

November 13, 2009

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE KANSAS DEPARTMENT OF COMMERCE
AND
KANSAS CITY KANSAS COMMUNITY COLLEGE**

WHEREAS, the Kansas Department of Commerce (“Commerce”) is the recipient of the Kansas SRS Children Apprenticeship Project Grant (the “Grant”) and is the lead agency for various apprenticeship programs throughout the State; and

WHEREAS, the Early Childhood Associate Apprenticeship Program (ECAAP) is aimed at raising the quality of child care by providing college-level early childhood education to child care workers; and

WHEREAS, according to the terms of the Grant, Commerce can provide funds for educational stipends in the form of direct payment to the college for books, fees, and tuition for the required college credit of fifty (50) apprentices statewide; and

WHEREAS, Commerce works with child care agencies and various educational institutions to identify and train child care professionals interested in attending training under the ECAAP; and

WHEREAS, the parties agree that the training and credentialing of early childhood apprentices reduces turnover, increases wages, and provides a more stable environment for children, which in turn increases the quality of early care for Kansas children benefiting all citizens of the State of Kansas; and

WHEREAS, Kansas City Kansas Community College (hereinafter the “Participating Institution”) can provide the necessary training and credentialing of early childhood apprentices; and

WHEREAS Commerce and the Participating Institution enter into this Memorandum of Understanding (MOU) to provide instruction to participants in the ECAAP and payment therefore.

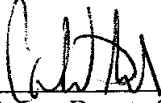
NOW, THEREFORE, we the undersigned, agree to the following conditions:

1. This MOU is for the term beginning July 1, 2009, and ending June 30, 2010.
2. The ECAAP requires twenty (20) hours of early childhood college credit over a two-year period.
3. The Participating Institution guarantees a minimum of ten (10) early childhood development credit hours will be taught over the course of one academic year.

4. Course selection must include those required for the Child Development Associate (CDA) National Credentialing Program with additional electives as the apprentices progress through the program, and must be offered in a time schedule and/or format where full time employees can access during off hours (i.e. night classes, weekend modules, and/or distance learning options.)
5. The Participating Institution shall submit a bill/invoice to Commerce for reimbursement from the Grant of tuition, fees and books awarded to the apprentices. Invoices will be submitted to: Attn: ECAAP Director, 150 N. Main, Suite 100, Wichita, Kansas 67202.
6. Each invoice submitted to Commerce by the Participating Institution shall include an itemized listing of the names of the apprentices, the name of the courses, number of credit hours and tuition, fees and book costs. Billings will become part of the Grant file.
7. ECAAP staff will review and verify all individual billings before ECAAP staff will recommend payment on any particular billing.
8. ECAAP staff will provide the Participating Institution an approved ECAAP participant list each semester. For efficient grant management, Commerce staff will submit a current list of active program participants to the financial aid/third party-billing department of colleges each semester.
9. Each semester, the Participating Institution will provide Commerce with all necessary information regarding grades and financial aid status of all apprentices enrolled at their institution.
10. The Participating Institution shall provide information about ECAAP operations through their internal communication to all administrative departments (Registrars office, enrollment personnel, bookstore, etc.).
11. The Participating Institution shall provide Commerce with early childhood curriculum updates each semester.
12. Invoices shall be submitted within thirty (30) days of any nonrefundable student drop period and prior to May 30, 2010.
13. Commerce will reimburse the Participating Institution within thirty (30) working days of receipt of the billings for eligible costs.
14. In the event funds from state, federal, or other sources are not continued or maintained at a level sufficient to allow for the performance of this MOU, Commerce or the Participating Institution may terminate the MOU in writing.

15. The Parties understand and agree that as this collaboration moves forward this MOU may require future modifications or changes to more accurately reflect the evolving agreement of the parties.

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Caleb Asher, Deputy Secretary

Date: 12/25/09

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Dr. Thomas R. Burke, President

Date: 11-19-09