

# **Using Your Alberta Child Care Grant Funding**

This workshop qualifies for Alberta Childcare Professional Development reimbursement.

## **Here's exactly how it works:**

### **Step 1: Register & Pay**

- Register for the Zoom workshop (\$75)
- Pay via credit card or e-transfer
- You'll receive confirmation email immediately

### **Step 2: Attend the Workshop**

- Participate in the full session (2.5–3 hours in-person OR 2–2.5 hours online)
- Engage with activities and discussion (Screens On & Chat Open)
- Must attend entire workshop to receive certificate

### **Step 3: Receive Your Certificate**

- Certificate emailed within 48 hours of workshop completion
- Includes your unique Alberta PD ID number
- Save PDF for your records

### **Step 4: Submit for Reimbursement**

- Log into your [\*\*Alberta childcare professional development portal\*\*](#)
- Upload your certificate
- Enter workshop details and PD ID number
- Submit claim

### **Step 5: Get Reimbursed**

- Typical processing time: 4–6 weeks
- Reimbursement deposited directly to your account
- You'll receive confirmation email when processed

Questions about PD funding eligibility or the reimbursement process?

✉ Email us at [hello@villageofplay.com](mailto:hello@villageofplay.com). I'm happy to help clarify!

Not sure if you qualify? Check the [\*\*Alberta government PD funding eligibility page\*\*](#)

