

We are so excited that you have started the process of participating in the online courses on Cox Campus. We are working through all of the emails that have been sent as you complete the requirements for the \$100 incentive. Please be patient as we try to process the files as quickly as possible and send out payments.

If you have not received an email indicating that your file is complete, then that means that we are missing a required item, such as:

1. **Preliminary Application (Intake Form)** - Please visit this website link <https://AlabamaPartnershipforChildren.org/our-work/rrfts/> to complete and submit the form. Scroll down and you will find the form fill-in section. Please provide your home address in the form fill-in so that we know where to mail your check. After you click "Submit," the form is automatically sent to the Alabama Partnership for Children office. Once completed, you are directed to Cox Campus to Sign up and start the classes.
2. **W9 form** – The completed W9 form is a new requirement for anyone receiving the incentive payment. The W9 form is attached to this email along with directions of how to complete the form and send electronically. It is now preferred that you send the W9 via email to rrfts@apcteam.org since many post office employees have now tested positive for COVID-19. When mail is received in our office, we now must wait a few days before opening it which delays the process for payment.
3. **Certificates for Course Completion** – Currently we are offering incentives up to \$200 for 10 hours of completed courses on Cox Campus for child care professionals. If you have previously been paid \$100 for the completion of 5 hours, then you can take 5 additional hours of coursework on Cox Campus and earn an additional \$100. If you have not been paid yet, you can complete 10 hours of coursework on Cox Campus and earn a total of \$200. Remember that one of the courses must be a Power of Language course (there are 2 options available).

A maximum of \$200 will be paid to you for completion of 10 hours of coursework. All Cox Campus course certificates should be emailed to rrfts@apcteam.org

Below are some frequently asked questions about the incentive process.

1. I lost my password. How do I log into Cox Campus?
When you are on the log in page of Cox Campus, there is a question "Forgot your Password?" just under the log in button. Click the link and it will walk you through steps to re-set your password.
2. I know that I have taken courses on Cox Campus, but I cannot remember which ones. How do I find out what I have already taken?
Click on the "courses" tab at the top of the page once you have logged into Cox Campus. You will see the video courses that are in your track. At the bottom of each course that you have completed is a green check. Those are the courses you have already taken.

3. I need to change my name, email or contact information on Cox Campus. How do I do that?
Once you have logged into Cox Campus, you will see a small circle with your picture (or a silhouette) in the upper right corner of the screen. Click on that circle. You will see a drop down box of options. Choose "My account". Once there, you will have the option to edit each part of your account.
4. For the \$100 incentive, do I take the same classes that I took the first time?
No. We would love for you to explore more courses on Cox Campus. Feel free to look into "Build My Brain" or other courses that you have not yet taken.
5. Where do I send the Cox Campus certificates when I've finished the courses?
Email the certificates to rrfts@apcteam.org
6. Why is the W-9 needed?
It is now required for the Alabama Partnership for Children to collect a W-9 tax form from each individual completing the incentive program. The W-9 is needed from each recipient so that if necessary, a 1099 tax form can be sent to you for tax reporting purposes at the end of the year. Please note that the W-9 is for our financial records only, but we must receive the form back in order for you to receive the incentive from our agency.
7. I can't print the W-9 to sign it. What other options do I have to send it to you?
See attachment "Directions for signing the W-9"
8. Where does the W-9 get sent (mail in only if you can't send the W9 electronically):
Submit a completed W-9 form (see attachment – on Number 3, you would check **Individual/sole proprietor or single-member LLC**) and mail it to:
Alabama Partnership for Children
Attn: Collie Wells
2595 Bell Road
Montgomery, AL 36117

Email me if you have additional questions or if want to verify what is missing from your file.