPD.** For example, if an applicant was denied due to not being a participant in Spring 2026 CARES or a current EESSG participant, but they have received Spring 2026 CARES or have confirmed with their agency administrator that they are a current EESSG participant, they may file an appeal.
- **Incorrect estimated amount.** For example, an applicant believes they should receive \$6000 for the applied stipend (s), but the estimate email shows only \$5000.
- **Missing a stipend.** For example, the applicant's Registry account shows that 3 stipends were applied for, but the estimate email only shows 2 stipends.
- **Missing information in originally submitted document.** For example, if an applicant submitted the transcript that is missing final grades, they may file an appeal and upload a complete transcript with final grade (s) during the appeal week.

Please note that if the required document(s) were not submitted by the June 30, 2026 deadline, the appeal will not be granted. No new documents will be accepted during the appeal period.

- **Appeals are denied in the following cases**
 - **Eligibility cannot be verified.** For example, an applicant files an appeal claiming they are a participant in Spring 2026 CARES or a current EESSG participant, but cannot provide proof and the Workforce team's records show ineligibility.
 - **Employment status.** The applicant is no longer working at an Early Learning for All (ELFA) site.
 - **Pending documentation was submitted.** For example, an applicant submitted a permit application by June 30, 2026, and provides the issued permit during the appeal period. The permit will not qualify for this program period due to late submission; however, the Permit milestone may qualify for the next SEEPD program year SEEPD if California Commission on Teacher Credentialing (CTC) approved documentation is provided in the next program period.
 - **New documentation submitted after application deadline.** For example, an applicant did not submit the transcript by the application deadline but uploads it to their Registry account during the appeal period. The appeal will be denied.
 - **Documentation does not support the appeal.** For example, an applicant appeals for additional College-level Coursework or Credit, but the submitted documentation does not show the total units requested.
 - **Stipend request (s) not included in the original application.** If an applicant submits an appeal for a stipend type that was not requested in the original application, the appeal will be denied.
 - **Submission is after the deadline.** If the appeal or any supplemental documents are submitted after the appeal period, the appeal will be denied.
 - **No appeal survey form is submitted.** The appeal survey form must be submitted within the appeal period using the link provided in the estimate email. Appeal submitted by voicemail or email to the Workforce team will not be accepted.

- **Appeal Determination**

- The final decision about an appeal is determined by the Workforce Team.
- Appeals outside the formal appeal process or outside the Workforce Team will not be considered.
- Please allow 10 business days after the appeal period closes to respond to your appeal.

F. Final Approval and Denial

After appeals have been processed and responded to, the Workforce Team will send a final email confirming your approval or denial status.

G. Checks Mailed Email

If approved, once the checks are mailed, applicant will receive an email notification. Checks typically arrive between 2-7 business days but may take longer during busy periods for the post office. If applicants have not received their check by the date indicated in the email, please contact Children's Council.

All checks above \$10,000 must be picked up from Children's Council's offices.

If your mailing address is different from your residential address, you will need to confirm this with Children's Council before your check is mailed.

Children's Council verifies all information on the W9 before checks are sent. The support team at Children's Council will reach out if there is something missing or incorrect with your W9. Failure to respond to Children's Council's requests within 3 weeks may result in applicant's stipend being forfeited.

Within one month of checks being mailed, the stipend status on the Registry will be updated from "Approved" to "Paid" with an amount.

H. Issues with your check

If there is an error in the amount on your check, please contact the Workforce Team as soon as possible.

If there is an issue with receiving your check, please wait until the date listed in the email to contact Children's Council.

Please note that reissuing a check may take a few days and require an in-person pick up.

- **Uncashed Checks**

- All SEEPD checks are valid for 90 days from the date the check was issued. If your check is lost or misplaced, please contact Children's Council support@childrenscouncil.org as soon as possible.
- If your check has not been cashed by the end of the 90-day period and you have not contacted Children's Council, a new check will not be reissued.
- If you will be out of town when checks arrive and you are unable to cash the check, please contact Children's Council as soon as possible to make alternate arrangements.
- It is the responsibility of the participant to contact Children's Council for check-related issues