

The Training and Longevity Supplement Program (TLS) is an annual award and wage supplement available to individuals who meet qualifying criteria. The TLS Program recognizes individual providers for their yearly achievements in the following two areas: Level of Career Ladder certification and years of continuous licensed experience in the same program/same site. Because the award is granted for the previous year achievements and you must be employed for that time, it is necessary to wait a full year before you may apply for subsequent awards. The TLS application takes approximately 8 weeks to process, which means many providers have seen their TLS dates continuously pushed back 2 months.

In an effort to solve this loss of time, CCPDI has made the following policy change:

Any TLS recipient who has received a TLS award the previous year and submits their current application within a 10 week window, will retain their current eligibility date. TLS eligibility dates are not to exceed 10 weeks back dating.

Please remember that TLS applications can only be received **1 week prior to your eligibility date** (the end date on your current award certificate). Applications received any earlier than 1 week will be returned to the recipient and can be resubmitted 1 week prior to their eligibility date.

What this means is that if your eligibility date is April 1, 2006, you may submit your application by March 27. The application will go through the processing time of 6 – 8 weeks, but when your certificate arrives, it will continue to show your eligibility date as April 1 rather than a date 8 weeks later. However, if you send in your application 3 months after your previous eligibility date (which is outside the 2 ½ month window) you will then be awarded a certificate with a new eligibility date (the date the application process was completed).

Also, remember these important points about the TLS program.

1. In order to be eligible you must be employed working with children birth to five at least 20 hours or school age children 10 hours in a licensed program (center or home). This includes teachers, teacher assistants, directors, and assistant directors. In most cases, cooks, van drivers, cleaning crew and others are not eligible.
2. You must have achieved a least one level on the Career Ladder, either Early Childhood or School Age. Your level on the CL must be with the age group you are currently working with.
3. You must be employed year round, with no more than 2 weeks vacation/school out during the year, AND you must be continuously employed with the same program/same location, for the number of years your are applying for.
4. You must be employed and working at the time you receive your wage supplement.

If you have any questions about Career Ladder or Training and Longevity Supplement, feel free to call Child Care Professional Development Institute at (801) 957-4469 or 1-888-963-8558