

**T.E.A.C.H.** Early  
Childhood®

**IOWA**

*A Program of Iowa Association for  
the Education of Young Children*

# HANDBOOK FOR COLLEGES AND UNIVERSITIES

**Iowa Association for the Education of Young Children**

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**iaaeyc**

Iowa Association for the  
Education of Young Children

February 2019

An Affiliate of **naeyc**

Dear College Faculty/Staff/Administrator,

Thank you for working with students who are on a T.E.A.C.H. Scholarship! We created this handbook to give you the procedures and information you might want to understand our scholarship program. We hope you share T.E.A.C.H. as a form of financial aid for prospective students.

If you haven't added our [link](#) to your website or don't already share this opportunity with your students, we hope you will consider doing so <http://www.iowaaeyc.org/teach.cfm>.

We hope this handbook helps you have a clear understanding of T.E.A.C.H. We divided the handbook into specific sections to provide information on how the program works. For ease of reference, page numbers, and shaded areas of special interest to admissions staff, financial aid/billing staff, faculty, and prospective students are provided.

Feel free to contact us with any questions or concerns you have. We appreciate your partnership in serving the adult students who dedicate their careers to Iowa's young children.

Sincerely,

*Ashley Otte*

Ashley Otte  
T.E.A.C.H. Program Manager

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## SCHOLARSHIP OVERVIEW:

### HISTORY:

The T.E.A.C.H. (**T**eacher **E**ducation **A**nd **C**ompensation **H**elps) Early Childhood® Project was created by Child Care Services Association and started in North Carolina in 1990. It was created to increase the level of education of teachers working with children age birth to five, while making college education affordable, decreasing turnover in childcare programs, and increasing compensation for the early childhood workforce.

Over the past several years, the program has been given national attention for linking teacher education and compensation. Salaries have increased and turnover rates have decreased, while teachers in our state are completing an average of over 12 credits each year. The Project has expanded into more than 25 states over the past 20 years. One license to offer T.E.A.C.H. is allowed per state, and Iowa has held a T.E.A.C.H. license since 2003. We have a variety of contracts to help early care and education providers work toward or renew a Child Development Associate credential (CDA), an Early Childhood Education (ECE) associate degree, a bachelor degree, an early childhood endorsement, and renew a teaching license.

### ADMINISTERING AGENCY:

Iowa Association for the Education of Young Children (Iowa AEYC) holds the Iowa license for T.E.A.C.H. Iowa AEYC is a statewide, nonprofit organization dedicated to serving and acting on behalf of the early childhood profession. As an affiliate of the National Association for the Education of Young Children, Iowa AEYC draws on their leadership, resources, and knowledge to better serve our members and the state. Membership is open to all individuals who share a desire to serve and act on behalf of the needs and rights of all young children. To learn more, visit our website, [www.iowaaeyc.org](http://www.iowaaeyc.org), call 1-800-469-2392 or 515-331-8000, or email [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org).

## WAYS T.E.A.C.H. CAN SUPPORT YOUR COLLEGE'S GOALS:

T.E.A.C.H. Early Childhood® IOWA is a successful initiative working to increase higher education, improve compensation, and ensure retention of those currently in Iowa's early care and education workforce. In addition, T.E.A.C.H. works to support existing systems, including your college's early childhood education program. We recruit new students for your program, marketing your offerings to current and potential students. We connect these students with financial aid and other educational supports that they will need in order to be successful as an employed adult student. We encourage and support the work your faculty are doing to ensure articulation across and between programs. We publish and update an annual college resource directory that is accessed by students, potential students and their families, program

administrators, and our state partners, and is available on several websites, including ours at [www.iowaaeyc.org](http://www.iowaaeyc.org).

We appreciate the partnerships with your college's early childhood faculty, as we encourage more accessibility for our workforce. Adult students who spend their weekdays providing care and education services for young children in Iowa and their families need classes offered in local communities, during evenings and weekends, and online if they are to be successful in completing degrees and reaching their goals. Often they need coursework offered in a language other than English. We appreciate your willingness to work with us as we support the professionalism and education levels of this vital segment of Iowa's workforce, and the children in their care.

#### FUNDING:

We appreciate the financial support of our partners to improve the professional development of early care and education that ultimately benefits young children in Iowa. Funding for T.E.A.C.H. Early Childhood® IOWA comes in part from the Iowa Department of Human Services through federal funding from the Child Care Development fund; Iowa Department of Management through Early Childhood Iowa Professional Development; United Way of Central Iowa, Women's Leadership Connection; the Iowa Department of Public Health through MIECHV funds; Polk County Early Childhood Iowa Area; and the child care programs who co-sponsor a T.E.A.C.H. scholarship recipient. T.E.A.C.H. Early Childhood® IOWA is a successful strategy supporting the result areas of Early Childhood Iowa.

### DIFFERENT FROM THE TEACH GRANT PROGRAM:

**The T.E.A.C.H. Early Childhood® IOWA Scholarship program is different from the TEACH GRANT PROGRAM.**

The TEACH Grant Program is offered through the College Cost Reduction and Access Act of 2007. Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program to provide grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students.

They must teach for at least 4 academic years within 8 calendar years of completing the program of study for which they received a TEACH Grant. If they fail to complete this service obligation, all amounts of TEACH Grants they received will be converted to a Federal Direct Unsubsidized Stafford Loan. They must then repay this loan to the U.S. Department of Education. They will be charged interest from the date the grant(s) were disbursed.

**There may be students at your school who are on either or both, the T.E.A.C.H. Early Childhood® IOWA scholarship program and the TEACH Grant Program. Please understand these are two very different programs, with similar names.**

For more information about the TEACH Grant program, go to the following website  
[www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp](http://www.studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp).

### T.E.A.C.H. COUNSELING SPECIALIST'S ROLE:

Our T.E.A.C.H. Counseling Specialists have a minimum of a bachelor degree in ECE or a related field and a variety of experience in the ECE field. The T.E.A.C.H. Counseling Specialists provide college and scholarship counseling to T.E.A.C.H. participants and sponsoring programs. They process scholarship paperwork and communicate with participating colleges and universities. The T.E.A.C.H. Counseling Specialists are available to assist you when you have any questions regarding the T.E.A.C.H. scholarship. They are willing to serve on college Early Childhood advisory committees, and to be guest speakers in classes.

### COLLEGE AND UNIVERSITY ROLE:

Below are some basic ways colleges and universities can support our scholarship participants. Some of these roles are described in more detail later in the handbook. We appreciate all you do for the students and the T.E.A.C.H. program!

- We hope you will tell other prospective students about the T.E.A.C.H. scholarship program by making the T.E.A.C.H. program a visible scholarship option in your financial aid procedures. (Click [here](#) or see Appendix for marketing flyer)
- Upon receipt of a Charge Approval, send a tuition bill for the approved students by **T.E.A.C.H.**  
A Charge Approval gives the college permission to bill T.E.A.C.H. for approved courses. The students must register for courses on their own. (See Appendix for Examples of Charge Approvals)
- Let T.E.A.C.H. know if you have any questions about the Charge Approval or if the student's registration does not match the Charge Approval.
- Keep T.E.A.C.H. informed of changes in the college or university:
  - contact person for ECE department
  - billing office
  - ECE program or degree information
  - Changes in the [College Resource Directory](#), etc. We keep a college directory updated regularly on our website, with information about your college's early childhood program. Please let us know if changes are required in your information.

- For Bachelor Scholarship Participants, we ask advisors to provide a course outline stating the courses needed for the bachelor degree and/or the EC Endorsement. T.E.A.C.H. will only pay for courses required in an approved degree program.
- T.E.A.C.H. can only pay the undergraduate public university rate for tuition at four-year colleges and universities. Please consider giving our students a tuition break if possible. The difference can be covered by financial aid or the student must be billed.

### ELIGIBILITY FOR T.E.A.C.H. —A STUDENT MUST:

- Be working in Iowa 30+ hours per week in a regulated program: a public preschool, Head Start, child care center, registered family child care home, or working all hours a part-day program is open (and at least 20 hours).
- Provide proof of participation or documentation towards progress on a quality initiative such as QRS, QPPS, Head Start, or NAEYC/NAFCC accreditation.
- Work with children between birth and age 5 (no Kindergarten).
- Have the support of the program supervisor in center-based programs.
- Be employed in their current early childhood setting a minimum of 90 days for the Associate Scholarship Program.
- Be employed in their current early childhood setting a minimum of 6 months and have at least 60 college credits already for the Bachelor Scholarship Program.

*Note:* for licensure renewal scholarship, applicant must be within one year of current license expiration date, take six college credits for renewal, and already hold an early childhood bachelor degree or early childhood endorsement to a teaching license.

## APPLYING FOR A T.E.A.C.H. SCHOLARSHIP:

We have scholarships to help with college coursework at these levels in early childhood: CDA credential and/or renewal, college diploma, associate degree, bachelor degree, early childhood endorsement, and teacher licensure renewal.

Anyone interested in a T.E.A.C.H. scholarship can go to the website to obtain a paper [application](#), or call 800-469-2392 or 515-331-8000 to request an application. Applicants can also complete the [online application](#). We will ask participants to start their education at a community college if they do not have a minimum of 60 college credits before applying for the bachelor scholarship.

T.E.A.C.H. applicants are required to apply for financial aid (FAFSA), which can be done at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The student should have proof they have applied for FAFSA with their T.E.A.C.H. application. Students can send the results of FAFSA to T.E.A.C.H. later. If students

receive a grant, it will be applied to their overall tuition first. T.E.A.C.H. discourages students from taking student loans, as we cannot help pay back student loans when they become due.

An unofficial transcript with all prior college coursework must be sent along with the application. A T.E.A.C.H. Counseling Specialist will call or email applicants to let them know if they have been approved for a T.E.A.C.H. scholarship.

## APPLYING TO A COLLEGE OR UNIVERSITY:

- Applicants are expected to comply with college or university admission procedures. See our website for the [College Resource Directory](#) to find more information about Iowa's choices for ECE programs. We ask you to keep us informed of any changes so the College Resource Directory is up to date.
- T.E.A.C.H. does not reimburse application or admission fees.
- If students have previous college experience, they can send their transcripts to your college or university to find out what credits will transfer. (We ask them to secure this in writing.) We recommend the student start at a community college if there are classes they can take that will transfer to a four-year school.
- T.E.A.C.H. can only support bachelor level tuition at the undergraduate public university rate. If participants choose a private four-year school, they will have to pay the additional cost themselves or through other forms of financial aid.

## STARTING WITH T.E.A.C.H.—REIMBURSEMENT FORMS AND PROCEDURES:

Participants make a long-term commitment to their child care program. If approved for a scholarship, a three-way contract is signed by the participant, the sponsoring program and T.E.A.C.H. Most contracts are effective for 12 months.

The participant and the sponsoring program agree to pay a percentage of the tuition and books of the participant each semester. Participants will also receive release time (paid time off from their job), if applicable, and a raise or bonus at the completion of each contract.

### REGISTRATION:

Participants submit a Semester Course Registration Form to T.E.A.C.H. with the official number and name of the class(es), and the number of credits for each class they plan to take before they are registered and before the class(es) starts. The T.E.A.C.H. Counseling Specialist must approve the class(es) and will notify them about their course approval. If participants register or pay for courses NOT authorized under their scholarship, they will not be reimbursed for tuition,

books, or release time for these courses. Participants need to let T.E.A.C.H. know ASAP if they have any class changes after they register.

Participants need to register for classes on their own with their college. T.E.A.C.H. recommends that our participants do not take more than 6 credits each semester. If they are on a bachelor scholarship and attending a college that only offers the elementary education degree with the early childhood education endorsement, they will need to send T.E.A.C.H. the course outline with the required courses for this degree with the endorsement from their college. T.E.A.C.H. will not pay for the elementary education degree requirements without the EC endorsement.

### BILLING FOR TUITION:

After T.E.A.C.H. receives the signed contract and semester course information, we can send a Charge Approval to your college or university telling you T.E.A.C.H. will pay the tuition for the T.E.A.C.H. approved classes. (If participants are on a bachelor scholarship, we will only pay the undergraduate public university rate per credit. The college should bill them privately for the difference.) See the Appendix for examples of Associate and Bachelor Charge Approvals.

Please send us a bill for the approved courses, per the Charge Approval. Although we pay this bill for the approved coursework, applicants and sponsoring programs are still responsible for a percentage of the tuition, based on the contract. Sponsoring programs and participants do not pay you at the college directly for tuition. Our database will compute the balance, and we will send participants a reimbursement check or bill during the second half or at the end of each semester. Any Pell or other grants should be deducted from the total tuition bill from the school before T.E.A.C.H. is billed.

Participants need to send us course information before the semester starts. The contract states the number of credits T.E.A.C.H. will pay for during the 12-month contract. For most associate contracts, T.E.A.C.H. can pay for a maximum of 15 credits in a calendar year. For most bachelor contracts, T.E.A.C.H. can pay for a maximum of 18 credits per year. If participants take more than the maximum number of credits, they will need to pay for them out of pocket.

### ADDING, DROPPING, OR WITHDRAWING FROM A CLASS:

Participants must notify their T.E.A.C.H. Counseling Specialist if they plan to add, drop, or withdraw from a class at any time during the semester. If you know the participant is no longer taking college coursework that is listed on the Charge Approval, you can also let us know. If classes are not dropped before the college drop date, tuition will still be charged to T.E.A.C.H., the participant, and the sponsoring program.

If participants fail to drop or withdraw from a class before tuition is charged, or they fail a class, they have two options:

1. Retake the class – at their own expense – as soon as the class is offered again.

2. Pay T.E.A.C.H. for the costs of the class and reimbursements if necessary so T.E.A.C.H. can pay for the class when it is retaken.

### BOOKS:

Participants are responsible for purchasing or renting their own books. T.E.A.C.H. will reimburse a portion of these costs when they return copies of receipts with the Book Reimbursement Claim Form.

### TRAVEL/INTERNET STIPEND:

Once T.E.A.C.H. has received and paid the college tuition bill AND we have received the Book Reimbursement Claim Form with copies of receipts, we will process the participant's semester reimbursement or bill. Participants are eligible for the \$100 travel/Internet stipend each semester they are registered for class(es).

### RELEASE TIME:

For each semester credit in which participants enroll, they are eligible for 16 hours of release time – or paid time off from their childcare program - during that semester. The release time is intended for participants to attend class or study. T.E.A.C.H. does not provide release time for more than 3 credit hours per semester for center based staff or for more than 6 credit hours for child development home providers.

### GRADES:

Once participants have finished their semester class(es), they must send T.E.A.C.H. a grade report **within 30 days**. This may be sent by email, fax, or mail, but needs to be authentic from the college or university. The participant's name must be on the grade report.

### COMPENSATION:

Participants will receive either a raise or a bonus when they successfully complete each T.E.A.C.H. contract.

### STUDENT TEACHING:

Participants will need to speak directly to their college or university to find out expectations about doing student teaching. Some colleges might allow students to teach in their current program (if the student has already completed student teaching in the past and there is a supervisor who meets the requirements on-site), but many will not.

## CONTACT INFORMATION:

### CONTACTING THE T.E.A.C.H. COUNSELING SPECIALISTS:

We encourage college and university faculty and staff to contact us with any questions about the scholarship or ways to make it work for your school. We especially want to hear from you:

- When you have any questions about a Charge Approval
- When there are changes at your college regarding billing, faculty, ECE program offerings, etc.
- When you have students who are interested in the T.E.A.C.H. Scholarship program. Click [here](#) or see Appendix for marketing flyer

### CONTACT INFORMATION:

#### IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

5525 Meredith Drive, Suites C, E & F; Des Moines, IA 50310

Phone (515) 331-8000

Toll Free (800) 469-2392

email: [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org)

Fax: (515) 331-8995

See our [website](#) for more information, applications, paperwork, and forms.



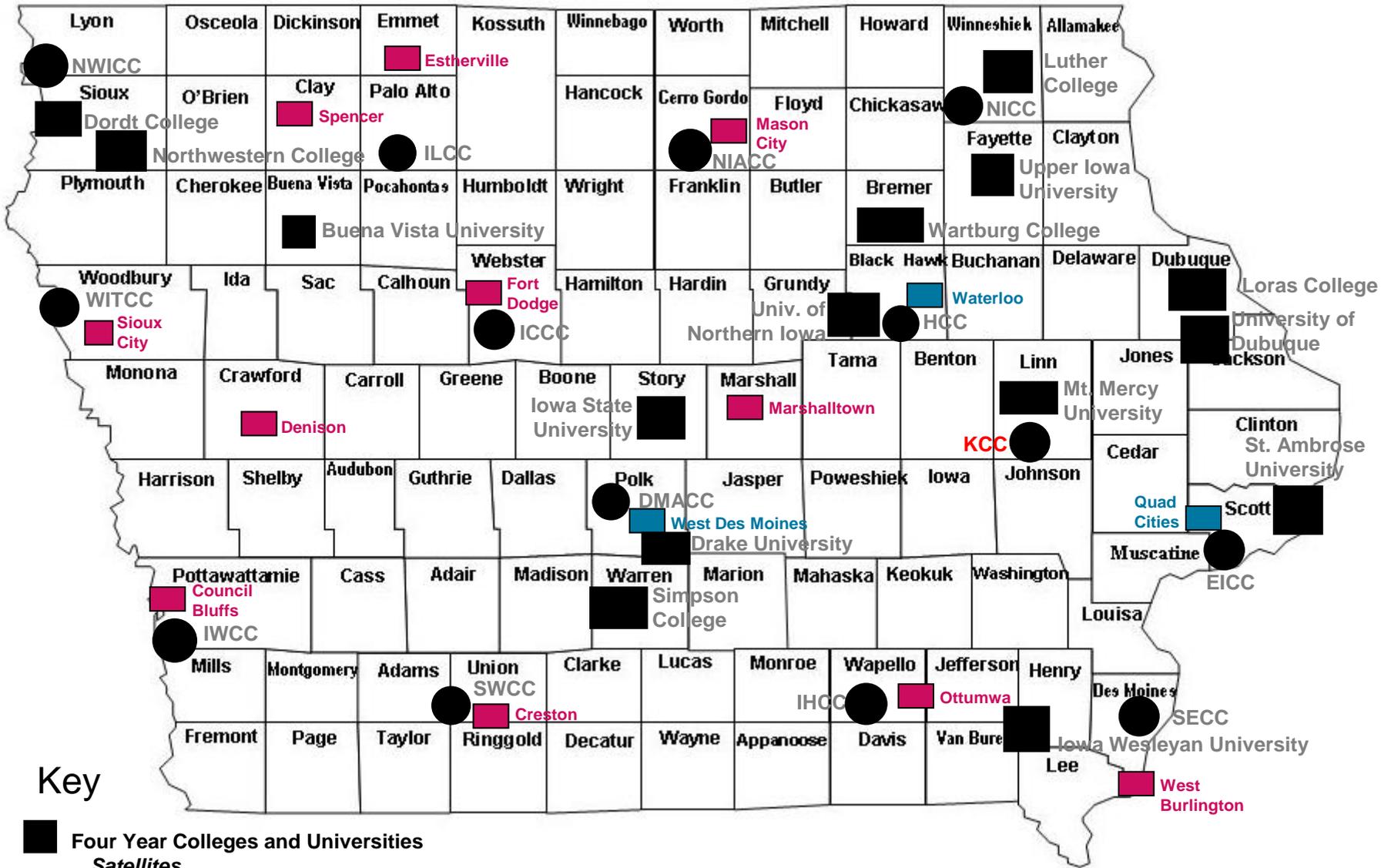
## APPENDIX:

Map of 2- and 4-Year Colleges (with Early Childhood Education Programs) in Iowa

Charge Approval Example

T.E.A.C.H. Marketing flyer

# Two- and Four-Year Colleges in Iowa with Early Childhood Programs



## Key

- Four Year Colleges and Universities
- Satellites
- Buena Vista
- Upper Iowa University
- Community Colleges



## Charge Approval

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### Dear Financial Officer:

The student(s) listed below are scholarship recipients of T.E.A.C.H. Early Childhood® IOWA funded through our agency. Please allow the following student(s) to register for the classes listed below for and bill *Iowa Association for the Education of Young Children (Iowa AEYC)* directly for the cost of their tuition and fees **up to \$323 per credit hour**. We can only pay for the fees that are required directly for classes. **Please note that books and the following fees cannot be charged to Iowa AEYC: admission, parking, health, building, recreation, student services, graduation, late registration, and drop-course fees!** Any Pell, or similar grants should be deducted from the whole tuition bill and what is left should be billed to T.E.A.C.H. (up to \$323 per credit). When sending us the bill, please list each student's course titles. If a Pell grant covers any of the tuition for a student please include the student on bill with the amount Pell covered; the amount Pell did not cover; and if Pell paid all, indicate the balance due as zero. Thank you.

As other students call us for pre-approval, we will send you their names for a charge approval. Only pre-approved charges submitted on this form for specific listed courses should be accepted by your college as authorization to charge to our account. Please call if you have any questions. Thank you.

Sincerely,

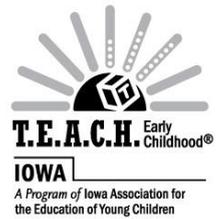
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Ashley Otte  
Authorized Iowa AEYC Representative  
T.E.A.C.H. Early Childhood® IOWA

Date

# T.E.A.C.H. Early Childhood® IOWA

Teacher Education And Compensation Helps



## T.E.A.C.H. Scholarship Program

Do you want to go to college to improve the quality in your program? You may be eligible to receive a scholarship if you:

- work in a regulated preschool, child care center, or home program for at least 30 hours per week (or full time for the hours your preschool offers programming)
- have worked with children birth to age 5 in your current program for at least 3 months
- are working toward an early childhood degree, credential, or endorsement at an Iowa college (or would like to be)
- have the support of your employer (if applicable) and provide proof of participation or willingness to participate in a quality initiative such as QRS, QPPS, Head Start, or NAEYC/NAFCC accreditation.

### First Steps

Call 515-331-8000 to speak with a T.E.A.C.H. counselor or email [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org).

Obtain a T.E.A.C.H. application from a counselor or our website [www.iowaaeyc.org](http://www.iowaaeyc.org).



Do you want to pursue a degree in early childhood?  
Do you work with children birth - 5?  
If you answered yes...

contact T.E.A.C.H to see if you qualify  
for a scholarship up to \$5,000.

# T.E.A.C.H. Scholarship Program

## Questions and Answers

### ■ What will this program support?

T.E.A.C.H. invests in people currently providing early care and education who wish to earn a college degree. Currently, available funds are supporting associate, bachelor degrees and endorsements in early childhood education, teaching license renewals and Child Development Associate (CDA) credentials and renewals.

### ■ Who is eligible?

Any early care and education provider in Iowa who works in a regulated home, preschool, or child care center at least 30 hours each week (or full-time for the hours your preschool offers programming to young children) and has been working at their current location for at least 90 days (or 6 months for bachelor applicants). Your employer must provide proof of participation or willingness to participate in a quality initiative such as QRS, QPPS, Head Start, or NAEYC/NAFCC accreditation.

### ■ Where can I go to college?

For the associate scholarship, any community college in Iowa; for the bachelor scholarship, any college in Iowa that has an ECE program. Only courses required in the degree programs will be approved to be supported by the scholarship. This can include the general education requirements such as English, math, etc. CDA classes are only directly supported if for college credit and at an Iowa community college.

### ■ What will T.E.A.C.H. pay for?

T.E.A.C.H. is a public-private partnership, investing in our child care workforce, supporting tuition up to 15-20 credits per year, books, release time (to allow for substitute caregivers to care for the children while you are in school or studying), travel costs, and an annual bonus or raise. The individual attending school (or his/her Pell grant) and/or the employing program supports a percentage of this investment, depending on the option chosen.

### ■ Where do these funds come from?

Funding for T.E.A.C.H. comes in part from the Iowa Department of Human Services; United Way of Central Iowa, Women's Leadership Connection; Early Childhood Iowa Professional Development; Polk County Early Childhood Iowa area; and the child care programs who co-sponsor a T.E.A.C.H. scholarship participant.



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