



2022

Helpful Hints for T.E.A.C.H. Early Childhood® Colorado Recipients

**A Guide to your T.E.A.C.H.
Scholarship Award and Contract**



*T.E.A.C.H. Early Childhood® Colorado is a licensed program
of Child Care Services Association.*



Introduction to the T.E.A.C.H. Early Childhood® Colorado Scholarship Program.

The T.E.A.C.H. Scholarship is a great opportunity! Let us help you along the way.

Dear T.E.A.C.H. Scholarship Recipient,

The T.E.A.C.H. Early Childhood® Colorado Scholarship Program Guide was created to help you navigate your scholarship and education as well as answer any questions you may have along the way. If you are reviewing this guide digitally, you can click on any link, and it will take you to the specific information. If you are reading a hard copy, you can visit our website for any of these links! If you ever have any questions, problems, concerns, or just need to chat, always free to contact us. We are here for you!

About T.E.A.C.H.

Early childhood professionals who have higher education have been shown to have a better understanding of child development and to be more responsive to the educational and academic needs of young children.

The T.E.A.C.H. Early Childhood® Colorado Scholarship Program offers early childhood education program directors and teachers a pathway to pursue higher education. Access to scholarships for early childhood education is a critical piece to a successful professional development pathway.

We are affiliated with the national Teacher Education and Compensation Helps Early Childhood® initiative of the Child Care Services Association, and we hold the state license to offer scholarships in Colorado.

The Early Childhood Council Leadership Alliance (ECCLA) is an equal opportunity scholarship provider. We do not discriminate based on race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, military status, sexual orientation or gender identity or expression in any of its activities or operations. Advancing Students for a Stronger Economy Tomorrow (ASSET) and Deferred Action for Childhood Arrivals (DACA) students are welcome to apply!

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Your T.E.A.C.H. Early Childhood® Colorado Scholarship Counselors

The T.E.A.C.H. office at ECCLA consists of the T.E.A.C.H. Director, Shannon Hall, and the T.E.A.C.H. Counselor, Dallas Brown. You can reach us at any time using the contact information below:



Shannon Hall 720.899.3047 (call or text)
shannon@ecclacolorado.org;
<http://www.calendly.com/Shannon-eccla>

Dallas Brown 720.588.2842 (call or text)
dallas@ecclacolorado.org;
<http://www.calendly.com/dallas-eccla>



**The T.E.A.C.H. Early Childhood® Colorado Scholarship is a program of the
Early Childhood Council Leadership Alliance
(ECCLA)**

4891 Independence Street, Suite 140
Wheat Ridge, CO 80033
Phone: 720.588.2840 Fax: 720.669.1544
Website: www.ecclacolorado.org
www.ecclacolorado.org/teachscholarships
ECCLA General Email: info@ecclacolorado.org

**To reach the online application portal to update or resubmit an application,
please visit <https://awards.ecclacolorado.org/>**

Your Scholarship Award and Contract

Below you will find important information and reminders related to your scholarship contract.



→ **Make sure you have read, and you understand the acceptance packet.** This includes the contract, Personal Responsibilities Form, and corresponding documents. This is an important first step for your education and professional development.

- You should make a copy of your contract and keep for your records to refer to. Your contract refers to scholarship, grade, and work commitment requirements.
- Online courses are a great option for students but be aware that although T.E.A.C.H. does cover the cost of online courses, your portion could cost more than a regular course. Make sure that your director is aware of this before signing up for courses.
- Be sure to check your emails regularly. The T.E.A.C.H. office often uses emails to reach you with important updates and information regarding your scholarship contract and other information
- If you haven't already, make sure to register in the Professional [Development Information System \(PDIS\)](#). This is a great way to keep track of your education, training, and accomplishments. It also provides resources and free trainings. If you need assistance with this, please reach out to the T.E.A.C.H. office and we can help you with registration.
- Each scholarship contract is one year, three semesters. If you are awarded in spring, your contract will cover you for spring, summer, and fall. At the end of your contract, you will be able to renew your scholarship by filling out a [renewal application](#).
 - *If funding is available, your contract will be renewed if you have met all guidelines during your first contract.*
 - *Because you are a previous recipient, you have priority over other applications.*
- The only exception to the rule above is if you are applying under a new model. E.g., if you were on the associate model and reached your milestone

and decided you wanted to now complete your bachelor's degree, you would need to fill out a brand-new application.

→ Each new contract you are awarded, and you accept will supersede the previous contract, thus, starting your potential work commitment period over as well as the incentive (bonus or 2% raise).

- *Your employer will not payout a work commitment bonus until you have finished your educational journey with the T.E.A.C.H. Early Childhood® Colorado Scholarship Program.*

Stories of Impact

Working in the ECE field was never part of my plan. I have a B.A. in Psychology and I was going to get my M.A in Counseling. The opportunity for a job as a lead teacher at my center kind of fell into my lap. And I fell in love. After two years, I finally began taking classes to obtain an M.A. I completed 5 classes and realized as much as I wanted to become a counselor, I had no interest in leaving my school. My director discussed the option of taking classes to become a director myself, as there would be a position potentially opening in the future. I made the decision to stop pursuing my M.A. to go on this new path. It was a difficult choice because I had to take out loans to pay for the portion I already completed. I applied for the T.E.A.C.H. scholarship, hopeful that I would receive some help to pay for my change in plans. Between needing to buy a new car, moving, and COVID-19, money was tight. Despite these, I was able to start and finish all 9 of my needed classes in one year. As a result of taking these classes I was promoted to administrative assistant. Now that I have finished everything, I am waiting to receive my certificate, and once that arrives, I will be officially promoted to director at my center. The money from the T.E.A.C.H. scholarship helped me to achieve my goals in a way that I would not have been able to without it.

Krysta

Registration and Course Schedules

Here you will find helpful tips and reminders related to registering for courses and what you will need to send to the T.E.A.C.H. office.

- Register for courses as soon as possible. ECE courses can fill up quickly and we want to make sure you get into the course of your choice!
- You can email or fax your course schedule to the T.E.A.C.H. office.
- We ask that you do not mail your course schedule as we are not in the office often and this can cause delay and may result in being dropped from your courses.
- Your course schedule should contain the course code, number, and description.
- You are free to call or email if you want to ensure we have received your course schedule. We want you to feel comfortable with your decision to go back to school and this confirmation can provide additional peace of mind.
- Remember! We are here to help you, so if you are feeling overwhelmed or don't know where to start, contact us so we can assist you any way we can.



Your Student Account, College Billing and Authorizations

For information and tips on your college student account, billing procedure and authorization of payments, please read below.

- You **MUST** sign up for the College Opportunity Fund also called COF. This is basically **FREE MONEY** for Colorado students. T.E.A.C.H. will only cover the cost of in-state tuition after COF. If you have questions about signing up for or accepting COF, give us a call. You can also check the College Opportunity Fund website for more information: www.cof.college-assist.org
- As soon as you register for courses, you must notify T.E.A.C.H. what courses you are taking. This way we can authorize a third-party authorization and payment for your course(s), and you do not have to pay up front. (Some colleges require registration before authorization, in that case, please contact the T.E.A.C.H. office so we can get you set up)
- Once the T.E.A.C.H. office has received your course schedule, they will send a third-party authorization to the college you are attending. This is to ensure you are not dropped from your courses.
- Sometimes the college will send a bill to the student even if T.E.A.C.H. has been authorized. Usually this is just how the college's cashier's office database works and is no cause for concern.
- Sometimes the college's cashier's office will place a "hold" on your account. This just means that they acknowledge the bill should be sent to us and not to you.
- If you experience either of these situations, and you are concerned, please do not hesitate to contact the T.E.A.C.H. office. We can check on the status of your authorization and give you peace of mind.
- You can also contact the college financial aid office for questions about the scholarship billing process and your account.
- When it comes to your tuition balance, all other financial aid that you receive will be applied before the T.E.A.C.H. scholarship.
 - *This includes P.E.L.L. Grants, other scholarships, grants, etc.*



→ This means any other scholarships or PELL grants will be applied first and then T.E.A.C.H. will be billed 90% of the remaining balance. The only exception to this is ECCLA's COSI: Back to Work Scholarship.

BACK TO
WORK

○ *For more information on the COSI: Back to Work Scholarship, please visit our website or contact Cameron Fall at cameron@ecclacolorado.org; 720.899.3048*

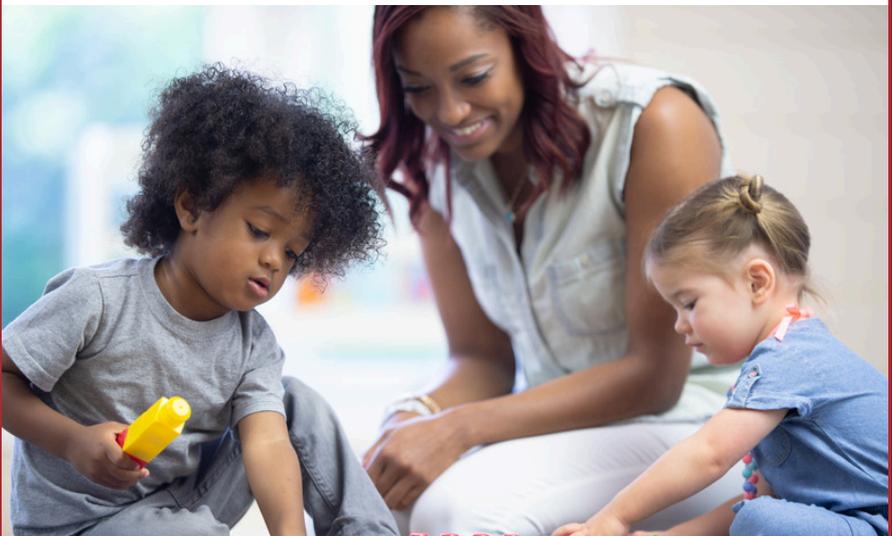
→ You can apply for and receive both the T.E.A.C.H. Scholarship and the COSI: Back to Work Scholarship

→ The T.E.A.C.H. scholarship will cover everything before student loans are applied

→ We suggest not accepting student loans if you are utilizing the T.E.A.C.H. scholarship as loans can become burdensome to students. However, this is your choice.

→ If you have been awarded a T.E.A.C.H. scholarship, but you have already paid your tuition for the semester, T.E.A.C.H. may be able to reimburse you for 90% of the tuition you paid.

- *This will only apply to the current semester you are awarded in.*
- *If this is the case, make sure to send the tuition statement and receipt of payment to the T.E.A.C.H. office.*



How does billing work?

Sometimes billing for the T.E.A.C.H. scholarship can be confusing for the T.E.A.C.H. recipient and the employer. To help with confusion, we have listed out the process below.



- Once the college has received the authorization for the T.E.A.C.H. recipient, once the census date (last day to drop with a refund) has passed, they will bill the T.E.A.C.H. office for 90% of your tuition. They will bill your sponsoring program for 10%.
- Your sponsoring program will pay the college the 10% balance and collect half that amount (5%) from you.
- The sponsoring program and T.E.A.C.H. recipient should discuss this process to ensure ease in paying the bill.
- Ultimately, it is up to the sponsoring program's discretion on how to collect the 5%.

T.E.A.C.H. >>> 90%
T.E.A.C.H. Recipient >>> 5%
Sponsoring Program >>> 5% = 100%



Grades



To ensure you reach your goals, the T.E.A.C.H. office will collect your grade report each semester.

- The college **DOES NOT** provide the T.E.A.C.H. office with grade reports and cannot give us any financial information on your account due to FERPA regulations.
 - *If you have a question about your account, you will have to contact the college directly. The college will not give any information to the T.E.A.C.H. office regarding your student account.*
- Make sure you send us your grades each semester to stay in compliance with your contract.
- You may send in an unofficial transcript, a screen shot or picture.
 - *Just make sure your name, the course name, grade, and your college's name are on the grade report you are sending.*
- Oftentimes, students send in a copy of their grade print-out available on their online college student account.
- If a student fails a course that T.E.A.C.H. has paid for, or withdraws after the census date, the student has three options:
 - *Pay for a course on their own and pass with a C or,*
 - *Reimburse T.E.A.C.H. the cost of the course or,*
 - *Forfeit the scholarship.*
 - *If the scholarship is forfeited, the student will be responsible for making up all funds paid on their behalf before he/she is eligible for a T.E.A.C.H. scholarship in the future.*
- Please keep in mind, these options may change during according to the status of your scholarship.
- If grades are not received within 30 days after the end of a semester, the recipient may forfeit their bonus payment or face a financial penalty for those courses.



Reimbursements

Here, you can find helpful information about reimbursements and the incentives of the T.E.A.C.H. scholarship.

Books and Supplies



- Book and travel reimbursements will not be processed until the T.E.A.C.H. office receives your tuition statement from the college.
 - *This is to ensure that you will not have to reimburse funds to T.E.A.C.H. if you drop or withdraw from a course.*
- We will cover other supplies you may need for school if it doesn't exceed your reimbursement limit and they are related to your coursework or school needs.
- T.E.A.C.H. reimburses 90% of the cost of books and supplies needed for your courses up to \$35/credit hour. This means:
 - *If you take one, 3-credit course, the maximum amount T.E.A.C.H. will reimburse for books and supplies is \$105.*
 - *If you take two, 3-credit courses, your maximum amount would be \$210 and so on.*
- To ensure you are getting the best price available, search for course books on Amazon.com, Chegg.com, or Half.com. Your college may also have a rental system at the school store.
- Please remember you must purchase your books and supplies first. The T.E.A.C.H. Scholarship does not cover them up front.



- T.E.A.C.H. will not reimburse recipients for books or supplies paid for by award points or other award systems. We only reimburse for items paid out of pocket. We will reimburse Gift Card purchases.
- Make sure to include receipts with Form B, which was included in your award packet.
 - *You can also find this form on our website. Just make sure you fill out your information at the top.*
- Make sure to sign the reimbursement form. This will ensure you receive reimbursement without delay!
- Your receipts should match Form B. You will need to send both to the T.E.A.C.H. office to get reimbursement.
 - *Make sure you include taxes!*

Semester Stipend (travel, parking, internet, etc.)

→ Each semester, you will receive a \$75 stipend you can use toward:



- Gas/mileage
- Parking
- Internet fees, etc.

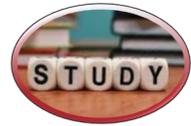
→ This will automatically be processed and sent to you once the T.E.A.C.H. office has received and processed your tuition invoice.

→ For your semester stipend reimbursement, the T.E.A.C.H. office will process this automatically once we receive your tuition bill.

→ The T.E.A.C.H. scholarship does not offer reimbursement for mileage or parking; the \$75 stipend you receive each semester can be used toward that.

Paid Release Time Reimbursement

→ Each semester, your sponsoring program should be offering Paid Release Time (PRT). There are many creative ways a program can offer this incentive, and we have attached an information sheet to help.



→ The recipient and sponsoring program director should be recording hours that are given on the form (Form C) that was included with your award packet. You can also find this on our website.



→The maximum hours that can be claimed each semester is 36, but it does not have to be this many hours

→Being able to offer PRT will depend on staffing and the program's ability to do so.

→ Ratios should always be met, and staffing should always come first.

→ If your sponsoring program director has concerns about this or would like to talk through it, please have them contact the T.E.A.C.H. office or refer to our tip sheet, Making Release Time Work.

→ Once the semester is over, the recipient and/or the sponsoring program will send Form C to the T.E.A.C.H. office.

→ The T.E.A.C.H. office will then send reimbursement of hours at \$10/hour.

Payments made by T.E.A.C.H.

For more information on how payments to you and your program are processed and received, please see below.

- T.E.A.C.H. offers two forms of payments to recipients and sponsoring programs for reimbursements:
 - *ACH*
 - *Paper check*
- If you elect to utilize ACH, the turn-around time for reimbursement is usually between 5-10 business days once it has been processed.
 - *Remember, T.E.A.C.H. will not process reimbursements before we have received the tuition invoice from the college.*
- If you choose to have a paper check sent, turn-around is usually within two weeks.
- We strongly suggest you utilize ACH. This is a great way to ensure payments come to you quickly and efficiently.
- The ACH form was included for you and your sponsoring program in the award packet.
- Please double check your account information on the ACH form. We want to make sure the correct information is there so your bank will not reject the payment and cause delay of your payment.
- To receive reimbursements for your scholarship, you will need to complete, sign, and return a W9 to the T.E.A.C.H. office. Included with your award packet was the information on taxes and reporting the IRS
- For your sponsoring program to receive payments, we will need a W9 completed and signed for the program and an ACH form if they would like reimbursement directly to the sponsoring program's account.



What's Next?

Surveys

End of Contract/Education Journey Surveys

- When you have completed your educational journey with T.E.A.C.H. and finish your last contract, you will receive a link to a quick survey about your experience with the T.E.A.C.H. Scholarship Program.
- It is very important for you to complete this survey.
 - *We rely on feedback from our participants to ensure we are administering the scholarship to the best of our abilities.*
 - *We also use the surveys to collect data for advocacy of funding for the T.E.A.C.H. Early Childhood® Colorado Scholarship*



Work Commitment Surveys

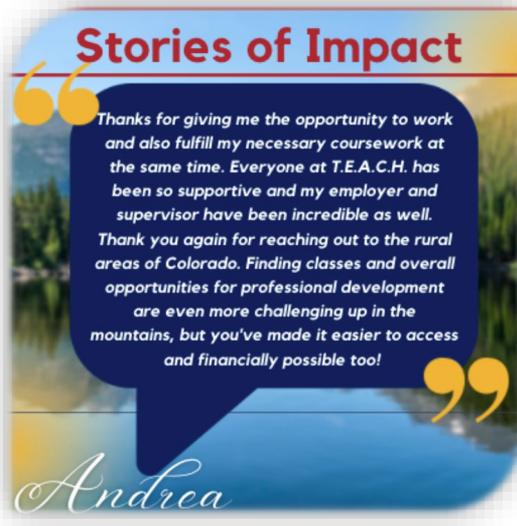
- When our records show you have completed your work commitment period with your sponsoring program, we will send you another, short survey.
- Some questions will be similar, and some will be new.
- This survey is just as important and should be completed as soon as possible.
- Once our records show this survey has been completed, we will send a letter to your sponsoring program letting them your work commitment is complete and you have finished all components of the contract.
 - *We will also notify them their incentive payout is due to you at that time and the payout will complete the contract.*

Work Commitment

- When you sign your T.E.A.C.H. Early Childhood® Colorado Scholarship Contract, you are committing to staying with your sponsoring program for six to 12 months (based on your scholarship model) **after** completing your educational journey with T.E.A.C.H.
- This means; if you used the scholarship for three years to finish your bachelor's degree, you commit to staying an additional year with your sponsoring program - making it a four-year contract all together.
 - *Each new contract you are awarded will take the place of the previous one thus starting your work commitment period over.*

What happens if the work commitment period is not completed?

- If you do not finish your work commitment, the next steps will depend on the reasoning.
- If you did not complete your work commitment period because you were laid off, terminated, your program closed, or you were promoted, you will NOT be held accountable as this was not of your own volition.
- In most cases, if you quit, you will be responsible to T.E.A.C.H. for money paid out on your behalf.
- You may also be responsible to your sponsoring program as well. This is to their discretion.
- If you are dealing with any challenges and think you may want to leave, please call your counselor so we can discuss the situation and all your options.
- **Please note:** if you end up owing money to T.E.A.C.H., we do not send our recipients to collections or report to any agencies. However, you will not be eligible for any further funding through ECCLA or the T.E.A.C.H. Scholarship in the future until the balance is paid. We offer payment plans and will work with you as much as possible.



What Else?

- Keep in touch with T.E.A.C.H. if you have questions or concerns; we are here to listen. Sometimes an outside point of view can help you find the answer you need! We are here to support you throughout the entire process.
- Don't forget to follow us on social media!



Connect with Us!



T.E.A.C.H. Specific



If you have any questions at all regarding your scholarship, call the T.E.A.C.H. office!
We look forward to helping you reach your educational and professional goals and again **CONGRATULATIONS!**

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