



Institute of *Excellence*  
in Early Care and Education

## **ACHIEVE**

### **Frequently Asked Questions**

#### **What is a CPT Training?**

CPT stands for Career Pathway Training and is a term used for trainings that have gone through the Registry Quality Assurance approval process and are classified as Tier 2. Tier 2 trainings are generally outcomes driven, at least 2 sessions in length and include some form of demonstration of transfer of learning, such as homework or an implementation plan. If the training was eligible for payment by SEEK scholarship, it will likely be considered for CPT hours. On the Registry Record, such trainings will fall under the category of "Registry Approved Quality Assurance". Trainings such as those from DCF, DOE and Center Trainer modules are considered Tier 1 trainings and will not be counted for CPT hours even though they are listed in the "Registry Approved Quality Assurance" section of the Registry report.

#### **Why are Career Pathway Trainings being included in this program?**

Research has shown that high quality, outcomes driven trainings that result in a transfer of learning from the training into the classroom result in better outcomes for our children.

#### **I'd like to know how many Career Pathway Training hours and courses I have recorded in the Registry. How do I access my Registry Report?**

Registry Members can access their report on the PBC Registry website - [www.pbcregistry.org](http://www.pbcregistry.org). Practitioners can log in at the upper right hand corner of the main page. You will need to enter your email address and password to access your Registry account. If you cannot remember your login information, click on Create Account and follow instructions to sign in or reset password. If additional assistance is needed you may contact the PBC Registry: (561) 740-7000 x4452 or [www.flchild.com](http://www.flchild.com).

#### **What if I change positions within my current site?**

For eligibility purposes, the employment timeframe is based on the start date at your current site, not the length of time you have been in your current position. As long as the new position is one of the positions eligible for ACHIEVE and you have been employed at the site for 12 consecutive months, your eligibility will remain.

#### **When will I receive my ACHIEVE payment?**

Checks will be sent 1 time per month by a company called Paychex. Depending on when your completed application is received, your payment should arrive within 6 weeks of that time.

**If I receive an ACHIEVE award and finish the requirements for a higher ACHIEVE award soon after, can I apply for the new award at any time?**

Once you apply for and receive an ACHIEVE award, you cannot apply for another award until a minimum of 12 months from your first completed application date (Anniversary Date).

**If I have received an ACHIEVE Award and I am applying for a renewal award, what timeframe is used to calculate CPT hours and/or course credits?**

For renewals, hours will be calculated for the 12 consecutive months prior to your application submission date.

**After I have received an award that is considered a Completion Point, what happens if I do not complete the renewal requirements (24 CPT hours and/or one 3 credit EC/CD course and/or 3 credit toward EC/CD Degree in past year)?**

You will not be able to reapply for that ACHIEVE award until you have completed the renewal requirements in a 12 month period. A new renewal/anniversary date will be established at that time.

**If I have a Master's Degree in a related field, what ACHIEVE award might I be eligible for?**

Option 7 on the College Credit Pathway provides an award for "Bachelor's Degree or higher" in a related field. Accepted related fields include, but are not limited to: elementary education, education, social work/sociology, psychology, family studies, special education and business administration.

**Option 8 on the College Credit Pathway provides an award for a Bachelor's Degree or higher with at least 24 EC/CD credits. Does the degree have to be in Early Childhood or a related field?**

To be eligible for this option, the degree can be in any field, as long as you have also completed 24 EC/CD credits.

**What if I apply for the wrong award?**

The ACHIEVE staff will thoroughly analyze all applications and determine which award is applicable. If a practitioner meets the criteria of more than one award, only one award will be provided and it will be awarded based on the higher monetary amount.