



— Iowa —

A Program of Iowa Association for the Education of Young Children

RECIPIENT PROCEDURES HANDBOOK

Iowa Association for the Education of Young Children

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www.iowaaeYC.org

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Iowa Association for the
Education of Young Children

An Affiliate of **naeYC**

Dear Scholarship Recipient,

Congratulations on receiving a TEACH Scholarship! You should be proud of your commitment to increasing your knowledge and skills, which in turn improves the quality of care the children in your program receive.

Please carefully read this handbook so you will have a clear understanding of TEACH and what is expected of you as a scholarship recipient. We have divided the handbook into specific sections to provide you with information on how the program works.

Feel free to contact us with any questions or concerns you may have. We are here to serve you and advocate for you.

Sincerely,

Ashley Otte

Ashley Otte
Director of Workforce Initiatives

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TEACH PROCESS OVERVIEW

Welcome to TEACH! Here's an overview of steps you'll need to complete after being accepted to the TEACH program. Everything listed here and much more can be found in this handbook.

AFTER YOU'VE BEEN ACCEPTED:

- Sign your contract.
- Sign the Recipient Personal Responsibilities Agreement and schedule a call with your counselor to review it, if requested by your TEACH counselor.
- Read your handbook.
- Apply to a college, if you have not already done so.
- Register for and enroll in class(es).
 - We recommend only taking one class at a time your first semester on TEACH and do not take more than 6 credits each semester thereafter.
- Get your TEACH counselor a copy of your Course Outline.

STEPS TO COMPLETE EACH SEMESTER:

- Send course registration information.
 - Due: before/as you register for class and before the semester starts.
 - Your counselor will need the following included: ECE 103, Intro to Early Childhood Education, 3 credits.
 - After course registration information is received, your counselor will send approval to the college telling them what classes TEACH will cover and to bill us for that tuition (after any Pell or other grant is applied first).
- Send the [Form B](#) for Books (centers) or [Form BC](#) (homes) with copies of book receipts.
 - Due: send as soon as you have them, but not later than the end of the semester.
 - TEACH can reimburse tax and shipping if those costs are on the receipt.
- Send the [Form C](#) for Release Time (center staff).
 - Send as soon as required release time hours are done.
 - Due: no later than 30 days after the end of the term (fall: January 15, spring: June 1, summer: September 15).
- Send Grades.
 - Send as soon as you have them.
 - Due: no later than 30 days after the end of the term.
 - Grade reports cannot be typed or written. TEACH has to verify that the grade is official – from college website or transcript.

STEPS TO COMPLETE AT THE END OF A CONTRACT:

- Complete [Form U](#) (update form) after your contract is complete.
- Send updated wage information (recent Schedule C or paystub).
- Complete Evaluation – will be sent to you by email each year.
- Sign a new contract if you plan to continue with TEACH support.
- [FAFSA](#) – resubmitted each year – can apply starting on October 1.

SCHOLARSHIP OVERVIEW

HISTORY

TEACH (Teacher Education And Compensation Helps) Early Childhood® was created by Early Years and started in North Carolina in 1990. It was designed to increase the level of education of teachers working with children age birth to five, 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. TEACH has expanded to over 20 states. Every state receives one license to offer TEACH; Iowa has held a TEACH license since 2003. The Iowa Association for the Education of Young Children (Iowa AEYC) holds the Iowa license for TEACH. We have a variety of contracts to help early care and education providers work toward credentials or degrees in early childhood education.

ADMINISTERING AGENCY:

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 age five. As an affiliate of the National Association for the Education of Young Children (NAEYC), 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, call 1-800-469-3292.

COUNSELOR'S ROLE:

Our TEACH Counselors have a minimum of a bachelor's degree in ECE or a related field and a variety of experience in the ECE field. Counselors provide college and scholarship counseling to recipients and sponsoring programs. They process scholarship paperwork and communicate with colleges and universities. Counselors 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 TEACH contract (varies by type of contract).
- Continue to support and encourage your employee on their professional development journey.

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
- Health and Human Services - Early Childhood Iowa Professional Development
- Health and Human Services - Maternal Infant and Early Childhood Home Visitation (MIECHV) funds
- Child care programs statewide that sponsor TEACH recipients.

ELIGIBILITY FOR TEACH

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. Part day models are available for those working at least 20 hours per week.
- 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 TO A COLLEGE OR UNIVERSITY

If you have not already, you need to choose an accredited college or university in Iowa. See our website for the [College Resource Directory](#) to find more information about Iowa's choices for Early Childhood Education programs. TEACH Counselors can help you determine what school is the best fit for you. Apply to the college or university of your choice by contacting their admissions office. TEACH does not reimburse application or admission fees.

If you have previous college experience, send your transcripts to the college you apply to and find out what credits will transfer. It is a good idea to secure this in writing. If you have general education requirements that are easier and less expensive to take at a community college, we require that you do an associate level scholarship before moving onto the bachelor scholarship. TEACH can only support tuition at the undergraduate public university rate. If you choose a

private college, you may have to pay the additional cost yourself or through other forms of financial aid. Public universities may have other fees that you will need to cover on your own.

CONTRACT REQUIREMENTS

OVERVIEW:

The contract must be signed by you, the TEACH Program, and (if applicable) the sponsoring child care program. Signatures indicate that all parties have read, understood, and agree to the terms of the contract. The contract outlines your and (if applicable) your program's responsibilities for tuition and books.

By signing, you have agreed to:

- Schedule and have a verbal conversation with your TEACH counselor before starting the scholarship.
- Complete a minimum of 9 credits (for most contracts) within the contract year, but can take a maximum of 18 credits, depending on your contract. If you are needing less than 9 credits, reach out to a TEACH counselor at teach@iowaaeyc.org
 - If you are unable to complete the minimum of 9 credits in the contract year, you may be eligible for an extension of one semester.
 - If you choose to go over the maximum number of credits without approval, you will need to pay for these credits yourself or utilize another form of financial aid.
- Submit grade reports to Iowa AEYC within 30 days of class end date each semester;
- Communicate routinely with Iowa AEYC by responding within one business week to phone calls, emails, and notifying your counselor about changes to employment status and class schedule within one week.
- Purchase required textbooks, then submit receipts to Iowa AEYC on a completed Form B each semester to receive reimbursement;
- Forward payments to Iowa AEYC, when billed, for your share of the cost of tuition and books. Failure to pay invoices may jeopardize future scholarship participation;
- Submit documentation of income to Iowa AEYC within 30 days of contract end date;
- Commit to a minimum of 30 hours of employment at the below named program during the scholarship contract and for one additional year upon successful completion of the twelve month contract and the 9-18 credit hours funded through the scholarship program;
- Comply with data requests from Iowa AEYC to support funder and grant requirements;
- Complete annual scholarship program satisfaction survey; and
- Schedule and complete the one time Personal Responsibility Agreement (PRA) call with assigned Iowa AEYC staff prior to starting classes during the first contract.

POLICY: You must meet your college's requirements for admission and graduation. TEACH reserves the right to terminate an existing contract and/or discontinue additional contracts for failure to meet these requirements.

If you fail to meet the graduation requirements of one college, you may not transfer colleges in order to remain eligible in the TEACH program. Additionally, you must communicate in a professional and courteous manner with TEACH, college and university staff / faculty. TEACH reserves the right to discontinue work with recipients for any reason.

RENEWING YOUR CONTRACT:

When you successfully complete a contract, you may be eligible to renew your contract (pending available funds). If you want to continue, please let your TEACH Counselor know before the end of the last semester of your current contract. We will send you a new contract that will need to be signed and returned along with documentation of hourly income, grades, new FAFSA results, and the Information [Update Form \(Form U\)](#). It is very important that you return a recent paystub after the compensation has been received. You will not need to complete a new application with each contract. You will receive an online survey each year from TEACH. Please take a few minutes to complete the survey. We appreciate your feedback.

STARTING WITH TEACH—FORMS AND PROCEDURES

REGISTERING FOR CLASSES:

Before you register for classes, submit course registration information to your TEACH Counselor that includes the official course number, name of the classes, and the number of credits for each class. Send this information via email, scan, or phone it to your Counselors before the semester starts. (For Example: ECE 103, Intro to Early Childhood Education, 3 credits.)

Your TEACH Counselor must approve the classes. Let us know immediately if you have any class changes after registration. TEACH will only pay for each class *once*.

POLICY: *Obtain approval for courses before registering. If you register or pay for courses NOT authorized under your scholarship, you will not receive reimbursement for tuition, books, or release time for these courses.*

You need to register for classes on your own with your college. If you have questions about how a class is scheduled, what information is presented, etc., you will need to talk with your college/instructor.

You cannot go over your maximum number of credits without prior permission from your supervisor (if applicable) and the TEACH Manager, which is never a guarantee. Your prior grades will factor into this decision, as well as available funding.

TUITION PAYMENT:

After we receive your contract and course registration information, we will send a Charge Approval to your college or university telling them that TEACH will pay the tuition for your approved classes. (If you are on a bachelor scholarship, we will only pay the undergraduate

public university rate per credit. You are billed privately directly from the college for the difference.)

Then, the college or university will send us a bill. Except for those in private 4-year schools, you do not pay the college directly for tuition. The TEACH database will compute your semester balance, that includes your percentage of tuition and books, your book reimbursement and travel/internet stipend. TEACH will send you a reimbursement check or bill during the second half of each semester. If you receive a bill, payment is expected by the due date shown on the invoice.

Note: You may receive an e-mail regarding tuition being due or overdue. Reach out to your counselor to ensure we have the correct classes on the charge approval. Most the time you will receive this notice before TEACH receives the bill.

POLICY: *Pell or other grants are deducted from the total tuition bill from the school before TEACH is billed. If you have additional Pell money, it will be used toward book expenses.*

ADDING, DROPPING, OR WITHDRAWING FROM A CLASS:

Notify your Counselor if you plan to add, drop, or withdraw from a class during the semester.

You must drop a class before the college drop date to avoid tuition charges. Financial drop date differs from academic drop date. Some colleges incur charges if any classes are attended.

POLICY: If you fail to drop or withdraw from a class after tuition is charged, or you fail a class, you may have two options (situations vary):

1. Retake the class or equivalent, at your own expense, as soon as the class is offered again.
2. Pay TEACH for the costs of the class and reimbursements so TEACH can pay for the class when retaken.

You must successfully complete a minimum of 9 credit hours to be eligible for compensation. Failed classes do not count toward the credit minimum. If a failed class is retaken, the new grade may replace the failed grade and the credits can be used toward contract completion.

BOOKS:

You are responsible for purchasing or renting your own books. You can purchase books online or at a bookstore. We cannot reimburse you for books purchased from a friend or classmate. The submitted receipts must be from a bookstore or from an official website and include the price of each book.

Send TEACH a completed Center/Preschool Staff Tuition/Book Reimbursement Form ([Form B](#)), or a Home Provider Tuition/Book/Release Time Reimbursement Claim Form ([Form B/C](#)), with your copies of itemized book receipts as soon as you can during the first half of the semester or term. Put your name on your copies of the book receipts and attach them to your Form B or B/C. Forms can be submitted through email (preferred), mail, or fax. If you didn't need to

purchase any books, still send your TEACH Counselor your Form B/BC, just select N/A (no books purchased).

We can reimburse tax and standard shipping, as long as the charges are included on your receipt.

If your books are fully covered by Pell, we will still need your form B/BC, but you can simply note that Pell covered your books. We would still like the book costs itemized for our records.

TRAVEL/INTERNET STIPEND:

Once TEACH has received and paid the college tuition bill and we have received your Form B/BC with copies of receipts, we will process your semester reimbursement or bill. You are eligible for the \$100 travel/internet stipend each semester that you are registered for classes on TEACH. You do not need to complete any other paperwork besides the Form B/BC to receive this stipend. You can expect your reimbursement or bill in the second half of a semester. You may want to save some of your reimbursement check, if applicable, for your next semester's expenses, such as purchasing your books.

NOTE: If you do not cash your reimbursement check within 6 months, we will void the check and will not issue another. Un-cashed checks are assumed to be donations to the project.

RELEASE TIME FOR STAFF WITH SPONSORING PROGRAMS:

For each semester credit in which you enroll, you are eligible for 16 hours of release time during that semester. This time is for you to attend class, to study, or to manage other tasks. Release time maxes out at 3 credit hours per semester, so 48 hours of release time. Ideally, you will take a portion of this time weekly, but your director or supervisor needs to give approval.

If you start the scholarship mid-semester, TEACH does not require that your program give you all of the release time hours, but they could provide as many of the hours as they are able.

Release time hours can be spread over an entire semester, even if a class is only 8 weeks.

Sponsoring programs are reimbursed for a portion of the cost for release time after they submit the Center Staff Release Time Claim Reimbursement Form ([Form C](#)), at the end of the semester. The sponsoring program will be billed for tuition/books after TEACH receives the Form C. It must be received within 30 days after the end of the semester (Fall: Jan. 15; Spring: June 1; Summer: Sept. 15).

| Number of credits enrolled per semester | Total hours of release time allowed | Release Time reimbursement to the program |
|-----------------------------------------|-------------------------------------|-------------------------------------------|
| 1 | 16 | \$240 |
| 2 | 32 | \$480 |
| 3 or more | 48 | \$720 |

When you and your supervisor sign the Form C, you are confirming that the information is accurate. Do not sign and send it if it is not accurate. Please wait to send the Form C after all release time is given. Release time is a **required** component of your contract. Let your TEACH Counselor know if you are having any problems receiving your required release time. Forfeiting release time could cause your contract to not be renewed.

Suggestions for taking the Release Time:

- A plan should be made in partnership with your sponsoring program about how release time will be utilized.
- Use it for sick time, or holidays if they are not paid.
- It can be taken any time during the semester.
- It can be taken in small increments, when ratios are lower (leave early or come in later).
- It could be used in half day or whole day increments.
- It could be used to pay for lunch breaks that are unpaid.

NOTE: Part-time contracts and directors are **not** eligible for release time. You are also not eligible for release time for summer semester if your program is not open during the summer semester or if you are not taking classes during a semester.

Most scholarship recipients attend classes at night or online. It is not required that your release time be used to attend daytime classes. Some facilities can accommodate day classes, but they are not required to do so.

RELEASE TIME FOR CHILD DEVELOPMENT HOME PROVIDERS:

Home providers are reimbursed for release time as a direct payment when the semester reimbursement is processed. Send the [Form B/C](#) along with copies of your book receipts after you purchase the books needed for the semester.

| Number of credits enrolled per semester | Total hours of release time allowed | Release Time reimbursement to the home provider |
|-----------------------------------------|-------------------------------------|-------------------------------------------------|
| 1 | 16 | \$240 |
| 2 | 32 | \$480 |
| 3 or more | 48 | \$720 |

If your college or university has short terms, they may be combined into one semester. For example, if both terms are between August and December, both terms are considered fall semester. You will only be paid one travel/internet stipend and release time based on the total number of credits for those two short terms. Wait to send your Form B or B/C until you have purchased all of your books for both short terms.

POLICY: Any claim forms that TEACH does not receive within 30 days after the end of the semester are not reimbursed.

FORM & GRADE 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 you have finished your semester class(es), send TEACH a grade report or transcript within 30 days. You can send it by email, or scan but it needs to come directly from the college or university, and have your name on it. You can take a photo on your phone and email as long as it is readable. To send grades from the college website to your Counselors by email:

1. Open a blank email and address to your TEACH Counselor.
2. Click over into your college student record on the college website. Pull up your grade report/student transcript.
3. When you see your grades online, click your “Print Screen” button, which is above your “Insert” key on your keyboard. You will want your screen as big as you can make it.
4. Click back into the blank email and “Paste” into the email. You can right click on your mouse to paste or press the “Control” and “V” keys.
5. This will paste a “snapshot” of what you saw on the screen with your grades right on it.

STUDENT TEACHING:

You will need to speak directly to your chosen college or university to find out what the college’s rules are about 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 based on what the student has already done. If you do student teaching outside of your current program, you are still able to retain your TEACH contract (even though you will not be working the required number of hours per week in your program). If you work in a sponsoring program, you and your employer need to sign a Student Teaching Contract, which states that you will remain employed at your program and will be able to return to the program following your student teaching, so you can fulfill your contract year, plus the following commitment year. Current Bachelor Scholarship recipients who are student teaching may be eligible for a student teaching stipend, based on the number or credits they are taking. Your TEACH Counselor will contact you if you are eligible.

TAX INFORMATION

All recipients need to fill out a W-9 and should report the taxable funds they receive from TEACH. Recipients receiving more than \$600 in taxable money in a calendar year will receive a 1099 in the mail from TEACH.

- Taxable items include 7 bonuses, release time for home providers only (because it is income directly to them), student teaching stipends, and all travel/internet stipends.

- Non-Taxable items include tuition, book reimbursements, and release time reimbursements to programs. (Program release time is not included because the employer has already deducted taxes.)
- There are expenses that can be deducted on your taxes as educational expenses. You may claim your personal contribution to your tuition and books in this way.

After you complete and submit taxes each year, we ask that you promptly follow-up in two ways:

- Re-apply to FAFSA for federal financial aid (Pell grants) for the next school year. Once you receive your determination letter and financial aid eligibility, please send a copy of this to your TEACH Counselor.
- Home providers – please send us a copy of the first page of your Schedule C, which allows us to calculate your per-hour wage for the year.

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

COMPENSATION:

Upon successful completion of a TEACH contract, you will receive compensation in the form of a bonus or raise, depending on your scholarship model. For center staff, the sponsoring program chooses which compensation you will receive during the application process.

Compensation letters will be sent when a contract is complete and all paperwork is submitted (ex: grades, wages, FAFSA). If you leave your sponsoring program or home setting before the commitment year is completed, you forfeit all future bonuses and raise payments, and may be billed for the cost of your TEACH scholarship.

CENTER STAFF BONUS PAYMENTS:

TEACH pays the first portion of the bonus after all requirements of the contract are met. The sponsoring program will be informed with a letter to pay the second installment of the bonus six months later, if applicable. TEACH will require proof that you have received the bonus from your program with a copy of a paystub within one month after the letter was sent. If your program is responsible to provide you with part of your TEACH bonus and you do not receive it, contact your TEACH Counselor for assistance.

If you are on a Bonus Plus contract, you will receive a bonus from TEACH in two installments. The first installment will be issued upon successful completion of the contract period and the second installment will be issued six months later. Some bonuses are given one time when the contract is completed (For Example: 3-6 credit model).

CENTER STAFF RAISE PAYMENTS:

TEACH will send the sponsoring program a letter to issue a raise of at least 4% (above and beyond any raise that all employees receive) upon successful completion of each contract period. TEACH will require proof that you have received the raise from your program with a copy of a paystub within one month after the letter was sent.

CHILD DEVELOPMENT HOME PROVIDER BONUS PAYMENTS:

TEACH will pay the child development home provider a bonus in two installments. The first half is issued upon successful completion of the contract and the second half will be issued six months later.

COMMITMENT:

After the contract is completed, you have agreed to continue employment in your current setting for an additional 12 months. You must work the same number of hours, or at least 30 hours per week, during the contract and commitment years. Please notify TEACH if there are changes in your schedule.

IF YOU LEAVE THE PROGRAM:

Let us know if you leave your program for any reason. We will discuss exceptions to policy if the reason for leaving is not in your control. You may be billed by TEACH for not fulfilling your contract and/or commitment period. Your sponsoring program may expect you to reimburse them some additional funds, but this is not part of the TEACH contract.

MOVING A HOME PROGRAM:

If you are a Home Provider and plan to move to a different address, you must notify your TEACH Counselor beforehand. An active registration with your new address is an eligibility requirement for the scholarship, and you would need to continue to be within driving distance so that your current child care clients have the opportunity for continuity of care.

POLICY: If the contract is broken or the commitment year is not completed, TEACH will bill you for the cost of any contract years that are not fulfilled.

TAKE A BREAK FROM COLLEGE:

If you need to take a break from college and are still employed in your sponsoring program or home setting, but have not completed a contract year, your contract will be considered withdrawn. You will need to be re-accepted into TEACH to start a new contract in the future. You may need to repay TEACH for costs incurred from your earlier contract. You can take a break after any completed contract, without penalty.

LAID OFF:

If you are laid off you will not be billed, but we cannot continue to support you on a scholarship. You may finish your current semester, but need to be employed in another child care program that is willing to sign a TEACH contract on your behalf, in order to continue with our support.

EMPLOYER CHANGES:

If your employer changes through no choice of your own (For Example: your program is bought by a different agency), please let us know right away. The new employer will need to agree to the terms of the original contract or sign a new contract.

GRADUATING:

If you receive a CDA, a diploma, an associate degree, bachelor degree or an ECE endorsement, please send a copy of your diploma, transcript or license as proof you have received it. If you have received an associate or bachelor degree on TEACH, you will receive a one year free membership to NAEYC.

SWITCHING FROM ASSOCIATE TO BACHELOR CONTRACT:

If you are currently on an associate contract, you must first complete your associate degree and/or associate contract (12 months and at least 9 credits) before you switch to a bachelor contract. You must have a minimum of 60 college credits in order to be eligible for the bachelor scholarship. Recipients must take classes at the community college that will transfer to the 4-year school of their choice, before starting the bachelor contract. Upon starting a 4-year program, please submit the plan of study from your advisor to your TEACH Counselor, so we can monitor your classes.

CDA® ASSESSMENT PROCEDURES:

Talk with your TEACH Counselor or visit our website <https://iowaaeyc.org/programs/cda-credential/> to find out more about the CDA® Credential.

TO EARN THE CDA® CREDENTIAL:

1. Have at least 120 clock hours of professional early childhood education, with no fewer than 10 hours in each of the eight CDA® subject area (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](#)
2. Have 480 hours of fieldwork
3. Complete a Professional Portfolio
4. Complete Family questionnaires
5. Take an exam at a Pearson VUE Testing Center <https://home.pearsonvue.com/cdaexam>
6. Be observed by a Professional Development Specialist (PDS).

TO APPLY FOR A CDA® ASSESSMENT SCHOLARSHIP:

If you have a current associate or bachelor contract with us, you will not need to fill out an additional TEACH application.

AFTER YOU'VE BEEN ACCEPTED:

- A TEACH Counselor will email you to inform you of approval for a TEACH scholarship. You will receive an acceptance letter, contract and next step instructions.
- Sign your contract.
- Read your handbook. Sign the Recipient Personal Responsibilities Agreement. Your TEACH Counselor will go over this verbally with you.
- TEACH will let you know when to apply for the CDA® on the Council for the Professional Recognition [website](#).

- You will need to send screenshots of your YourCouncil CDA® customer ID #, the review and payment page, and a co-pay to Iowa AEYC.
- TEACH will let the Council know that we will pay the exam assessment fee. You will receive a voucher number from the Council that will allow you to continue the application process, CDA exam, and verification visit from a Professional Development Specialist.

AFTER YOU HAVE EARNED YOUR CDA® CREDENTIAL:

- After your CDA exam and verification visit from a Professional Development Specialist, you will receive an email stating that you have been awarded (or denied) your CDA®.
- If awarded the CDA®, you will receive the credential in the mail in 2-3 weeks or you can print a temporary certificate from the online CDA® application.
- Send a copy of the credential to your TEACH Counselor to claim your bonus.
- Included with the bonus you will receive an update form to fill out to send back along with a copy of a recent paystub. Our funders like to know if your pay increased because of earning a CDA®.
- You will receive an email with a survey to let us know how we did.
- Remember, you must remain in the early childhood field in Iowa for six months following the receipt of your CDA® credential.

Remember that the CDA® is good for 3 years and then must be renewed. More information can be found about that on the Council for the Professional Recognition website:

<https://www.cdacouncil.org/credentials/renew-cda>

POLICY:For recipients who are denied the credential, this is treated similarly to a failed course. TEACH can only pay for the credentialing fee one time. In this situation, the recipient has two options:

1. Reapply for the CDA, at your own expense, within 12 months.
2. Pay TEACH for the cost of the assessment fee. Once paid, TEACH could support the cost to reapply at a future date.

If you feel you have been wrongly denied, please follow the appeals process as outlined by the Council.

SEMESTER REMINDERS FOR SPONSORING PROGRAMS:

Recipients working over 30 hours a week are eligible for release time, with the exception of directors and part-day contracts. You and your sponsoring program representative must sign and return the completed Form C within 30 days following the end of the semester. We will not pay the sponsoring program for release time that arrives late.

The sponsoring program will receive a check or an invoice at the end of each semester, based on the amount of release time submitted and the program's portion of tuition and book costs for all program-sponsored TEACH recipients.

COLLEGE CREDITS FOR HHS TRAINING HOURS:

One college credit in early childhood is the equivalent of 15 contract hours of training. To fulfill HHS requirements, classes would need to fall into the following categories: 1. Planning a safe, healthy learning environment; 2. Steps to advance children's physical and intellectual development; 3. Positive ways to support children's social and emotional development; 4. Strategies to establish productive relationships with families; 5. Strategies to manage an effective program operation; 6. Maintaining a commitment to professionalism; 7. Observing and recording children's behavior; 8. Principles of child growth and development.

IMPORTANCE OF ADVOCACY:

On occasion, we may contact you to share your story with one of our state partners, funders, or legislators. Please take the opportunity to share how TEACH has helped you and the children in your care. Help parents to understand the benefits of your education to the classroom. However, we encourage you to share your story or feedback with your counselor at any time.

If you are interested in being a TEACH and WAGE\$ Ambassador for Iowa AEYC, please visit our website for more information. <https://iowaaeyc.org/get-involved/become-an-ambassador/>

CONTACT INFORMATION

Iowa Association for the Education of Young Children

Phone (515) 331-8000 Toll Free (800) 469-2392 email: teach@iowaaeyc.org
See our website at www.iowaaeyc.org for more information, applications, paperwork, and forms.

CONTACTING YOUR COUNSELORS:

We want to be an active part of your career in Early Care and Education. We encourage you to contact us if you have any questions about your scholarship or college, need any resources, etc. We especially want to hear from you when you:

- Move or have made any changes to your contact information
- Have received an academic award or honor
- Have a personal emergency that prevents you from attending school or work for an extended period of time
- Have gotten married or had a baby
- Are having trouble in or failing a class
- Are considering dropping or withdrawing from a class
- Your program achieved national accreditation or received an IQ4K rating
- Number of hours worked or the age group you work with changes
- Are considering changing jobs or are no longer employed in your program

- Are considering changing colleges
- Have graduated or earned a credential, degree, or endorsement

We are so proud of the effort you are making to increase your own professional development and provide high quality care for young children. Congratulations!

ADDITIONAL INFORMATION:

Smarthinking tutoring site – <http://www.pearsoned.com/higher-education/products-and-services/services-and-solutions-for-higher-ed/services/smarthinking/>

Personalized math learning resources through Khan Academy – www.khanacademy.org



APPENDIX:

[FAFSA](#) Information

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

[Form B/C](#)—Child Development Home Provider Tuition/Book/Release Time Reimbursement Form

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

[Form U](#)—Information Update Form