

**University of Oklahoma**  
**College of Continuing Education**  
**Center for Early Childhood Professional Development**  
**R.E.W.A.R.D. Oklahoma**  
**Participant Agreement**

This document is a agreement between the participant and the *Center for Early Childhood Professional Development*. The participant must read the following statements and sign that he/she understands the agreement. Please note that the *Center for Early Childhood Professional Development* reserves the right to modify the terms of this agreement.

***R.E.W.A.R.D. participant agrees to:***

- I. Acknowledge that receiving the full annual supplement is contingent upon completion of two six-month periods. An installment will be issued after each period, based on the education level and the work schedule of the participant over the six-month period completed. No portion of the award will be issued if the participant leaves his/her program prior to the completion of the entire six-month period. ***Leave time or summer breaks cannot be counted toward the completion of a commitment period.***
- II. Notify CECPD/R.E.W.A.R.D. regarding any changes to the following: employment status, level of education, position in facility, salary or hourly rate and the number of hours worked each week.
- III. Acknowledge that the supplements for this program are provided through the Oklahoma Department of Human Services, Division of Child Care and the payments will depend upon available funding. The participant's employer is not responsible for providing the supplement should funding no longer be available.
- IV. Report and pay any personal income taxes due on annual supplements as required by current tax law and to keep an updated W-9 in file with CECPD.
- V. Acknowledge that R.E.W.A.R.D. reserves the right to adjust commitment periods based on administration and/or fiscal needs.
- VI. Agree that the information provided in this contract is accurate, and if falsified can cause permanent removal from the R.E.W.A.R.D. Oklahoma program. In addition to being permanently removed from the program, the participant will be required to pay back his/her entire supplement to R.E.W.A.R.D. Oklahoma.

***CECPD/R.E.W.A.R.D. agrees to:***

- I. Award annual salary supplements twice a year as long as participants continue to meet eligibility requirements and if funding is still available.
- II. Provide IRS-1099 forms at the end of the year to participant as mandated by current tax law.

***I have read and understand the above agreement:***

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Social Security Number

\_\_\_\_\_  
County of Employment

***MAKE ONE COPY AND RETURN ORIGINAL TO:***



Center for Early Childhood Professional Development  
R.E.W.A.R.D. Oklahoma  
1801 N. Moore Ave.  
Moore, Oklahoma 73160-3667



Funding for R.E.W.A.R.D. Oklahoma provided by:  
Oklahoma Department of Human Services  
Division of Child Care

888-446-7608 (Toll Free)  
405-799-6383 (OKC Metro)

R.E.W.A.R.D. Oklahoma

[www.cecpd.org](http://www.cecpd.org)

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