



Approved  
Denied

**Early Learning Coalition of the Nature Coast**  
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

**Professional Development Reimbursement/Certification Program**  
**Preliminary Application for Program Participation**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Employer: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_ County: \_\_\_\_\_

**Course/Conference/Certification Information**

Title of Course, Conference, or Certification: \_\_\_\_\_

Course or Conference Dates and Location, if applicable: \_\_\_\_\_

Test Date, if applicable: \_\_\_\_\_

Course/Certification Costs: \_\_\_\_\_ Hotel Costs, if applicable: \_\_\_\_\_

**Directions for submission of this application and approval for participation in the program:**

***Note: Completed preliminary application and W-9 Form MUST be submitted in advance!***

1. Complete this preliminary application form and W-9 Form prior to registering for or attending the course or conference, as applicable. ***If activity requires proof of application to other scholarship programs, a copy of the application submitted and/or the status or outcome of the application MUST be attached, and/or a written statement signed by the program owner/director, if applicable.***
2. If you have questions, call Ingrid Ellis at (352) 563-9939 x228 (Citrus County), Tonya Hiers at (352) 490-5855 (Dixie, Gilchrist, or Levy County), or Sandra Woodard (352) 793-5430 (Sumter County)
3. Submit the completed application and W-9 Form to the Early Learning Coalition office for your county.

**Main Office**  
1564 N Meadowcrest Blvd  
Crystal River, FL 34429

**Chiefland Office**  
212 N Main St  
Chiefland, FL 32626

**Bushnell Office**  
114 Jumper Dr North  
Bushnell, FL 33513

*You may want to keep a copy of your preliminary application for your own records. Once your application has been received by the Coalition, it will be reviewed for compliance with program guidelines and available funding. The Coalition will notify you in writing of acceptance or denial. Upon completion of the course or conference, you will be required to submit a separate application for reimbursement, which will include a variety of documentation. Refer to the program guidelines for more information.*