

T.E.A.C.H. Checklist

- Read your entire contract.
- Sign & return one copy of your contract along with the recipient W-9.
 - *A signed contract must be returned to T.E.A.C.H. for any payments to be approved.
 - *Contracts not returned within 30 days will be terminated.

As a T.E.A.C.H. scholarship recipient, you are responsible for four things each semester.

1. Register

a) Associate Degree students -

Register for (up to) two approved classes and fax a copy of your registration/schedule to your T.E.A.C.H. counselor. Additional classes may be approved, but you must first call your T.E.A.C.H. counselor.

b) Director's Credential students -

Register for the approved Director Credential class and fax a copy of your registration/schedule to your T.E.A.C.H. counselor.

c) CDA students attending a community/state college -

Register for class(es) and fax T.E.A.C.H. a copy of your registration/schedule. Fast track students inform your counselor that you are doing fast track.

OR

d) CDA students doing online programs (not at a community/state college)

Contact the training institution to register and fax a copy of your registration/enrollment forms to your T.E.A.C.H. counselor. Once T.E.A.C.H. has received these papers we will contact the training program to authorize payment.

2. Fax your printed schedule to T.E.A.C.H. the day you register so authorization can be sent to the training institution to pay your tuition.

***** It is **not** the responsibility of T.E.A.C.H., your college or your director to register you for classes or to send your schedule.*****

3. Purchase your required textbooks. Submit Form B, copies of your receipts **and your syllabus** to show proof of required books for reimbursement.

4. Send your grades at the end of each semester. T.E.A.C.H. cannot authorize new classes if you have outstanding grades from previous semesters and/or a balance on your account.

Release time

- Discuss and develop a Release Time plan with your director.
- Submit Form C to claim release time on a monthly or semesterly basis. Release time is a part of most contracts and must be given to those teachers working 30+ hours per week. Release time is 3 hours per week (per semester) while classes are in session.

CDA Scholarship Recipients

If you plan to go on for a National CDA, please inform your counselor. If you do not, we cannot pay for a National CDA for you once we have given you a bonus. Once you receive your National CDA Credential you must file it with DCF on Form CF-FSP Form 5211.

AS Degree and Director Credential scholarship recipients

If you want to do a National CDA, please submit a separate National scholarship application.

Reimbursement Claims

All claims for tuition, books and release time must be received within 45 days of the end of each semester to be processed for reimbursement. Late will not be paid.

All contracts are subject to termination after two semesters with no activity.

\$\$ You will receive a bonus at the end of each completed contract when all payments, grades and/or certificates have been received. \$\$