



# RECIPIENT PROCEDURES HANDBOOK

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

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Iowa Association for the  
Education of Young Children

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An Affiliate of **naeyc**

Dear Scholarship Recipient,

Congratulations on receiving a T.E.A.C.H. Scholarship! You should be proud of your commitment to increasing your knowledge and skills, which in turn improves the quality of care the children in your program receive.

Please carefully read this handbook so you will have a clear understanding of T.E.A.C.H. and what is expected of you as a T.E.A.C.H. scholarship recipient. Please sign and return the T.E.A.C.H. Recipient Personal Responsibilities Agreement so we will know you have read and understand the policies of your scholarship agreement. We have divided the handbook into specific sections to provide you with information on how the program works.

Feel free to contact us with any questions or concerns you may have. We are here to serve you and advocate for you.

Sincerely,

*Ashley Otte*

Ashley Otte  
Director of Workforce Initiatives

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## T.E.A.C.H. PROCESS OVERVIEW

Welcome to T.E.A.C.H.! This page provides an overview of steps you'll need to complete after being accepted to the T.E.A.C.H. program. Everything listed here and much more can be found in this handbook.

### AFTER YOU'VE BEEN ACCEPTED:

- Sign and return your contract.
- Read your handbook. Sign and return the Recipient Personal Responsibilities Agreement to your T.E.A.C.H. counselor. They will go over this verbally with you.
- Apply to a college, if you have not already done so. Enroll and register for class(es).
- Get your T.E.A.C.H. counselor a copy of your Course Outline/Program Information Brief

### STEPS TO COMPLETE EACH SEMESTER:

- Send the [Form R](#). (Course Registration Form)
  - Due: before/as you register for class and before the semester starts.
  - This can be sent in an email as long as all information is included. Example: ECE103, Intro to Early Childhood Education, 3 credits. You can also call to give your counselor this information.
  - After the Form R is received, your counselor will send approval to the college telling them what classes T.E.A.C.H. will cover and to bill us for that tuition (after any Pell or other grant is applied first).
- Send the [Form B](#) for Books (centers) or [Form BC](#) (homes) with copies of your book receipts.
  - Send as soon as you have them, must be received by end of the semester.
  - T.E.A.C.H. cannot reimburse tax, but we can reimburse shipping.
  - The tuition line of the Form B/BC can be left blank.
- Send the [Form C](#) for Release Time (center staff).
  - Send as soon as required release time hours are done, due no later than 30 days after the end of the term (fall: January 15, spring: June 15, summer: September 15).
- Send Grades.
  - Send as soon as you have them, but due no later than one term after the term the grade was given (i.e.: spring grades need submitted by the end of summer term for the recipient to be approved for fall).
  - Grade reports cannot be type written from you or your instructor. T.E.A.C.H. has to be able to verify that the grade is official – from college website or transcript.

### STEPS TO COMPLETE AT THE END OF A CONTRACT:

- Complete [Form U](#) – (provide information update) will be sent after your contract is complete.
- Send updated wage information.

- Complete Evaluation – will be sent to you by email each year.
- Sign a new contract if you plan to continue with T.E.A.C.H. support.
- [FAFSA](#) – resubmitted each year – can apply starting on October 1.

## SCHOLARSHIP OVERVIEW

### HISTORY:

The T.E.A.C.H. (Teacher Education And Compensation Helps) 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, and increasing wages.

Over the past several years, the program has received national attention due to linking teacher education and compensation. The Project has expanded to over 20 states. Every state receives one license, to offer T.E.A.C.H. 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 improving the well-being of all young children, with focus on the quality of education and developmental services for those age birth through age eight. 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 1-800-469-3292 or 515-331-8000 or email [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org).

### 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. Counseling Specialists provide college and scholarship counseling to T.E.A.C.H. recipients and sponsoring programs. They process scholarship paperwork and communicate with participating colleges and universities. Counseling Specialists are available to assist you when you have questions regarding your scholarship.

### SPONSORING PROGRAM'S ROLE:

- Pay for percentage of tuition and books for recipient (varies by type of contract)

- Give Release Time (varies by number of credits and type of contract). See [page 12](#) for details.
- Provide Compensation in form of raise or bonus (varies by type of contract). See [page 15](#) for details.
- See [page 20](#) for reasons to contact T.E.A.C.H.

#### CONFIDENTIALITY:

Iowa AEYC agrees to respect and maintain confidentiality of all personal information from (i.e. wages, ID numbers, personal data, etc.). We keep all confidential information in a secure place. Iowa AEYC will not sell your personal information.

#### 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. The following are our current funders:

- Iowa Department of Human Services (Federal funding through the Child Care Development Fund)
- Iowa Department of Management (Early Childhood Iowa Professional Development)
- Iowa Department of Public Health (MIECHV funds)
- United Way of Central Iowa (Woman's Leadership Connection)
- Polk County Local Early Childhood Iowa Area
- Child care programs statewide that sponsor T.E.A.C.H. recipients.

## ELIGIBILITY FOR T.E.A.C.H.

To be eligible for a scholarship an applicant must:

- work in a regulated preschool, child care center, or home program for at least 30 hours per week (or full time for the hours a preschool offers programming)
- work with children birth to age 5 in your current program
- be 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
- have worked in your current setting at least 90 days for the associate scholarship
- have worked in your current setting at least 6 months and have at least 60 college credits already completed for the bachelor scholarship

**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 in early childhood for: CDA credential and/or renewal, college diploma, one class model, associate degree, bachelor degree, early childhood endorsement, and teacher licensure renewal.

We have created a cost calculator to help show the average cost for each model option, <http://www.iowaaeyc.org/teachcalculator.cfm>.

To obtain a paper application, applicants can go to the Iowa AEYC website, <http://www.iowaaeyc.org/teach.cfm>, email [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org) or call 800-469-2392 or 515-331-8000. Applicants can also complete the online application, <http://www.iowaaeyc.org/teach-application.cfm>. Applicants must complete the application and include:

- Copy of DHS license or registration certificate (unless regulated by the Department of Education)
- Copy of QRS certificate (if applicable)
- Copy of NAEYC/NAFCC accreditation (if applicable)
- Income verification (current paycheck stub, Schedule C, etc.)
- Financial aid (FAFSA) proof of application (not applicable to CDA assessment or licensure renewal)
  - You must apply for financial aid using FAFSA, which can be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - You never have to pay for a FAFSA to be processed!
  - We need proof you have applied, and the results after you receive them. If you receive any grants, they will be applied to tuition first.
  - If you are awarded student loans, we discourage you from taking them. Keep in mind that we cannot help pay back student loans when they become due.
- Copy of prior college transcripts (unofficial copies accepted)
- Sign the Recipient Personal Responsibilities Agreement
- Completed participation agreement statements for recipients and for programs (if applicable)

A Counseling Specialist will call or email to inform you of approval for a T.E.A.C.H. scholarship. If approved, you will receive a welcome letter, contract, instructions, and forms.

## CONTRACT REQUIREMENTS

### OVERVIEW:

The contract (Form A) must be signed by you, the T.E.A.C.H. Program, and (if applicable) the sponsoring child care program. Signatures indicate that all parties have read, understood, and



agree to the terms of the T.E.A.C.H. contract. The contract outlines your and (if applicable) your program's responsibilities for tuition and books.

- You must also sign and return the Recipient Responsibilities Agreement (PRA), which gives an overview of the scholarship responsibilities. When you sign the PRA, you are stating that you have read and understand this handbook, and agree to the responsibilities listed.
- Each semester you are responsible for a percentage of the tuition and books
- Most contracts run for a 12-month period, based on the semester you started with T.E.A.C.H.
- You must agree to complete a minimum of 9 credits (for most contracts) within the contract year, but can take a maximum of 15-20 credits, depending on your contract.
- We recommend that you do not take more than 6 credits each semester.

If you are unable to complete the minimum of 9 credits in the contract year, you may be eligible for an extension of one semester. If you choose to go over the maximum number of credits without approval, you will need to pay for these credits yourself or utilize another form of financial aid.

**NOTE:** For teacher licensure renewal model, only 6 credits are required for contract completion. For CDA renewal model, and the 3-credit model, only 3 credits are required.

#### POLICY:

You must meet your college's requirements for admission and graduation. T.E.A.C.H. reserves the right to terminate an existing contract and/or discontinue additional contracts for failure to meet these requirements.

If you fail to meet the graduation requirements of one college, you may not transfer colleges in order to remain eligible in the T.E.A.C.H. program. Additionally, you must communicate in a professional and courteous manner with T.E.A.C.H., college and university staff and faculty. T.E.A.C.H. reserves the right to discontinue work with recipients for any reason.

#### RENEWING YOUR CONTRACT:

When you successfully complete a contract, you may be eligible to renew your contract (pending available funds). If you want to continue, please let your Counseling Specialist know before the end of the last semester of your current contract. We will send you a new contract that will need to be signed and returned along with documentation of hourly income, grades, and new FAFSA results and the Information Update Form (Form U). It is very important that you return a recent paystub after the compensation has been received. You will not need to complete a new application with each contract. You will receive an online survey each year from T.E.A.C.H. Please take a few minutes to complete the survey. We appreciate your feedback.

## APPLYING TO A COLLEGE OR UNIVERSITY

If you have not already, you need to choose an accredited college or university in Iowa. See our website at [www.iowaaeec.org](http://www.iowaaeec.org) for the *College Resource Directory* to find more information about Iowa's choices for Early Childhood Education programs. T.E.A.C.H. Counseling Specialists can help you determine what school is the best fit for you. Apply to the college or university of your choice by contacting their admissions office. T.E.A.C.H. does not reimburse application or admission fees.

If you have previous college experience, send your transcripts and find out what credits will transfer. It is a good idea to secure this in writing. If you have general education requirements that are easier and less expensive to take at a nearby community college, we require that you do an associate level scholarship before moving onto the bachelor scholarship. T.E.A.C.H. can only support tuition at the undergraduate public university rate. If you choose a private college, you will have to pay the additional cost yourself or through other forms of financial aid. Public universities will have other fees that you will need to cover on your own.

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

### REGISTERING FOR CLASSES:

Before you register for classes submit a Semester Course Registration Form (Form R) (see Appendix or obtain forms from our [website](#)) that has the official number and name of the classes, and the number of credits for each class. Send this information via email, fax, phone, or mail it to your Counseling Specialist before the semester starts. (For Example: ECE 103, Intro to Early Childhood Education, three credits.)

Your Counseling Specialist must approve the classes, and notify you about your course approval. Let us know immediately if you have any class changes after registration. T.E.A.C.H. will only pay for each class once.

### POLICY:

- *Obtain approval for courses before registering*
- *If you register or pay for courses NOT authorized under your scholarship, you will not receive reimbursement for tuition, books, or release time for these courses.*

You need to register for classes on your own with your college. If you have questions about how a class is scheduled, what information is presented, etc., you will need to talk with your college/instructor. If you are on a bachelor scholarship and attending a college that only offers the elementary education degree with the ECE endorsement, you will need to send us the course outline with the required courses for this degree with the endorsement from your college. T.E.A.C.H. will not pay for the elementary education degree without the ECE endorsement.

You cannot go over your maximum number of credits without prior permission from your supervisor (if applicable) and T.E.A.C.H. Program Manager, which is never a guarantee. Your prior grades will factor into this decision, as well as available funding.

### TUITION PAYMENT:

After we receive your contract and Form R, we will send a Charge Approval to your college or university telling them that T.E.A.C.H. will pay the tuition for your approved classes. (If you are on a bachelor scholarship, we will only pay the undergraduate public university rate per credit. You are billed privately for the difference.)

Then, the college or university will send us a bill. Except for those in private 4-year schools, you do not pay the college directly for tuition. The T.E.A.C.H. database will compute the balance, that includes your percentage of tuition, books and travel/internet stipend. T.E.A.C.H. will send you a reimbursement check or bill during the second half of each semester. If you receive a bill, payment is expected by the due date shown on the invoice.

#### POLICY:

*Pell or other grants are deducted from the total tuition bill from the school before T.E.A.C.H. is billed. If you have additional Pell money, it will be used toward book expenses.*

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

Notify your Counseling Specialist if you plan to add, drop, or withdraw from a class at any time during the semester.

You must drop a class before the college drop date to avoid tuition charges. Financial drop date differs from academic drop date. Some colleges incur charges of any classes attended.

#### POLICY:

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

1. Retake the class or equivalent, at your 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 so T.E.A.C.H. can pay for the class when retaken.

You must successfully complete a minimum of 9 credit hours to be eligible for your compensation. Failed classes do not count toward your fulfillment of the 9 minimum credit hours per contract. If a failed class is retaken later, the new grade may replace the failed grade and the credits can be used toward contract completion.

### BOOKS:

You are responsible for purchasing or renting your own books. You can purchase books online or at a bookstore. We cannot reimburse you for books purchased from a friend or classmate.

The submitted receipts must be from a bookstore or from an official website and include the price of each book.

Send T.E.A.C.H. a completed Center/Preschool Staff Tuition/Book Reimbursement Claim Form ([Form B](#)) for sponsoring programs, or a Child Development Home Tuition/Book/Release Time Reimbursement Claim Form ([Form B/C](#)), with your copies of itemized book receipts/cash register receipts as soon as you can during the first half of the semester or term. Put your name on your copies of the book receipts and staple them to your Form B or B/C. Save the original receipts for your records.

We cannot reimburse tax on the books, but we can reimburse standard shipping. We do not reimburse supplies such as notebooks or computer equipment.

T.E.A.C.H. can reimburse for rented books. We recommend book rentals only if the book cannot be used as a future reference. If the book will be a good reference in your future Early Childhood Education work or future class work, we encourage you to consider purchasing it. T.E.A.C.H. will also reimburse for eBook purchases, although we will not reimburse for the cost of renting or purchasing the eBook “readers” (such as Kindle, Nook, etc.)

If your books are fully covered by Pell, we will still need your form B/BC, but you can simply note that Pell covered your books. We would still like the books itemized and cost for our records.

#### TRAVEL/INTERNET STIPEND:

Once T.E.A.C.H. has received and paid the college tuition bill and we have received your Form B/BC with copies of receipts, we will process your semester reimbursement or bill. You are eligible for the \$100 travel/Internet stipend each semester that you are registered for classes. You do not need to complete any other paperwork besides the Form B/BC to receive this stipend. You can expect your reimbursement or bill in the second half of a semester. You may want to save some of your reimbursement check, if applicable, for your next semester's expenses, such as purchasing your books.

#### RELEASE TIME FOR STAFF WITH SPONSORING PROGRAMS:

For each semester credit in which you enroll, you are eligible for 16 hours of release time during that semester. This time is for you to attend class, to study, or to attend to other tasks. Release time maxes out at 3 credit hours per semester. Ideally, you will take a portion of this time weekly, but your director or supervisor needs to give approval.

If you start the scholarship mid-semester, T.E.A.C.H. does not require that your program give you all of the release time hours, but they could give you as many of the eligible hours as they are able.

Release time hours can be spread throughout an entire semester, even if a class is only 8 weeks.

Sponsoring programs are reimbursed for a portion of the cost for release time after they submit the Center Staff Release Time Claim Reimbursement Form ([Form C](#)), at the end of the

semester. The sponsoring program will be billed for tuition/books after T.E.A.C.H. receives the Form C. It must be received within 30 days after the end of the semester (Fall : Jan. 15; Spring: June 1; Summer: Sept. 15).

When you and your supervisor sign the Form C, you are confirming that the information is accurate. Do not sign and send it if it is not accurate. Please wait to send the Form C after all release time is given. Let your Counseling Specialist know if you are having any problems receiving your required release time. Release time is a required component of your contract. Forfeiting release time could cause your contract not to be renewed.

Suggestions for taking the Release Time:

- Use it for sick time, or holidays if they are not paid
- It can be taken any time during the semester
- It can be taken in small increments, when ratios are lower, leave early or come in later.
- It could be banked and used in half day or whole day increments
- It could be used to pay for lunch breaks that are unpaid

Number of credits enrolled per semester	Total hours of release time allowed	Release Time reimbursement to the program
1	16	\$96
2	32	\$192
3 or more	48	\$288

**NOTE:** Part-day preschool contracts and directors are not eligible for release time. You are also not eligible for release time for summer semester if your program is not open during the summer semester.

Most scholarship recipients attend classes at night, on weekends, or online. It is not required that your release time be used to attend daytime classes. Some facilities can accommodate day classes, but they are not required to do so.

#### RELEASE TIME FOR CHILD DEVELOPMENT HOME PROVIDERS:

Home providers are reimbursed for Release time as a direct payment when the semester reimbursement is processed. Send the Form B/C along with copies of your book receipts after you purchase the books needed for the semester.

Number of credits enrolled per semester	Total hours of release time allowed	Release Time reimbursement to the home provider
1	16	\$80
2	32	\$160
3	48	\$240
4	64	\$320
5	80	\$400
6 or more	96	\$480

**SHORTENED TERMS:**

If your college or university has short terms, they may be combined into one semester. For example, if both terms are between August and December, both terms are considered fall semester. You will only be paid one travel/Internet stipend and release time based on the total number of credits for those two short terms. Wait to send your Form B or B/C until you have purchased all of your books for both short terms.

**POLICY:**

Any claim forms that T.E.A.C.H. does not receive within 30 days after the end of the semester are not reimbursed.

**FORM & GRADE DEADLINES:**

Semester	Semester Dates	Final date to turn in forms
Spring	January 1-May 15	June 1
Summer	May 15-August 15	September 15
Fall	August 15-December 15	January 15

**GRADES:**

Once you have finished your semester class(es), send T.E.A.C.H. a grade report within 30 days. You can send it by email, fax, or letter, but it needs to be authentic from the college or university, and have your name on it. You can take a photo on your phone and email as long as it is readable. To send grades from the college website to your Counseling Specialist by email:

1. Open a blank email and address to your Counseling Specialist.
2. Click over into your college student record on the college website. Pull up your grade report/student transcript.
3. When you see your grades online, click your "Print Screen" button, which is above your "Insert" key. You will want your screen as big as you can make it.
4. Click back into the blank email and "Paste" into the email. You can right click on your mouse to paste or press the "Control" and "V" keys.
5. This will paste a "snapshot" of what you saw on the screen with your grades right on it.

**STUDENT TEACHING:**

You will need to speak directly to your chosen college or university to find out what the college's rules are about 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. In addition, even within the same college, expectations differ for different students based on what the student has already done. If you do student teaching outside of your current program, you are still able to retain your T.E.A.C.H. contract (even though you will not be working the required number of hours per week in your program). If you work in a sponsoring program, you and your employer need to sign a Student Teaching Agreement Form ([Form ST](#)) which states that you will remain employed at your program and will be able to return to the program following your student teaching, so you can fulfill your contract year, plus the following commitment year. If you are a

child development home provider, you may need to acquire permission from DHS for the hours required to have a substitute. Talk to your Counseling Specialist for more information. Current Bachelor Scholarship recipients who are student teaching may be eligible for a student teaching stipend, based on the number or credits they are taking. Your Counseling Specialist will contact you if you are eligible.

## TAX INFORMATION

All recipients need to fill out a W9 and should report the taxable funds they receive from T.E.A.C.H. Recipients receiving more than \$600 in taxable money in a calendar year will receive a 1099 from T.E.A.C.H.

- Taxable items include all bonuses, release time for home providers only (because it is income directly to them), student teaching stipends, and all travel/Internet stipends.
- Non-Taxable items include tuition, book reimbursements, and release time reimbursements to programs. (Program release time is not included because the employer has already deducted taxes.)
- There are expenses that can be deducted on your taxes as educational expenses. You may claim your personal contribution to your tuition and books in this way.

After you complete and submit your taxes each year, we ask that you immediately follow-up with us in two ways:

- Child development home providers – please send us a copy of the first page of your Schedule C, which allows us to calculate your per-hour wage for the year.
- Re-apply through FAFSA for federal financial aid (Pell grants) for the next school year. Once you receive your determination letter and financial aid eligibility, please send a copy of this to your Counseling Specialist.

**NOTE:** We are not tax experts! We encourage you to consult a tax advisor or expert.

## COMPENSATION:

Upon successful completion of the contract, you will receive compensation in the form of a bonus or raise, depending on your scholarship model. For center staff, the sponsoring program chooses which compensation you will receive during the application process.

Compensation letters will be sent when a contract is complete and all paperwork is submitted (ex: grades, wages, FAFSA). If you leave your sponsoring program or home setting before the commitment year is completed, you forfeit all future bonuses and raise payments, and may be billed for the cost of your T.E.A.C.H. scholarship.



**CENTER STAFF BONUS PAYMENTS:**

T.E.A.C.H. pays the first portion of the bonus after all requirements of the contract are met. The sponsoring program will be reminded with a letter to pay the second installment of the bonus six months later, if applicable. T.E.A.C.H. will require proof that you have received the bonus from your program with a copy of the check or paystub. If your program is responsible to provide you with part of your T.E.A.C.H. bonus and you do not receive it, contact your Counseling Specialist for assistance.

If you are on a Plus-option contract, you will receive a bonus from T.E.A.C.H. in two installments. The first installment will be issued upon successful completion of the contract period and the second installment will be issued six months later. Some bonuses are given one time when the contract is completed (ex: Licensure Renewal, CDA and One Class models).

**CENTER STAFF RAISE PAYMENTS:**

The sponsoring program will issue a raise of at least 4% (above and beyond any raise that all employees receive) upon successful completion of each contract period. Send T.E.A.C.H. a paystub after you receive the raise for verification.

**CHILD DEVELOPMENT HOME PROVIDER BONUS PAYMENTS:**

T.E.A.C.H. will pay the child development home provider a bonus in two installments. The first half is issued upon successful completion of the contract and the second half will be issued six months later.

**COMMITMENT:**

After the contract is completed, you agree to continue employment in your current setting for an additional 12 months. You must work the same number of hours, or at least 30 hours, during the contract year and commitment year. Please notify T.E.A.C.H. if there are changes in your schedule.

**LEAVE PROGRAM:**

Let us know if you leave your program for any reason. We will discuss exceptions to our policy if the reason for leaving is not in your control. You may be billed by T.E.A.C.H. for not fulfilling the contract. The bill will reflect not only what we paid to you, but also what we paid the college and your program on your behalf. Your sponsoring program may expect you to reimburse them some additional funds, but this is not part of the T.E.A.C.H. contract.

**POLICY:**

If the contract is broken or the commitment year is not completed, T.E.A.C.H. will bill you for the cost of any contract years that are not fulfilled.

**TAKE A BREAK FROM COLLEGE:**



If you need to take a break from college and are still employed in your sponsoring program or home setting, but have not completed a contract year, your contract will be considered withdrawn. You will need to be re-accepted into T.E.A.C.H. to start a new contract in the future. You may need to repay T.E.A.C.H. for costs incurred from your earlier contract. You can take a break after any completed contract, without penalty.

#### LAI D OFF:

If you are laid off you will not be billed, but we cannot continue to support you on a scholarship. You may finish your current semester, but need to be employed in another child care program that is willing to sign a T.E.A.C.H. contract, in order to continue with our support.

#### EMPLOYER CHANGES:

If your employer changes through no choice of your own (ex: your program is bought by a different agency), please let us know right away. The new employer will need to agree to the terms of the original contract or sign a new contract. If the employer does not agree to a contract, you would need to drop from T.E.A.C.H. but you will not be billed.

#### GRADUATING:

If you receive a CDA, a diploma, an associate degree, bachelor degree or an ECE endorsement, please send us a copy of your diploma, transcript or license that proves you have received it. We will announce your achievement in our newsletter. If you have received an associate or bachelor degree, you will also receive a special gift from Iowa AEYC.

#### SWITCHING FROM ASSOCIATE TO BACHELOR CONTRACT:

If you are currently on an associate contract, you must first complete your associate degree and/or associate contract (12 months and at least 9 credits) before you switch to a bachelor contract. You must have a minimum of 60 college credits in order to be eligible for the bachelor scholarship. Recipients must take classes at the community college that will transfer to the 4-year school of their choice, before starting the bachelor contract. Upon starting a 4-year program, please submit the course outline from your advisor, so we can monitor your classes.

## CDA® ASSESSMENT PROCEDURES:

We encourage you to obtain a CDA credential while working towards your degree. Talk with your Counseling Specialist or visit our [www.iowaaeYC.org](http://www.iowaaeYC.org) to find out more about this option.

#### TO EARN THE CDA® CREDENTIAL:

1. Have at least 120 clock hours of professional early childhood education, with no fewer than 10 hours in each of the eight CDA® subject area (minimum of 9 ECE college credits or 120 hours of community-based training or a combination) training can be tracked on a [training tracker chart](#)
2. Have 480 hours of fieldwork
3. Complete a Professional Portfolio

4. Complete Family questionnaires
5. Take an exam at a [Pearson VUE Testing Center](https://home.pearsonvue.com/cdaexam) <https://home.pearsonvue.com/cdaexam>
6. Be observed by a Professional Development Specialist (PDS).

#### TO APPLY FOR A CDA® ASSESSMENT SCHOLARSHIP:

1. If you have a current associate or bachelor contract with us, you will not need to fill out an additional T.E.A.C.H. application.

To obtain a paper application, recipients can go to the Iowa AEYC website, <http://www.iowaaeyc.org/teach.cfm>, email [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org) or call 800-469-2392 or 515-331-8000. Applicants can also complete the online application, <http://www.iowaaeyc.org/teach-application.cfm>. Recipients must complete the application and include:

2. Copy of DHS license or registration certificate (unless regulated by the Department of Education)
3. Copy of QRS certificate (if applicable)
4. Copy of NAEYC/NAFCC accreditation (if applicable)
5. Income verification (current paycheck stub, Schedule C, etc.)
6. Sign the Recipient Personal Responsibilities Agreement

A Counseling Specialist will call or email to inform you of approval for a T.E.A.C.H. scholarship. If approved, you will receive a welcome letter, contract, instructions, and forms.

#### AFTER YOU'VE BEEN ACCEPTED:

- A Counseling Specialist will call or email you to inform you of approval for a T.E.A.C.H. scholarship. You will receive a welcome letter, contract and instructions.
- Sign and return your contract.
- Read your handbook. Sign and return the Recipient Personal Responsibilities Agreement to your Counseling Specialist. They will go over this verbally with you.
- T.E.A.C.H. will let you know when to apply for the CDA® on the Council for the Professional Recognition [website](#).
- You will need to send screenshots of your YourCouncil CDA® customer ID # and the review and payment page.
- T.E.A.C.H. will let the Council know that we will pay the \$425 assessment fee. The recipient will receive a voucher number from the Council that will allow you to continue the application process CDA exam and verification visit from a Professional Development Specialist,

#### AFTER YOU HAVE EARNED YOUR CDA® CREDENTIAL:

- After their CDA exam and verification visit from a Professional Development Specialist, you will receive an email stating that you have been awarded (or denied) your CDA®.
- If awarded the CDA®, you will receive the CDA® credential in the mail in 2 to 3 weeks or you can print a temporary certificate from the online CDA® application.
- You can send a copy of the credential to our office to claim your bonus.

- Included with the bonus you will receive an update form to fill out to send back along with a copy of a recent paystub. Our funders like to know if your pay increased because of earning a CDA®.
- You will receive an congratulation email with a survey to let us know how we did
- Remember you must remain in the early childhood field in Iowa for six months following the receipt of their credential.
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*Remember that the CDA® is good for 3 years and then must be renewed. More information can be found about that on the [Council for the Professional Recognition website](#).*

*<https://www.cdacouncil.org/credentials/renew-cda>*

#### POLICY:

For recipients who are denied the credential, this is treated similarly to a failed course. T.E.A.C.H. can only pay for the credentialing fee one time. In this situation, the recipient has two options:

1. Reapply for the CDA, at your own expense, within 12 months.
2. Pay T.E.A.C.H. for the cost of the initial assessment fee. Once this is paid, T.E.A.C.H. could support the cost to reapply at a future date.

If you feel you have been wrongly denied, please follow the appeals process as outlined by the Council.

## PAPERWORK REMINDERS AT A GLANCE:

### SEMESTER REMINDERS FOR RECIPIENTS:

**NOTE:** You can find all of our forms on our website at [www.iowaaeyc.org](http://www.iowaaeyc.org).

1. Submit the Form R (course number, title, and number of credits) by phone, fax, mail, or email before you register for your college classes.
2. Send the Form B (center-based) or Form B/C (homes) with copies of your itemized book receipts during the first half of the semester or term. If your college or university has more than one term per semester, send Form B or B/C and copies of receipts as soon as you have purchased/rented all books for the semester.
3. If you work in a sponsoring program and are eligible for release time, send us your completed Form C within 30 days following the end of the semester. We will not pay for release time that arrives late. Refer to the following table for due dates for paperwork each semester.
4. When you finish classes, check the college's website for your grades and send us a grade report from your college.

**NOTE:** If you do not cash your reimbursement check within 6 months, we will void the check and will not issue another. Un-cashed checks are assumed to be donations to the project.

Semester	Semester Dates	Final date to turn in forms
Spring	January 1-May 15	June 1
Summer	May 15-August 15	September 15
Fall	August 15-December 15	January 15

### SEMESTER REMINDERS FOR SPONSORING PROGRAMS:

Recipients working over 30 hours a week are eligible for release time, with the exception of directors and part-day contracts. You and your sponsoring program representative must sign and return the completed Form C within 30 days following the end of the semester. We will not pay the sponsoring program for release time that arrives late.

The sponsoring program will receive a check or an invoice at the end of each semester, based on the amount of release time submitted and the program's portion of tuition and book costs for all program-sponsored T.E.A.C.H. recipients.

### COLLEGE CREDITS FOR DHS TRAINING HOURS:

One college credit in early childhood or elementary education is the equivalent of 15 contract hours of training. To fulfill DHS requirements, classes would need to fall into the following categories: 1. Planning a Safe, healthy learning environment; 2. Steps to advance children's physical and intellectual development; 3. Positive ways to support children's social and emotional development; 4. Strategies to establish productive relationships with families; 5. Strategies to manage an effective program operation; 6. Maintaining a commitment to professionalism; 7. Observing and recording children's behavior; 8. Principles of child growth and development.

### YEARLY REMINDERS:

1. Reapply for FAFSA each school year in October and submit the results to T.E.A.C.H.
2. When you complete each contract, you will receive a [Form U](#) with your compensation paperwork. Send this form with proof of income (the first page of your Schedule C for child development home providers or a copy of a paystub or letter from the program director or administrator, which states an hourly wage and the number of hours worked per week for program staff) after you receive your compensation.
3. Completed contracts may be renewed after 12 months, pending available funds.

### IMPORTANCE OF ADVOCACY:

On occasion, we may contact you to share your story with one of our state partners, funders, or legislators. Please take the opportunity to share how T.E.A.C.H. has helped you and the children in your care. Help parents to understand the benefits of your education to the classroom. You can fill out this [Success Story Template](#) and return to your T.E.A.C.H. Counselor.

## CONTACT INFORMATION

### Iowa Association for the Education of Young Children

5525 Meredith Drive, Suite 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](#) at [www.iowaaeyc.org](http://www.iowaaeyc.org) for more information, applications, paperwork, and forms.

### CONTACTING YOUR COUNSELING SPECIALIST:

We want to be an active part of your career in Early Care and Education. We encourage you to contact us if you have any questions about your scholarship or college, any needed resources, etc. We especially want to hear from you when you:

- Have moved or made any changes to your contact information
- have received an academic award or honor
- have a personal emergency that prevents you from attending school or work for an extended period of time
- have gotten married or had a baby
- are having trouble in or failing a class
- are considering dropping or withdrawing from a class
- your program achieved national accreditation or received a level on the QRS
- number of hours worked or the age group you work with changes
- are considering changing jobs or are no longer employed in your program
- are considering changing colleges
- have graduated or earned a credential, degree or endorsement

We are so proud of the effort you are making to increase your own professional development and provide high quality care for young children. Congratulations!

### ADDITIONAL INFORMATION:

Smarthinking tutoring site – <http://www.pearsoned.com/higher-education/products-and-services/services-and-solutions-for-higher-ed/services/smarthinking/>

Personalized math learning resources through Khan Academy – [www.khanacademy.org](http://www.khanacademy.org)



## APPENDIX:

[FAFSA](#) Information Form

[Form R](#)—Semester Registration Form

[Form B](#)—Center/Preschool Staff Tuition/Book Reimbursement Form

[Form B/C](#)—Child Development Home Provider Tuition/Book/Release Time Reimbursement Form

[Form C](#)—Center Staff Release Time Claim Form

[Form ST](#)—Student Teaching Form

[Form U](#)—Information Update Form

[PRA](#) - T.E.A.C.H. Recipient Personal Responsibilities Agreement