

How to apply

To apply for the T.E.A.C.H. Scholarship:

- Download an application at <http://tiny.cc/PACCA-TEACH>
- Call T.E.A.C.H. at (888) 296-1917 with any questions about the application process.
- Complete application entirely and mail to T.E.A.C.H. at 20 Erford Rd, Suite 302, Lemoyne, PA 17043 or fax to (717) 657-0959.
- T.E.A.C.H. will notify you via e-mail to confirm receipt of your application. You will then receive a letter regarding your application status in 6-8 weeks.
- Applicants who are accepted into the scholarship program will receive an award letter and acceptance packet from T.E.A.C.H.

When should I apply?

Because T.E.A.C.H. has continuous enrollment, you may apply for a scholarship at any time, even if you are already taking classes. However, it is best to apply at least one semester in advance. Students should contact their college to apply for admission and schedule advising either before or while they are applying to T.E.A.C.H.

Participating Colleges & Universities

For a list of participating colleges and universities, visit T.E.A.C.H.'s website at <http://tiny.cc/PACCA-TEACH>. Click on the Colleges & Universities menu item on the right side of the page.

About T.E.A.C.H. and PACCA

The T.E.A.C.H. (Teacher Education And Compensation Helps) Early Childhood® Project was developed to upgrade the level of education of the teachers working with young children while making the educational process affordable, increasing wages and reducing turnover. With dollars from the State Quality Initiative funds, the T.E.A.C.H. Early Childhood® Project came to Pennsylvania.

The Pennsylvania Child Care Association, the organization sponsoring the T.E.A.C.H. Early Childhood® Project in Pennsylvania, is a private, voluntary, non-profit organization. Its purpose is to facilitate the provision of quality early care and education of the children of Pennsylvania. The association promotes the value of educationally appropriate child care to the general public and is a state wide resource regarding early care and education.

Visit T.E.A.C.H. online at <http://tiny.cc/PACCA-TEACH>

 <p>T.E.A.C.H. Early Childhood® PENNSYLVANIA A Project of Pennsylvania Child Care Association</p>	<p>For Child Care Center Staff & Family Child Care Providers</p>
<p>Associate Degree and CDA Credential Scholarship Program</p>	

Teacher Education And Compensation Helps

T.E.A.C.H. is administered by



Pennsylvania Child Care Association

20 Erford Road, Suite 302

Lemoyne, PA 17043

(717) 657-9000 | toll free: (888) 296-1917

<http://tiny.cc/PACCA-TEACH>

T.E.A.C.H. Associate Degree and CDA Scholarships



provide child care staff and family child care providers the opportunity to earn their Associate's degree or Child Development Associate (CDA) credential while working full time in a Center or while operating a home-based child care program.

Scholarship recipients receive funds for tuition, books, travel and other expenses and a T.E.A.C.H. counselor to provide assistance and support. Recipients also earn a stipend or raise each scholarship year as they complete their coursework. In return, the recipient commits to stay at their sponsoring center or continue to operate a family child care program for one year after each scholarship year.

Eligibility requirements

Eligible applicants must:

- ✓ be a resident of Pennsylvania
- ✓ have a high school diploma or GED
- ✓ *Center staff* applicants must work in a DHS-certified, Keystone STARS child care facility in Pennsylvania and be employed 25-30 hours per week at the sponsoring child care facility for approximately one year
- ✓ *Family child care provider applicants* must operate a DHS-registered, Keystone STARS program in Pennsylvania for approximately one year
- ✓ earn an income of less than \$19 per hour
- ✓ maintain a commitment to remain in the early childhood field, and want to pursue an Associate's degree or Child Development Associate (CDA) credential

Other Considerations:

- Scholarship awards are dependent upon availability of funds and priorities of funders;
- Other eligibility criteria may apply and are subject to change without notice.

How the scholarship works

The T.E.A.C.H. program, scholarship recipient, and sponsoring center (*if applicant is employed by a child care center*), each make a financial commitment to the recipient's education.

Center/Group Home scholarship recipients must attend classes and successfully complete 9-15 semester hours during a contract year towards a CDA credential or Associate's degree in Early Childhood Education and continue to work at their center/group home approximately 30 hours per week. The recipient will be asked to contribute 10% towards the cost of tuition and 25% of books for each course. At the end of the scholarship year, individuals receive a salary increase or stipend and must commit to working at their sponsoring center for another year.

Centers must agree to sponsor a scholarship recipient by contributing 10% of the cost of tuition, giving staff paid release time each week, and agreeing to award the recipient a raise or stipend at the end of the scholarship year. T.E.A.C.H. Early Childhood® will reimburse centers a percentage of the release time at \$10 per hour.

Family Provider scholarship recipients must pay 10% of the cost of tuition, 20% of book costs and complete 9-15 credit hours toward a CDA or Associate's degree in Early Childhood Education. Upon completion of these contract requirements, the provider must then continue to operate the family child care home for an additional year. The provider is awarded a \$300 stipend by T.E.A.C.H. upon completion of the required 9 - 15 credit hours of course work within the contract year. T.E.A.C.H. Early Childhood® will reimburse family providers for release time hours at \$10 per hour.

T.E.A.C.H. pays for a percentage of the cost of tuition and books, provides a travel stipend each semester, reimburses the center for a percentage of release time given, and provides counseling and administrative support for the program.

* A variety of scholarship models are available to best meet your program's needs. Release time and compensation vary by model. Details of each model are listed on the scholarship application.

For information on other T.E.A.C.H. scholarships and participating colleges and universities, visit T.E.A.C.H. online at <http://tiny.cc/PACCA-TEACH>



T.E.A.C.H. Early Childhood® PENNSYLVANIA
 Early Childhood Associate Degree & CDA Credential
 Scholarship Application



PERSONAL INFORMATION

Date _____ Social Security # _____

Name _____

Address _____

City, State, Zip _____

County _____ Email _____

Phone Number *Home:* () _____ *Cell:* () _____ *Work:* () _____

Date of Birth *(mm/dd/yyyy)* _____ Gender _____

Ethnicity (Information provided in this section used for demographic purposes only)

Are you of Hispanic, Latino or Spanish origin?

- No Yes, Puerto Rican Other Hispanic, Latino or Spanish
- Yes, Mexican, Mexican American, Chicano Yes, Cuban

Do you consider yourself...?

- White Chinese Other Asian:
- Black, African American or Negro Korean
- American Indian or Alaska Native Guamanian or Chamorro Other Pacific Islanders:
- Asian Indian Filipino
- Japanese Vietnamese Other race:
- Native Hawaiian Samoan

How did you hear about the T.E.A.C.H. Early Childhood PENNSYLVANIA® Scholarship?

- Presentation College Workshop
- Mailing My Center Director Website
- CCR&R Agency T.E.A.C.H. Recipient Other (please specify): _____

EDUCATION INFORMATION

Check the box that best describes your educational history:

- No high school diploma Associate Degree (Major: _____) Doctorate Degree
- High school diploma/GED Bachelor Degree (Major: _____)
- 1-year certificate Masters Degree (Major: _____)

Check the box that best describes your educational goals:

- Earn an Early Childhood or School Age Credential
- Take a few early childhood courses to obtain or upgrade job-related skills
- Earn an Early Childhood, Infant/Toddler or School-Age Certificate
- Earn an Early Childhood Associate Degree
- Earn an Early Associate Degree and transfer to a four-year college/university to earn a Bachelor Degree

I am applying for a scholarship to earn my: Child Development Associate (CDA) Credential Associate Degree

Are you currently enrolled at a community college or university? Yes No

When would you like your scholarship to begin? Fall Spring Summer Year: _____

Which higher education institution would you like to attend? _____

EMPLOYMENT STATUS

What is your current job title?

- Teacher Administrator Non-Teaching Professional Staff
 Assistant Teacher Family Based Professional Non-Teaching Support Staff

What age groups do you teach? (check all that apply)

- Infants (0-12 months) Preschool (37 Months – PreK)
 Toddler (13-36 months) School Age

How long have you worked in the field of early childhood?

- Less than 2 years 2-5 years 6-10 years 10+ years

Do you work in a PA PreK Counts classroom? Yes No

How many children are in your classroom or family child care/group home? _____

How many hours per week do you work? (on average) _____

How many months per year do you work? _____

Beginning date of employment at your current facility? (mm/dd/yyyy) _____

What is your current hourly wage? _____

FACILITY INFORMATION

Facility MPI# _____

Facility Name _____

Facility Address (street address) _____

Facility Address (city, state, zip & county) _____

Director Email Address _____

Tax ID Number _____

Indicate all forms of funding your facility receives:

- Head Start State PreK State Subsidies: Contracts
 Early Head Start Title I State Subsidies: Vouchers
 State Head Start IDEA N/A

Number of Children Served _____

Auspice: Profit Nonprofit Head Start Religious Sponsored

Keystone STAR Rating: Non-STARS STAR 1 STAR 2 STAR 3 STAR4

Accreditations: N/A NAEYC OTHER _____

FAMILY CHILD CARE/GROUP HOME MONTHLY INCOME WORKSHEET

Instructions: This section will help you determine monthly earnings from your family child care or group home. If you work at a child care center, skip this section and proceed to the **Statement of Income** section below.

For each question use the amount you made or spent last month. **Remember, you MUST include income verification** such as copies of receipts for each of the children in your care or a statement detailing your weekly rate and number of children for which you provide care.

- 1. What is the total amount paid to you by parents each week? _____
- 2. Multiply by 4.33 (*weeks per month*) for total monthly parent fees _____
- 3. How much was your Child & Adult Care Food Program (CACFP) Reimbursement? _____
- 4. How much was the Department of Human Services CCIS subsidy for children in your care? _____
- 5. **TOTAL MONTHLY REVENUE** (*Add lines 2,3 and 4 for total monthly revenue*) _____

How much did you spend for children in your care last month on:

- 6. Food _____
- 7. Toys _____
- 8. Assistant/Substitute Care _____
- 9. Crafts/Supplies _____
- 10. Transportation _____
- 11. Training Fees _____
- 12. Gifts for Children/Families? _____
- 13. Other (*please specify*) _____
- 14. **TOTAL MONTHLY EXPENSES** (*Add lines 6 through 13 for total monthly expenses*) _____

_____ - _____ = _____
Revenue (line 5) **Expenses (line 14)** **TOTAL MONTHLY EARNINGS**
(Subtract line 14 from line 5 to find total monthly earnings – use this information in the Statement of Income below)

STATEMENT OF INCOME

ATTACH A COPY OF YOUR MOST RECENT PAY STUB(S) TO THIS APPLICATION

Instructions: As part of the application process, we must verify your income. List EACH source of income available to you **plus you MUST include income verification**. A statement from your employer indicating your hours and rate of pay or a copy of your most recent pay stub will verify earnings from your job. Family child care/group home providers should use the income worksheet above to determine earnings.

Employer #1 _____ Hours/week _____ \$ _____ per _____

Employer #2 _____ Hours/week _____ \$ _____ per _____

Have you applied for any other financial Aid? Yes No

If yes, indicate which financial aid source(s) for which you have applied

PELL Grant Other Scholarships Student Loans

Financial Aid #1 _____ Date of Application _____

Application Status AWARDED DENIED PENDING

Financial Aid #2 _____ Date of Application _____

Application Status AWARDED DENIED PENDING

YOUR TOTAL ANNUAL INCOME IS \$ _____

TOTAL FAMILY ANNUAL INCOME IS (*Include your spouse's income*) \$ _____

FAMILY CHILD CARE PROVIDER PARTICIPATION AGREEMENT

The T.E.A.C.H. Early Childhood® Associate Degree/CDA Scholarship Program offered through PACCA requires the participation of each scholarship recipient. In the event that I (*Applicant's Name*) _____ am awarded a scholarship, I agree to the following participation requirements.

FAMILY PROVIDER OPTION

- 1. Pay 10% of the cost of tuition and approved fees for courses totaling 9-15 credit hours at an approved college or university
- 2. Pay 20% of the cost of books for the courses approved through the scholarship
- 3. Continue operating my family child care home for one year after successful completion of the course and contract requirements.

Print Name of Family Child Care Owner _____

Signature of Family Child Care Owner _____

CENTER PARTICIPATION AGREEMENT FOR DIRECTORS & OWNERS

The center owner or board chairperson must complete this agreement.

The T.E.A.C.H. Early Childhood® Associate Degree/CDA Scholarship Program offered through PACCA requires the participation of each scholarship recipient's employing child care program. In the event that (*Applicant's Name*) _____ is awarded a scholarship, I agree that (*Center Name*) _____ agrees to all of the following participation requirements.

(Please select one scholarship option below.)

CENTER DIRECTOR RAISE OPTION _____ (*Director is employee of the center*)

- 1. Pay 10% of the cost of tuition and approved fees for courses totaling 9-15 credit hours at an approved college or university
- 2. At the end of the contract year upon successful completion of 9-15 credit hours issue a 4% raise. This raise is in addition to any other expected raise or bonus.

CENTER DIRECTOR STIPEND OPTION _____ (*Director is employee of the center*)

- 1. Pay 10% of the cost of tuition and approved fees for courses totaling 9-15 credit hours at an approved college or university
- 2. At the end of the contract year upon successful completion of 9-15 credit hours issue a \$600 stipend in two installments. This stipend is in addition to any other expected raise or bonus.

CENTER OWNER OPTION _____ (*Director is owner of the center*)

- 1. Pay 20% of the cost of tuition and approved fees for courses totaling 9-15 credit hours at an approved college or university
- 2. Pay 25% of the cost of books for courses approved through the scholarship

Print Name of Facility Owner/Board Chairperson _____

Signature of Facility Owner/Board Chairperson _____

CENTER/GROUP HOME PARTICIPATION AGREEMENT FOR STAFF

The center director or owner must complete this agreement.

The T.E.A.C.H. Early Childhood® Associate Degree/CDA Scholarship Program offered through PACCA requires the participation of each employer. In the event that *(Applicant Name)* _____ is awarded a scholarship, I agree that *(Center Name)* _____ agrees to select one option below and meet all of the corresponding requirements.

RAISE Option _____

1. Pay 10% of the cost of tuition and approved fees for courses totaling 9-15 credit hours at an approved college or university for the scholarship employee.
2. Provide paid release time each week for my scholarship employee. The amount of release time is equal to the number of credit hours the employee is taking up to a maximum of six hours per week. Release time will be provided when the college is in session. Center will be reimbursed for 75% of the release time hours claimed.
3. At the end of the contract year upon successful completion of 9-15 credit hours issue a **4% raise**. This raise is in addition to any other expected raise or bonus.

STIPEND Option _____

1. Pay 10% of the cost of tuition and approved fees for courses totaling 9 - 15 credit hours at an approved college or university for the scholarship employee.
2. Provide paid release time each week for my scholarship employee. The amount of release time is equal to the number of credit hours the employee is taking up to a maximum of six hours per week. Release time will be provided when the college is in session. Center will be reimbursed for **75%** of the release time hours claimed.
3. At the end of the year upon successful completion of 9-15 credit hours, issue a **\$600 completion stipend** paid in two installments. This stipend is in addition to any other expected raise or bonus.

STIPEND/STIPEND Option _____ *(available for Associate degree model only)*

1. Pay 10% of the cost of tuition and approved fees for courses totaling 9 - 15 credit hours at an approved college or university for the scholarship employee.
2. Provide paid release time each week for my scholarship employee. The amount of release time is equal to the number of credit hours the employee is taking up to a maximum of six hours per week. Release time will be provided when the college is in session. Center will be reimbursed for **50%** of the cost of the release time hours claimed.
3. At the end of the year upon successful completion of 9 -15 credit hours, issue a **\$300 completion stipend** paid in two installments. This stipend is in addition to any other expected raise or bonus. PACCA will also issue a **\$300 completion stipend** to the recipient in two installments.

RAISE/STIPEND Option _____ *(available for Associate degree model only)*

1. Pay 10% of the cost of tuition for courses totaling 9 - 15 credit hours at an approved college or university for the scholarship employee.
2. Provide paid release time each week for my scholarship employee. The amount of release time is equal to the number of credit hours the employee is taking up to a maximum of six hours per week. Release time will be provided when the college is in session. Center will be reimbursed for **50%** of the release time hours claimed.
3. At the end of the year upon successful completion of 9 -15 credit hours, issue a **2% raise**. This raise is in addition to any other expected raise or bonus. PACCA will also issue a **\$300 completion stipend** to the recipient in two installments.

Print Name of Facility Director/Owner _____

Signature of Facility Director/Owner _____

STATEMENT & SIGNATURE OF APPLICANT

I, _____ (*applicant name*), attest that the information provided on this application and the supporting documentation is true to the best of my knowledge. I understand that falsifying application information or documentation or the failure to comply with documentation requirements may result in the inability to be a participant in this program. If my participation is terminated due to my failure to comply with documentation requirements, I understand that my employer may be notified along with the program funder. If for any reason scholarship funds are issued incorrectly as a result of false information provided by me, I acknowledge that I will be required to reimburse PACCA and the T.E.A.C.H. Early Childhood® PENNSYLVANIA Scholarship Program for the monetary support that was received in error.

Signature of Applicant _____ Date _____

PERSONAL RESPONSIBILITIES AGREEMENT

This is an agreement between T.E.A.C.H. Early Childhood PENNSYLVANIA and the scholarship applicant (*applicant name*) _____. Please read carefully and sign the agreement, initialing next to each line item. As part of your application, this agreement **MUST** be signed and submitted along with any other required documents before your application can be considered complete.

As a T.E.A.C.H. Early Childhood Scholarship Recipient, I will:

- _____ Attend class, study, work hard and be a responsible student. This is a great opportunity that should be taken seriously.
- _____ Regularly communicate with my Scholarship Counselor. My Counselor is available to help guide me through the process of attending college as well as balancing my college, work and family responsibilities. She/he can easily be reached by phone or e-mail and can answer many questions.
- _____ Submit reimbursement forms in a timely manner. Preauthorization for courses must be submitted in time for Scholarship Counselors to review and forward to the appropriate college/university. Form B's must be submitted for reimbursement of tuition, books and travel claims. If my scholarship model includes paid release time, I will sign the Form C's, ensure that my director signs the Form C and help to submit this documentation for reimbursement of release time.
- _____ Contact my Scholarship Counselor regarding any changes to my employment or college status, or if I am having difficulty in meeting my course/college or scholarship contract requirements.
- _____ Submit my grades within 30 days of each semester end date. Keeping my scholarship records current is critical to ensuring that I can continue my education without interruption.
- _____ Pay my bills from T.E.A.C.H. and/or my college/university in a timely manner. It is my responsibility to ensure that I am meeting all of my obligations related to this opportunity.

Signature of Applicant _____ Date _____