



**T.E.A.C.H.** Early  
Childhood®

**Iowa**

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

# SPONSORING PROGRAM PROCEDURES HANDBOOK

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

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**iaaeyc**

Iowa Association for the  
Education of Young Children

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## 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 preschool, 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.

## ADMINISTERING AGENCY:

Iowa Association for the Education of Young Children (Iowa AEYC) holds the soul-source 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 preschool. 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 professional development support to T.E.A.C.H. recipients and sponsoring programs. They process paperwork and communicate with participating colleges and universities. They are available to assist 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).
- Provide Compensation in form of raise or bonus, if applicable, upon completion of each T.E.A.C.H. contract (varies by type of contract).

## CONFIDENTIALITY:

Iowa AEYC agrees to respect and maintain confidentiality of all personal information (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:

- Health and 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)
- Child care programs statewide that sponsor T.E.A.C.H. recipients.

## SCHOLARSHIP OVERVIEW

### 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 preschool 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)
- 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 credit for renewal, college certificate, college diploma, 3-6 credit model, associate degree, bachelor degree, early childhood endorsement, and credits for teacher licensure renewal.

To obtain a paper application, applicants can go to the Iowa AEYC website, <https://iowaaeyc.org/app/uploads/2023/11/Application-TEACH-Fillable.pdf>, email [teach@iowaaeyc.org](mailto:teach@iowaaeyc.org) or call 800-469-2392 or 515-331-8000. Applicants must complete the application and include:

- Copy of HHS license or registration certificate (unless regulated by the Department of Education)
- Copy of IQ4K certificate (if applicable)
- Copy of NAEYC/NAFCC accreditation (if applicable)
- Income verification (current paycheck stub, Schedule C, etc.)
  - We must have your annual schedule C to continue to be eligible
- Financial aid (FAFSA) proof of application (not applicable to CDA assessment or applicants with a bachelor's degree)
  - You must apply for financial aid using FAFSA, which can be completed at <https://studentaid.gov/h/apply-for-aid/fafsa>.
  - 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 are accepted)
- Complete participation agreement statements for recipients and for programs (if applicable)

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

## APPLYING TO A COLLEGE OR UNIVERSITY

Recipients need to choose an accredited college or university in Iowa. See our [College Resource Directory](#) to find more information about Iowa's choices for ECE programs. Recipients may apply to the college or university of their choice by visiting their website or contacting their admissions office. If in need of general education requirements, we recommend an associate level scholarship before moving on to the bachelor scholarship, due to cost. T.E.A.C.H. can only support tuition at the undergraduate public university rate. If recipients choose a private college, they will have to pay the additional cost themselves or through other forms of financial aid. The sponsoring program is not responsible for any of this additional cost.

## MAKING T.E.A.C.H. WORK FOR YOUR PROGRAM

### BENEFITS TO YOUR PROGRAM BY HAVING EMPLOYEES ON T.E.A.C.H.:

- T.E.A.C.H. recipients average a much lower turnover rate (<10%) compared to the rest of the field (30%).
  - Turnover costs, on average, \$2,200 each time a teacher is replaced.
- Educated staff help your program work toward quality initiatives such as NAEYC accreditation or IQ4K.
- Early childhood courses count toward the required staff training for HHS so you will have lower training costs.
- Your staff on T.E.A.C.H. will be committed to staying a minimum of two years (longer if contracts are renewed).
- Educated teachers provide higher quality care.

### CHOOSING THE RIGHT STAFF TO PARTICIPATE IN T.E.A.C.H.:

We want your staff and program to be successful on the T.E.A.C.H. scholarship. Here are some things to consider when choosing an employee to sponsor.

- Does your program want a commitment of two or more years of employment from this person?
  - Does the employee have good work habits (reliable attendance, punctual, positive attitude, etc.)?
  - Does the employee demonstrate appropriate attitude for a career in this field?
  - Does the employee demonstrate appropriate attitude and skills with parents (listen to concerns, maintain confidentiality, etc.)?
  - Does the employee demonstrate good attitude and skills with co-workers (respectful, assume a fair share of work, share ideas and materials with coworkers)?
- Do you want or need this employee to earn a degree or CDA because of Head Start standards, NAEYC accreditation, statewide voluntary preschool program, IQ4K, or another standard/initiative?
- Does the employee have time and energy to commit to college?
- Has the employee completed all mandatory minimum licensing training?
- Does he/she seek improvement by participating in workshops, classes, or groups?
- Does he/she set goals for self in development?

## DEVELOPING PROGRAM POLICIES:

Your program may want to develop a sponsorship plan for the T.E.A.C.H. Scholarship employees. Here are some things to consider:

- How many employees can be on T.E.A.C.H. at one time (this could increase over time and may depend on financial aid received.) Consider starting with 1-2 people the first semester that your program participates and grow your involvement with T.E.A.C.H. over time.
- Decide how to choose the employees supported on T.E.A.C.H., if more than the allowed number are interested.
- Consider a policy for an employee who leaves your program before fulfilling their T.E.A.C.H. commitment. Will you create your own contract to reimburse the program for costs incurred, if applicable? (The T.E.A.C.H. contract only requires the scholarship recipient to pay T.E.A.C.H. for costs incurred by T.E.A.C.H.)
- Decide how and when staff on T.E.A.C.H. can receive release time. The supervisor and employee should make this decision jointly. The program can have a say in how and when this time is taken. Come up with a plan on who documents this time and returns it to T.E.A.C.H. at the end of the semester.

## CHOOSING A MODEL:

T.E.A.C.H. offers several models or options for participating programs (Raise, Bonus, or Plus +). [Model choices](#) are provided on our website. We recommend that you speak with a T.E.A.C.H. Counseling Specialist with any questions about these choices.

## FOR CENTER/SCHOOL BASED PROGRAMS:

The **Raise model** requires the program to give a minimum of a 4% raise, beyond any raise that everyone at the program might receive, upon contract completion. The program would pay 10% of tuition and books. This option spreads the expense over a long period of time.

In the **Bonus model**, T.E.A.C.H. would give the first half of the bonus when a contract is completed, and the program would give a second bonus six months later. The program would pay a larger percentage for tuition and books on this model.

A **Plus (+) model option** is available if your program cannot pay anything toward the raise or bonus. T.E.A.C.H. gives both bonuses when a contract is completed, but the program pays a larger portion of tuition and books.

Pell or other grants are applied first for tuition and books. The program would have no tuition and/or book costs if the student receives full Pell or other grants.

## HOW MUCH WILL IT COST?

Visit the [cost calculator](#) to explore the average cost for each model option.

## WAYS TO SUPPORT STAFF WHO ARE ON T.E.A.C.H.:

- Acknowledge their educational achievements (Dean's List, completed credential or degree, etc.)
- Ask the teacher to share ideas from a class at a staff meeting.
- Announce the teacher's scholarship award at a staff or parent meeting, at a board meeting, etc.
- Ask staff how their classes are going and what you can do to be supportive.
- Help parents understand the benefits of education for the staff and the children in their care.



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

## CONTRACTS

### REQUIREMENTS AND ELIGIBILITY:

The contract must be signed by the recipient, by the sponsoring program, and the T.E.A.C.H. Coordinator. This shows that all parties have read, understood, and agree to the terms of the T.E.A.C.H. contract. It outlines the recipient's and your program's responsibilities for tuition and books. Each semester the recipient and the program are responsible for a percentage of the tuition and books. Most contracts run for a 12-month period, based on the semester they started with T.E.A.C.H.

Recipients must agree to complete a minimum of 9 credits within the contract year, but can take a maximum of 15-20 credits, depending on the contract. It is recommended that they do not take more than 6 credits each semester. If unable to complete the minimum 9 credits in the contract year, recipients may be eligible for an extension of a semester if funding allows. If they choose to go over the maximum number of credits without approval, they will need to pay for these credits on their own.

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

### REGISTERING FOR CLASSES:

Before a recipient can register for classes, they must submit their semester course information with the course number, name of the classes, and the number of credits for each class to their T.E.A.C.H. counselor. This information can be sent via email, fax, or phone before the semester starts. (Example: ECE 103, Intro to Early Childhood Education, 3 credits.)

Counseling Specialists must approve the classes and notify recipients about course approval. Recipients should let us know immediately if they have any class changes after registration. T.E.A.C.H. will only pay for each class *once*.

The recipient needs to register for classes on their own with their college. If they have questions about how a class is scheduled, what information is presented, etc., they will need to talk with their college/instructor. If the recipient is on a bachelor scholarship and attending a college that only offers the elementary education degree with the ECE endorsement, they will need to send us 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 without the ECE endorsement.

The contract states the number of credits that T.E.A.C.H. will pay for during the 12-month contract. Recipients will not be allowed to go over the maximum number of credits without prior permission from the sponsoring program (if applicable) and the T.E.A.C.H. Program Manager. Over credit approval is



never guaranteed. Prior grades will factor into this decision, as well as availability of funding. Note that this may cost the sponsoring program additional money in tuition and books, based on the number or credits taken.

### TUITION PAYMENT:

After T.E.A.C.H. receives the contract and approves the recipient's classes, a Charge Approval is sent to the college or university stating that T.E.A.C.H. will pay the tuition for the approved classes. (If recipients are on a bachelor scholarship, T.E.A.C.H. will only pay the undergraduate public university rate per credit and recipients will be billed privately for the difference.)

The college or university will send T.E.A.C.H. a bill. Although T.E.A.C.H. pays the bill for the approved coursework, applicants and sponsoring programs are still responsible for a percentage of the tuition, based on the contract. If a recipient receives Pell or other grants, they are applied to tuition before T.E.A.C.H. is billed. Sponsoring programs and recipients do not pay the college directly for tuition. If your program is responsible for release time, T.E.A.C.H. will wait to process your program's check or bill at the end of the semester, after we have received the Release Time Form ([Form C](#)). Our database will compute the balance, and T.E.A.C.H. will send you a reimbursement check or bill at the end of each semester. If your program receives a bill, payment is expected by the due date shown on the invoice.

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

Recipients must notify their Counseling Specialist if they plan to add, drop, or withdraw from a class at any time during the semester. If you know that the recipient is no longer taking college coursework, you can also let us know. Recipients must drop a class before the college's financial drop date to avoid tuition charges. If classes are not dropped in time, tuition will still be charged to T.E.A.C.H., the recipient and the sponsoring program. Financial drop dates differ from academic drop dates. Some colleges incur charges of any classes attended.

If a recipient doesn't drop or withdraw from a class before tuition is charged, or they fail a class, they have two options (situation vary):

1. Retake the class or equivalent, 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 so T.E.A.C.H. can pay for the class when retaken. Release time is given once per class.

For most contracts, the recipient must successfully complete a minimum of nine credit hours to be eligible for compensation. Failed classes do not count toward fulfillment of the nine minimum credit hours per contract. If a failed class is retaken later, the new grade can replace the failed grade and the credits can be used to complete the contract.

### BOOKS:

Recipients are responsible for purchasing or renting their own books. They send T.E.A.C.H. a completed Book Reimbursement Claim Form ([Form B](#)) with copies of itemized book receipts as soon as they can during the first half of the semester. If a recipient's books are fully covered by Pell, T.E.A.C.H. still needs their Form B, but they can simply note that Pell covered books. We would still like the books itemized and cost for our records. Even when no books are purchased, a Form B must be sent each semester recipients are active on T.E.A.C.H.

**TRAVEL/INTERNET STIPEND:**

Recipients are eligible for the \$100 travel/internet stipend each semester that they are registered for at least one class on T.E.A.C.H. Once T.E.A.C.H. has received and paid the college tuition bill *and* received the Form B with copies of receipts, we will process the recipient's semester reimbursement or bill.

**RELEASE TIME:**

For each semester credit in which a recipient enrolls, they are eligible for 16 hours of release time during that semester. Release time maxes out at 3 credit hours or 48 hours of release time per semester. This time can be used to attend class, study or attend to other tasks. Ideally, recipients will take a portion of this time weekly, but it needs to be agreed upon with you.

If a recipient starts the scholarship mid-semester, T.E.A.C.H. does not require that your program give all of the release time hours, but encourage the program to give as many hours as you 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 this cost. To receive reimbursement from T.E.A.C.H., a center must submit the Center Staff Release Time Claim Reimbursement Form ([Form C](#)) at the end of the semester.

When you and the recipient sign the Form C, you are confirming that the information is accurate. Wait to send the Form C until after all release time is given. Let the Counseling Specialist know if you are having any problems giving the required release time. **Release time is a required component of the contract.** Forfeiting release time could cause the recipient's contract not to be renewed.

**SHORTENED TERMS:**

If a recipient's college or university has short terms, they may be combined into one semester. For example, if both terms are between August and December, we will put both terms under fall semester. Recipients will only be paid one travel/internet stipend and release time based on the total number of credits for those two short terms. They should wait to send their Form B until they have purchased all of their books for both short terms.

**FORM 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 recipients have finished their semester class or classes, they need to send a grade report **within 30 days** after the end of the semester. This may be sent by email or fax, and needs to be authentic from the college or university. Grades submitted in a timely manner will ensure T.E.A.C.H.'s ability to continue their scholarship. The recipient's name must be on the grade documentation.

## COMPENSATION:

Upon successful completion of the contract (12 months and at least 9 credits), recipients will receive compensation in the form of a bonus or raise, depending on their contract. Compensation letters will be sent from T.E.A.C.H. when a contract is completed and paperwork is submitted (grades, wages, etc).

### *BONUS PAYMENTS:*

Bonuses are usually given in two installments from T.E.A.C.H. or a combination of the sponsoring program and T.E.A.C.H. The first installment of the bonus is paid by T.E.A.C.H. The sponsoring program will be reminded with a letter to pay the second portion of the bonus six months later, if applicable. Recipients must provide proof that they have received the bonus from the program with a copy of the check or paystub within one month of receiving the bonus.

### *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. T.E.A.C.H. will send a letter when it is time for the program to issue the raise. Recipients need to give T.E.A.C.H. proof that they have received the raise from the program with a copy of the check or paystub within one month of receiving the raise.

## COMMITMENT:

After the contract is completed, recipients agree to continue employment in their current sponsoring program for an additional 12 months. They must work at least the same number of hours (20 for part time or 30 for full time) during the contract year and commitment year.

### *LEAVE PROGRAM BY CHOICE OR TERMINATION:*

Recipients and programs should notify T.E.A.C.H. if a recipient leaves your program. If recipients leave the sponsoring program before the commitment year is completed, they forfeit all future bonuses and raise payments, and may be billed for the cost of their T.E.A.C.H. scholarship. The sponsoring program will be reimbursed for release time that was incurred before the recipient left the program. The program is liable for their share of the cost of tuition or books that was incurred prior to the end of their employment.

### *TAKE A BREAK FROM COLLEGE:*

If recipients need to take a break from college and are still employed in your program, their contract will be considered withdrawn. They will need to be re-accepted to T.E.A.C.H. to start a future contract. They may need to repay T.E.A.C.H. for costs incurred from their earlier contract, depending on the circumstances.

### *LAI D OFF:*

If recipients are laid off for reasons outside their control, we cannot continue to support them on a scholarship. They may finish their current semester, but need to be employed in another program that is willing to sign a T.E.A.C.H. contract, in order to continue with our support.

### *EMPLOYER CHANGES:*

If their employer changes through no choice of their own (ex: the program is bought by a different agency), please notify us. 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, the recipient would need to drop from T.E.A.C.H., but they would not be billed.

### RENEWING THE CONTRACT:

When recipients successfully complete a contract, they may be eligible to renew their contract (pending available funds). If they want to continue, they should contact their Counseling Specialist before the end of the last semester of their current contract. T.E.A.C.H. will send a new contract to be signed and returned along with documentation of hourly income, grades, and new FAFSA results. We track their information through the Information Update Form ([Form U](#)) and will request a recent paystub after the compensation has been received after each contract. They will not need to complete a new application with each contract. Recipients and sponsoring programs will receive an electronic survey each year. Please complete the survey. We value your feedback!

### GRADUATING:

If recipients receive a CDA, certificate, diploma, an associate degree, bachelor degree, or an ECE endorsement, we ask them to send us a copy of their diploma, transcript or license proving they received it.

### SWITCHING FROM ASSOCIATE TO BACHELOR CONTRACT

If recipients are currently on an associate contract, they must first complete their associate contract (12 months and at least 9 credits) and/or an associate degree before they switch to a bachelor contract. They must have a minimum of 60 college credits in order to be eligible for the bachelor scholarship.

### STUDENT TEACHING:

Recipients will need to speak directly to their college or university to learn the college's rules for 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. If a recipient student teaches outside of their program, they are still able to retain the T.E.A.C.H. contract (even though they will not be working the required number of hours per week in their program).

Recipients and the program supervisor need to sign a Student Teaching Agreement Contract, which states that they will remain employed at your program and will be able to return to the program following their student teaching, so they can fulfill their contract year and commitment year. Current Bachelor recipients who are student teaching will be eligible for a stipend, based on the number of student teaching credits enrolled in.

## TAX INFORMATION:

All recipients must fill out a W-9 when they apply for the scholarship 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 and all travel/internet stipends.

- Non-taxable items include tuition, book reimbursements, and release time reimbursements to programs.
- There are some expenses that can be deducted on your employee's taxes as educational expenses. They may claim their personal contribution to their tuition and books in this way.

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

## T.E.A.C.H. AT A GLANCE FOR SUPERVISORS

1. After your employee has been approved for a scholarship, sign and return the contract.
2. Make a plan for release time:
  - You have the entire semester to give the release time, regardless of the class length:
    - Fall: August 15 - December 31
    - Spring: January 1 - May 15
    - Summer: May 15 - August 15
  - The number of credits taken may change each semester, so be sure to check in with your employee and T.E.A.C.H. counselor to make a plan at the start of each semester.
  - Release time documentation ([Form C](#)) is due 30 days following the end of the semester.

Number of credits T.E.A.C.H. is supporting for your employee per semester	Total # of hours of release time	Amount reimbursed by T.E.A.C.H. (\$15/hr)
1	16	\$240
2	32	\$480
3 +	48	\$720

3. Billing/Reimbursement:
  - T.E.A.C.H. will pay tuition in full, directly to the college or university. (At 4-year schools, we pay the public undergraduate university rate and the student pays the difference on their own.)
  - Your program can expect a bill or reimbursement check after the 15<sup>th</sup> of the month following the end of the semester (i.e. January 15, June 15, September 15).
    - T.E.A.C.H. will bill for your portion of tuition and books and credit release time.
    - The process is the same for recipients. Programs and recipients never exchange money related to the T.E.A.C.H. scholarship. Programs never pay money directly to the college.
  - **NOTE:** Any claim forms that are not turned into us within 30 days after the end of the semester will not be reimbursed.
4. At the end of the contract:
  - Provide a raise or bonus if applicable. T.E.A.C.H. will send a letter as a reminder.
  - Sign a new contract if you plan to continue to support your employee on a T.E.A.C.H. scholarship.
  - Send updated wage information to T.E.A.C.H.

## RELEASE TIME TIPS AND DETAILS

Release time is a required component of the contract. It is meant to acknowledge the time commitment the recipient is making to their education and to your program.

- Most recipients attend classes at night or online. It is not required that their release time be used to attend daytime classes.
- When you and the recipient sign the Form C, you are confirming that the information is accurate.
- Release time can be used to study, attend class, or to attend to other tasks.

### WHEN NOT TO GIVE RELEASE TIME:

- Part-day preschool contracts are not eligible for release time.
- Recipients are not eligible for release time for summer semester if your program is not open during the summer semester.
- Directors and assistant directors are not eligible for release time.

### WHEN CAN RELEASE TIME BE GIVEN?

Release time can be given anytime during the semester that a course is taken, even if it is a fast track or short course that does not span the whole semester.

### WHAT ARE SOME WAYS TO GIVE RELEASE TIME?

Recipients should meet with their directors/supervisors before the semester starts to discuss when and how to take release time. The hours need to be documented on the [Form C](#) and can be completed by the director/supervisor or the T.E.A.C.H. recipient.

#### Suggestions:

- Allow the teacher to come in late or leave early during the week, while ratios are lower
- Pay for lunch breaks that are normally unpaid
- Use release time instead of personal/sick leave
- Pay for holidays that are normally unpaid
- Give small increments of time throughout the week rather than large chunks
- A substitute could be hired specifically to cover T.E.A.C.H. recipients. This usually works best for programs that sponsor T.E.A.C.H. contracts for several employees.

### HOW DOES RELEASE TIME WORK FOR STUDENT TEACHING?

If the teacher does not work in the sponsoring program during student teaching, then no release time would need to be given. If the recipient is still working some hours at the center each week where they are employed, while student teaching elsewhere, the program and individual can decide if/how they plan to use release time. T.E.A.C.H. can reimburse the program for this time if the program pays for the recipient to have release time.



## CDA® ASSESSMENT PROCEDURES:

We encourage recipients to obtain a CDA® credential while working towards their degree. Talk with a Counseling Specialist or visit our Iowa AEYC [website](#) to find out more about this option.

To apply for a CDA® Assessment Scholarship:

- Complete the [T.E.A.C.H. application](#).
- Once approved, a contract will be sent and must be signed by the center, recipient and T.E.A.C.H. T.E.A.C.H. will get you a signed copy of the contract for your records.
- If the recipient has a current associate or bachelor contract with T.E.A.C.H., they will not need to fill out an additional T.E.A.C.H. application. A new CDA® assessment scholarship contract will be sent for signatures.
- Send the paperwork and all of the items required for applying for the CDA® to T.E.A.C.H.: signed contract, \$65 copay from the recipient, not the program, and required screenshots.
- T.E.A.C.H. will let the recipient know when to apply for the CDA® on the Council for the Professional Recognition [website](#). The recipient will send T.E.A.C.H. screenshots of their YourCouncil CDA® customer ID # and the review and payment page. T.E.A.C.H. will let the Council know that T.E.A.C.H. will pay the \$425 assessment fee. The recipient will receive a voucher number from the Council that will allow them to continue the application process.
- As part of the online process, the center director will receive an email from the Council for the Professional Recognition requesting they verify their employment. The recipient will not be allowed to continue until this is completed.
- There is no cost to the center for this process. You will have to allow a Professional Development Specialist (PDS) to come and observe the recipient and perhaps provide a substitute at the end of the visit while they talk to the PDS.

To earn the credential, recipients must:

- Have at least 120 clock hours of training (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](#)
- Have 480 hours of fieldwork
- Complete a Professional Portfolio
- Complete Family questionnaires
- Take an exam at a [Pearson VUE Testing Center](#)
- Be observed by a Professional Development Specialist

When everything is in order, T.E.A.C.H. will keep the recipient's co-pay and make the \$425 application fee to the Council. After their CDA® exam and verification visit from a Professional Development Specialist, they will receive an email stating that their CDA® has been awarded (or denied). If awarded the CDA®, the recipient will receive the CDA® credential in the mail in 2 to 3 weeks or they can print a temporary certificate. They must send a copy of the credential to our office to claim their bonus. In exchange, they must remain in the early childhood field in Iowa for six months following the receipt of their credential. If the credential is denied, the recipient will also be sent an explanation of the appeal process. T.E.A.C.H. can only pay for an individual's credentialing fee once.

*Remember that the CDA® is good for 3 years and then must be renewed. More information can be found about that [here](#).*



## CDA NAVIGATORS:

CDA Navigators work side by side with CDA candidates as they navigate their way through the CDA process to completion. They also build partnerships with community colleges and other training entities that provide education and training for the early childhood workforce. The CDA Navigators will work in a specific service delivery area (SDA) of the state.

CDA Navigators can be reached at [cda@iowaaeyc.org](mailto:cda@iowaaeyc.org).

## CONTACTING THE COUNSELING SPECIALISTS:

We encourage program directors or administrators to contact us when you have any questions about the scholarship or ways to make it work for your program. We especially want to hear from you:

- When your T.E.A.C.H. recipient is considering changing jobs or is no longer employed in your program before the end of their contract and/or commitment period.
- When your program has achieved national accreditation or received a level on the QRS.
- When the number of hours worked by your staff changes.
- When the age group your staff works with changes.
- When any of your program contact information changes.

## CONTACT INFORMATION:

### Iowa Association for the Education of Young Children

Phone (515) 331-8000

Toll Free (800) 469-2392

Fax: (515) 331-8995

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

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

## APPENDIX:

[FAFSA](#) Information

[Form U](#)—Information Update Form

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

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

[T.E.A.C.H. Marketing Booklet](#)

[College Resource Directory](#)