

ST. JOSEPH ACADEMY

Department:	ECEC
Number:	801.1 Professional Development
Effective Date:	May 1, 2015
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- I. Policy:

ECEC (Early Childhood Education Center) will allow, at most, two staff at a time to participate in the TEACH Scholarship program. The TEACH program is to allow staff to further their education and increase their Registry level. Prior to applying for a TEACH Scholarship, the employee must have a discussion with their immediate supervisor regarding applying for a TEACH Scholarship.
- II. Procedure:
 - A. Eligibility:
 1. Work at least 25 hours per week.
 2. Be employed with SJA at least 3 months before applying for TEACH.
 3. Have the support of your sponsoring program.
 4. Want to complete credit-based coursework.
 5. Plan to attend school at a Wisconsin-based college or university.
 6. Have a diploma from an approved high school or have earned a GED.
 7. Must choose one of the following programs to be eligible:
 - a. Early Childhood/School-Age Credential
 - b. Early Childhood Associate Degree
 - c. Bachelor's Degree in Early Childhood Education
 - B. Application:
 1. Review information about the TEACH application process, what it can offer and your commitment as a participant and continued employment after completing of your educational program. Visit the Wisconsin Early Childhood Association (WECA) website for specific information about the process at: <http://wisconsinearlychildhood.org/programs/teach/>
 2. A TEACH scholarship application form can be printed from the WECA website. Apply for a TEACH scholarship at least 6 weeks before courses begin.
 3. Fill out the application completing the first three pages and **sign and date the bottom of page three**. Please make sure you have completed **all sections** including: hire date, where you attended high school and the personal/family income section.
 4. The last two pages of the application will be completed by your immediate supervisor.
 5. You will need to attach a **proof of income** document to your application, you can print a copy of your last paycheck stub.
 6. Mail the original application to WECA and keep a copy for your records. A \$20.00 application fee will need to be submitted along with the TEACH application.
 7. Once you are approved to receive a scholarship through TEACH/WECA you will receive a packet in the mail. To proceed and be accepted you must **read thoroughly over the contract you are committing to and sign all three copies of the TEACH contract along with your immediate supervisor's signature**. Mail the indicated copy back to WECA/TEACH.

8. You will be contacted by a TEACH Scholarship Counselor who is available to assist you with questions and my need to gather additional information from you as you progress through your education. Please maintain contact with your counselor.
9. Keep your immediate supervisor informed of your acceptance of a TEACH scholarship, your progress as you attend classes and all necessary record keeping.

C. Participant Commitment:

1. Complete coursework while maintaining active employment with SJA.
2. Pay your portion of expenses (tuition and books) and remain in your current place of employment for a commitment period when the scholarship ends. The commitment period varies depending on the scholarship model (1- 2 years).

D. Contracts/Bonuses:

1. When a TEACH scholarship is approved the employee, immediate supervisor and TEACH will sign the contract in which all parties must abide by.
2. Any bonuses received will be paid out according to the TEACH contract and guidelines.

Approved by:

President/CEO

Date

7/8/21