



## **What's next after my application is submitted?**

After your application is submitted to T.E.A.C.H., we will review it for completeness. If we need more information we will contact you. Complete applications will then be reviewed for approval.

### *Denied Applications*

If the application is denied we will contact you to let you know the reason your application could not be approved and email you a link to our Application Survey. We would appreciate you completing the voluntary survey so that we may learn if we are serving you well or need to improve. If you submitted money with your CDA Assessment Fee Application it will be returned to you and your Sponsor.

### *Accepted Applications*

If the application is accepted we will email you a link to **Handbooks** for you, and your sponsor, that describe in detail how the scholarships work. These handbooks must be read by you and your sponsoring program director. The last page (form) of the handbook must be signed by you and your sponsoring program director and returned to us. The CDA Assessment Fee Scholarship has one handbook and applicants and sponsors must sign the same form page after each has read the handbook. Other scholarships have separate handbooks for applicants (participants) and sponsors, each with form pages that must be signed respectively by applicants and sponsors.

We will also send you a link to an “**Application Survey**”. We would appreciate you completing the voluntary survey so that we may learn if we are serving you well or need to improve.

Additionally, we will mail to you three copies of a **contract** (Type B professionals receive two copies). Read the contract before signing it. It spells out the partnership agreement and to what each party is committing. Each copy of the contract must be signed by you and your sponsoring center in the space provided. One copy must be returned to T.E.A.C.H.

*Your scholarship will not be in effect until we receive a signed contract and handbook form(s).*

#### *CDA Assessment Fee Accepted Applications*

CDA Assessment Fee applications have a few additional steps. After we receive your signed contract and handbook form, we will send you a **Voucher Letter**. This Voucher Letter needs to be included with the Direct Assessment Application (DAA) that you send to the CDA Council in Washington D.C. The Voucher Letter is what lets the CDA Council know T.E.A.C.H. OHIO is paying for your DAA. You do not need to send the CDA Council \$425, if you include the Voucher Letter with your DAA.

After you are awarded your CDA Credential by the CDA Council send T.E.A.C.H. OHIO a copy so we can pay you your bonus and inform your Sponsor it is time for them to award you your compensation as well.

#### *Associate and Bachelor Degree Scholarship Applications*

If you have not already done so, complete the admission process at the college you will be attending. Then register for classes. Send T.E.A.C.H. a copy of your schedule for your first semester in school. We need to approve all schedules before you start to ensure your classes can be paid for by our scholarship. This will prevent you from receiving a bill from your college later. If you do receive a bill from your college, please contact us and we will investigate it.