



# Participant Handbook



2760 Airport Dr. Suite 160

Columbus, OH 43219

Local Phone: 614-396-5959

Toll Free: 1-877-547-6978

Website [teach.occrra.org](http://teach.occrra.org)

Email [teach@occrra.org](mailto:teach@occrra.org)

Dear Scholarship Participant,

Congratulations on receiving a T.E.A.C.H. OHIO Early Childhood® Scholarship! You should be proud of your commitment to increasing your knowledge and skills, which in turn improves the quality of care provided to the children in your care.

Please carefully read this handbook so you will have a clear understanding of T.E.A.C.H. OHIO and what is expected of you as a T.E.A.C.H. scholarship participant. Please sign and return to us the Participant Handbook Acknowledgement Form at the end of this handbook so we will know you have read and understand the procedures policies of your scholarship agreement. We have divided the handbook into specific sections to provide you with information on how the scholarship program works.

We have included a staff directory on **page 15** of the handbook. Feel free to contact us with any questions or concerns you may have. We are here to serve you and advocate for you.

Sincerely,

*Judith Santmire*

Chief Operating Officer

Ohio Child Care Resource & Referral Association

# Table of Contents

<b>GENERAL SCHOLARSHIP INFORMATION .....</b>	<b>1</b>
SCHOLARSHIP AVAILABILITY AND ELIGIBILITY .....	1
ADMINISTERING AGENCY .....	1
PRIVACY .....	1
FUNDING .....	2
T.E.A.C.H. OHIO WEBSITE .....	2
SCHOLARSHIP COUNSELOR .....	2
<b>THE T.E.A.C.H. OHIO SCHOLARSHIP AND FINANCIAL AID .....</b>	<b>2</b>
ANNUAL COMPLETION OF THE FAFSA .....	3
PELL FUNDING INELIGIBILITY .....	3
VERIFICATION .....	4
<b>T.E.A.C.H. OHIO PROCEDURES AND FORMS .....</b>	<b>4</b>
CONTRACT .....	4
PARTICIPANT HANDBOOK .....	5
SCHOLARSHIP, SCHEDULE APPROVAL AND SCHEDULE CHANGES .....	5
<i>Extra Credits</i> .....	5
<i>Course Approval Procedures</i> .....	5
SCHEDULE CHANGES .....	6
<i>Dropping or Withdrawing from Classes</i> .....	6
TUITION .....	7
<i>College Tuition and PELL Eligibility</i> .....	7
TRAVEL/INTERNET STIPEND .....	7
TEXTBOOKS .....	7
<i>Submitting Claims</i> .....	8
<i>Tuition Payment and Reimbursement</i> .....	8
<i>Textbook Reimbursement and Unsuccessful Course Completion</i> .....	8
PAID RELEASE TIME .....	8
<i>Recipients of Scholarship Benefit</i> .....	8
<i>Determining Amount of Paid Release Time</i> .....	9
<i>Scheduling Paid Release Time</i> .....	9
<i>Submitting Claims</i> .....	9
SUCCESSFUL COMPLETION OF CLASSES AND GRADES .....	10
<i>Grades</i> .....	10
COMPENSATION .....	11
COMMITMENT AND SEPARATION FROM T.E.A.C.H. OHIO .....	12
<i>When Leaving T.E.A.C.H. and/or Leaving Sponsoring Center</i> .....	12
CONTRACT RENEWAL .....	13
<i>Contract Extension</i> .....	13
FORM 1099 .....	13
STUDENT TEACHING .....	13
SURVEYS .....	14
ADVOCACY .....	14

<b>CONTACT INFORMATION &amp; T.E.A.C.H. OHIO STAFF DIRECTORY .....</b>	<b>14</b>
CONTACTING YOUR COUNSELOR .....	14
<b>T.E.A.C.H. STAFF DIRECTORY.....</b>	<b>15</b>
<b>GENERAL CONTACT INFORMATION .....</b>	<b>15</b>
<b>REVISION HISTORY.....</b>	<b>16</b>
<b>PARTICIPANT HANDBOOK ACKNOWLEDGEMENT FORM.....</b>	<b>17</b>

# General Scholarship Information

## Scholarship Availability and Eligibility

T.E.A.C.H. Early Childhood® OHIO (hereafter known as T.E.A.C.H. OHIO) offers scholarships to degree-seeking child care professionals pursuing either an associate degree or bachelor degree in Early Childhood Education or Child Development. Bachelor degree scholarships are available on a very limited basis. Funder criteria – service area and number of scholarships - determine the availability of this opportunity. T.E.A.C.H. OHIO maintains a waiting list of interested applicants. Interested child care professionals are instructed to submit a scholarship application which will be updated when funding becomes available.

The associate degree scholarship is available to County Certified Type B Professionals and child care professionals who work in licensed child care programs in the state of Ohio. The Ohio Department of Jobs and Family Services certifies Certified Type B Professionals and licenses Type A Child Care programs and child care programs. The Ohio Department of Education also licenses child care programs. Eligibility for the scholarship is determined by an applicant's weekly work schedule; an applicant must work at least 30 hours per week with young children.

## Administering Agency

Ohio Child Care Resource & Referral Association (hereafter known as OCCRRA) is the administrative home of T.E.A.C.H. in Ohio. OCCRRA is a nonprofit membership organization providing a variety of services to the eight local Child Care Resource & Referral agencies and their staff. To learn more, visit our website, [www.occrra.org](http://www.occrra.org), call 1-877-547-6978 or 614-396-5959, or e-mail [teach@occrra.org](mailto:teach@occrra.org).

## Privacy

OCCRRA agrees to respect and maintain confidentiality of all personally identifiable information from you. We will maintain all confidential information in a secure manner. OCCRRA will not sell your personally identifiable information to anyone.

Personally identifiable information may be shared with scholarship funders for the purpose of producing aggregate data for reporting, and will be used for determination of eligibility. All communications between scholars, sponsoring programs and OCCRRA may also be shared with scholarship funders and will be used to determine continuing scholarship eligibility. Email addresses of scholars and sponsoring programs will be used to communicate scholarship-related information, as well as opportunities to advocate for the early childhood workforce and OCCRRA. Participant names and contact information will also be shared with our member Resource and Referral agencies in your geographic area so they can contact you and offer further professional development assistance, or for recognition of your achievements related to participation with T.E.A.C.H. OHIO.

## **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 Ohio. The following are our current funders:

Ohio Department of Job and Family Services (ODJFS)

Starting Point (Cuyahoga County)

United Way of Central Ohio

United Way of Greater Cincinnati

Corporation for Appalachian Development (COAD)

## **T.E.A.C.H. OHIO Website**

The website ([teach.occrra.org](http://teach.occrra.org)) details information for scholarships currently available through T.E.A.C.H. OHIO; the origins of T.E.A.C.H. in North Carolina and its history in Ohio; the universities and community colleges with which T.E.A.C.H. OHIO partners; a Resources page; and a Contact T.E.A.C.H. OHIO page.

T.E.A.C.H. OHIO has established a partnership with Ohio universities and community colleges which offer an associate degree in early childhood education. The early childhood education curriculum at each of these universities and community colleges leads to the associate pre-k license. The *Resources* page includes forms for scholars and sponsors to manage their T.E.A.C.H. OHIO contracts. It also contains our Scholarship Handbooks, Fact Sheets about the early childhood workforce and Annual Reports. Inquiries about T.E.A.C.H. OHIO can be made via the Contact page. Internet users can access the OCCRRA home page via the T.E.A.C.H. OHIO home page.

## **Scholarship Counselor**

Each scholarship recipient has been assigned a Counselor based on the college or university she attends. The Counselor provides college and scholarship counseling to T.E.A.C.H. OHIO participants and sponsoring programs. They process scholarship paperwork and communicate with participating colleges and universities. The Counselor is available to assist scholarship recipients and sponsoring programs with their questions about the scholarship. The Counselor will contact you at least once per semester to discuss a variety of topics. Your Counselor will attempt to contact you via telephone – usually during your working hours at the center or e-mail. She will use the contact information from your scholarship application. If you have a preferred means of contact, please inform your Counselor. Always feel free to call us with questions. Keep your Counselor's business card handy. The business card has her contact information.

## **The T.E.A.C.H. OHIO Scholarship and Financial Aid**

T.E.A.C.H. OHIO is in partnership with sponsoring program and scholars. We all share a responsibility to make the most efficient use of the funding available to us. To leverage T.E.A.C.H. OHIO funds we require

all scholarship applicants and recipients to apply for federal financial aid. Not being eligible for PELL funding **does not** stop an applicant from being eligible for the scholarship.

All scholarship applicants include documentation of having completed the Free Application for Federal Student Aid (FAFSA) with their T.E.A.C.H. OHIO scholarship application. This FAFSA application will cover at least the scholar's first semester on the T.E.A.C.H. OHIO scholarship; subsequent FAFSA applications will need to be completed.

### **Annual Completion of the FAFSA**

The current version of the FAFSA is available as of January 1. Scholars are encouraged to complete the FAFSA, and submit documentation of its completion to their Counselor as soon after completing their federal tax return as possible. The FAFSA can be found at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The document to submit is entitled **FAFSA ON THE WEB SUBMISSION CONFIRMATION**. (This may have been the document submitted with your scholarship application.) Submit a copy of this document to your Counselor as proof of your completion of the current year's FAFSA. Contact your Counselor if you have questions about the suitability of document you have. The deadline for submission of documentation of completing the FAFSA to your Counselor is June 1.

T.E.A.C.H. OHIO expects all scholarship applicants and recipients to accept PELL grant awards if they are awarded. PELL funding is a grant and does not need to be repaid. Use of PELL funding reduces the amount of tuition that you, your sponsoring program, and T.E.A.C.H. OHIO must pay. If you are not eligible for a PELL Grant, you are still eligible for the T.E.A.C.H. OHIO scholarship.

### **PELL Funding Ineligibility**

Pell-eligible scholarship recipients might be denied a PELL grant for a number of reasons. Colleges/universities include an appeal process with all denials. T.E.A.C.H. OHIO requires all scholarship applicants and recipients to appeal the denial of Pell funding. Contact your Counselor if you are denied Pell funding. You will need to submit documentation of your appeal outcome to your Counselor.

Other scholarship recipients whose Effective Family Contribution (EFC) is greater than 4995 will not be eligible for PELL funding. T.E.A.C.H. OHIO requires all scholarship applicants and recipients who are not eligible for PELL funding to provide documentation of their ineligibility. The financial aid office at your college/university can provide you with an award stating for which financial aid you are eligible. Before the end of your first semester on contract with T.E.A.C.H. OHIO, you need to send us a copy of the award from your college/university. You will find information on your financial aid award via your college internet account. Your Counselor will not approve your course schedule for the following semester without having a copy of your Financial Aid award.

PELL funding is available for 6 years; your eligibility may expire while you are a T.E.A.C.H. OHIO scholar. Please provide your T.E.A.C.H. OHIO Counselor with documentation your PELL eligibility has expired. In future, T.E.A.C.H. OHIO will never require you to complete the FAFSA.

Scholarship applicants and recipients who have earned a bachelor degree are not required to apply for financial aid; we are aware that you will never be eligible for a PELL grant. Your Counselor has or will

request a copy of your college diploma or transcripts to document your bachelor degree. T.E.A.C.H. OHIO will never require you to complete the FAFSA.

## **Verification**

Colleges/universities randomly select a percentage of FAFSA applications for data verification each year. If your FAFSA application is selected for verification by your college, please respond to college's request for information. The request may have come via mail or email. Please check your college-based email account for such a request, and respond to the request for information. T.E.A.C.H. OHIO requires all scholarship recipients selected for verification to respond to the request for information. Your Counselor will not approve your course schedule for the following semester if you have failed to respond to your college's request for information.

PELL funds are not available to pay tuition until the verification process is completed. Use of PELL funding reduces the amount of tuition that you, your sponsoring program, and T.E.A.C.H. OHIO must pay.

Keep in mind, if you experience a life event that changes your household income during the school year, you can contact the financial aid office and request your award be amended.

## **T.E.A.C.H. OHIO Procedures and Forms**

### **Contract**

After your application has been approved, your Counselor will mail to your home address multiple copies of your contract (3 for center-based teachers and 2 for Type B Professionals). Each partner – scholarship recipient, OCCRRA, and sponsoring program (scholarship recipient's current employing center) gets a copy of the signed contract. The contract stipulates the responsibilities of the scholarship recipient, OCCRRA, and the child care center sponsoring staff as scholars. A contract covers three consecutive semesters, and is in effect for 12 months.

Please read the contract carefully to understand all your responsibilities. Stipulations may be added or modified from one contract renewal to the next. Contact your Counselor with any questions or concerns before returning a signed contract. Remember you are making a long-term commitment to your current employer when you sign this contract. It is a formal agreement, so do not sign it unless you understand the requirements and you intend to honor the contract in full.

Sign all three copies, and return one copy to your T.E.A.C.H. OHIO Counselor. The scholar and program director each keep one of the remaining signed copies. Keep your contract in a safe place to be referred when needed. Contracts can be faxed, emailed or mailed to your Counselor. Your contract becomes effective when T.E.A.C.H. OHIO receives its signed copy. A contract is renewable until you complete all degree requirements as long as funding is available. Additional information on contract renewal will be addressed later in this Handbook.

## Participant Handbook

In addition to mailing contracts to you, your T.E.A.C.H. OHIO Counselor e-mailed a message which contains a link to our Participant Handbook, the Handbook you are currently reading. The Handbook addresses the T.E.A.C.H. OHIO scholarship program and its policies and procedures. Please read this Handbook and return the signature page at the end of the Handbook with your signed contract. We use the signature page as documentation of your reception and review of the Handbook. **Counselors will not approve a course schedule without receipt of your signed signature page.** Center directors are emailed links to the Sponsor Handbook. They are responsible for returning the signature page from their Handbook.

## Scholarship, Schedule Approval and Schedule Changes

The T.E.A.C.H. OHIO Associate Degree Scholarship pays the tuition for courses required to complete an Associate of Applied Science Degree that leads to Pre-K licensure. This includes all required early childhood education and general education courses. Please remember if you register or pay for courses not required for degree completion, you will not be reimbursed for tuition, textbooks, or paid release time for these courses.

Scholarship recipients who have been out of school for a period of time might need to enroll in skill-building, developmental mathematics and/or English courses. Tuition for all required skill-building, developmental courses will be covered by your T.E.A.C.H. OHIO scholarship.

The T.E.A.C.H. OHIO scholarship contract has three semesters and an expected range of 9 to 15 credits to be attempted. Scholars can enroll in one 3-credit course per semester to achieve the minimum of 9 credits. To achieve the 15 credit maximum, has a scholar enroll in 6 credits for two terms and 3 credits another term (i.e.  $6 + 6 + 3 = 15$ ). If for example you schedule 9 credits in your second term, you will have to sit out at your last term to stay under your 15 credit limit (i.e.  $6 + 9 + 0 = 15$ ). Your T.E.A.C.H. OHIO Counselor will help you plan each semester so you do not exceed your total contract credit limit.

## Extra Credits

Your Counselor will monitor your credit hours. Requests to exceed your contract credit limit of 15 credits may be made. However, approval is not guaranteed and multiple factors will be considered before approval is determined. Credit hours beyond the maximum of 15 credits may be approved for the third semester of your contract when funding is available; if your program director and OCCRRRA's Chief Operating Officer are in agreement; and the contract stipulations continue to be followed.

## Course Approval Procedures

Each scholar registers for classes on her own with her selected college following the college's procedures. Consult the college's web site for registration procedures.

T.E.A.C.H. OHIO strongly encourages you to register for one class your first term on the scholarship. T.E.A.C.H. OHIO counselors will not approve more than two classes your first term on contract.

If you are successful the first term, you may consider adding an additional course. Additional courses may not be approved if you do not demonstrate you a capable of handling additional courses, for

example, if you received a grade of “C” (the minimum required for AAS degree credit) in the one class you took first term on contract, this does not demonstrate you can handle adding a second class. Approval of an appropriate course load is always at the discretion of your T.E.A.C.H. OHIO Counselor and OCCRRA Chief Operating Office.

Each semester your Counselor will provide you with a date by which you need to submit your course schedule to her. These dates are determined by the college’s schedule for payment reception and will vary from college to college. Missing a due date might result in you being dropped from your courses. If this happens, you will need to re-register for courses; T.E.A.C.H. OHIO cannot restore you to your selected courses.

Submit a course schedule to your Counselor as soon as you are registered. Scholars at some colleges/universities are required to submit a tuition statement with their course schedule. Your Counselor will inform you if this is requirement for your college/university. Your Counselor will approve the specific courses and number of credits. This information can be emailed, faxed, or mailed to your Counselor.

On the agreed upon date, she will submit the list of T.E.A.C.H. OHIO scholars enrolled in that semester’s courses to the college’s designated T.E.A.C.H. OHIO contact. Being on that list identifies you as a T.E.A.C.H. OHIO scholar for that semester. T.E.A.C.H. OHIO is letting the college know these are the scholars and the courses for which it should invoice T.E.A.C.H. OHIO.

T.E.A.C.H. OHIO Counselor approval is required to add any course after the initial approval of a semester’s course load. If courses are added without Counselor approval, the total cost of tuition for the added course(s) is the scholar’s responsibility. Likewise, T.E.A.C.H. OHIO will not reimburse for textbooks and paid release time associated with the added course(s).

## **Schedule Changes**

Changes in course schedules are not usual. If you revise your selection of courses before classes begin, inform your T.E.A.C.H. OHIO Counselor, and submit a revised schedule and tuition statement (if applicable) to you Counselor.

Occasionally, colleges will cancel courses for lack of sufficient enrollment. If any of your selected courses are canceled by the college, inform your T.E.A.C.H. OHIO Counselor, register for another course, and submit a revised schedule and tuition statement (if applicable) to you Counselor.

## **Dropping or Withdrawing from Classes**

Consult your T.E.A.C.H. OHIO Counselor if you plan to drop or withdraw from a class at any time during the semester. She will discuss alternative strategies and consequences of course withdrawal with you. If you drop or withdraw from a class submit a revised schedule with documentation of withdrawal or drop. When you withdraw from a course during the semester determines whether or not you will incur tuition charges. Consult your college/university for refund dates, and all policies related to withdrawing from courses. If T.E.A.C.H. OHIO is charged any amount of tuition, the scholarship recipient and her sponsoring program will incur tuition charges.

## Tuition

T.E.A.C.H. OHIO, scholarship recipients, and sponsoring programs share the cost of tuition and fees each semester. T.E.A.C.H. OHIO pays most fees associated with college attendance. Fees not covered include: admission, parking, fingerprinting, and graduation.

***Scholars and/or sponsoring programs do not pay tuition directly to any college.*** All colleges/universities invoice OCCRRA each semester – somewhere between midterm and finals. OCCRRA pays the full tuition amount for each scholar. Based on your contract model, you are responsible for a percentage of tuition – 10% or 20%.

## College Tuition and PELL Eligibility

T.E.A.C.H. OHIO has an arrangement with our partnering colleges and universities to have Pell funding pay the tuition of Pell-qualifying scholars. If you are PELL-eligible, neither you nor your sponsoring program will pay the contracted percentage of tuition.

If there is a portion of your tuition not covered by PELL funding, the college or university will invoice T.E.A.C.H. OHIO, and T.E.A.C.H. OHIO will pay the invoiced amount. Your contracted percentage of tuition will be the portion of tuition paid by T.E.A.C.H. OHIO – not the full amount of tuition.

Colleges and universities can make errors. T.E.A.C.H. OHIO can be invoiced mistakenly for the tuition of a PELL-qualified scholar, and a large-amount check sent to the scholar. If this happens to you, contact your T.E.A.C.H. OHIO Counselor immediately. The Counselor can verify the correct amount of a scholar's refund check with the college or university. If the college or university has erred, the scholar is required to return the check to the college or university so PELL funds can be applied to her tuition. The partner agreement has the college or university collecting the mistakenly sent check from the scholar. T.E.A.C.H. OHIO will not pay tuition in these situations.

## Travel/Internet Stipend

All scholars are eligible for a travel/internet stipend each semester they are enrolled. Currently, the stipend is \$60 per semester. The stipend is accredited to your T.E.A.C.H. OHIO account automatically when a tuition amount is recorded in our electronic database. Scholars do not need to keep track of mileage or internet expenses, or submit a form to receive this benefit.

## Textbooks

T.E.A.C.H. OHIO and scholarship recipients share the cost of textbooks. Scholars are responsible for acquiring their textbooks each semester. Textbooks can be purchased or rented. Scholars can purchase or rent textbooks from their college bookstore, other bookstores, or on-line. T.E.A.C.H. OHIO will reimburse 80% of the pre-tax purchase price or rental fee regardless of its cost; no amount is too small. However, to be reimbursed you must be able to provide your Counselor with a copy of your receipt. Book receipts must individually list each book's title and purchase price; credit card receipts are not acceptable. T.E.A.C.H. does not reimburse shipping and handling fees.

## Submitting Claims

Use a **TUITION/TRAVEL/BOOK REIMBURSEMENT CLAIM FORM** (Form B) to claim your reimbursement. Several Form B will be mailed to you after you submit your signed contract to your Counselor. Form B are also available on the Resources page of the T.E.A.C.H. OHIO website (teach.occrra.org). To complete the form B list individually the title of each textbook with its pre-tax price, and total the price of all textbooks purchased. Print your name on your book receipts and keep them with your completed Form B. Send your book receipt with a completed Form B as early in the semester as possible. Form B can be mailed, faxed, or e-mailed to us. If PELL funds are used to purchase textbooks from an account at your college bookstore, or other means, T.E.A.C.H. cannot reimburse you for the purchase. Please submit a **TUITION/TRAVEL/BOOK REIMBURSEMENT CLAIM FORM** (Form B) without a receipt if PELL funding was used to purchase textbooks.

## Tuition Payment and Reimbursement

A scholar's portion of tuition (10% or 20%) is deducted each semester from the combined travel/internet stipend and book reimbursement due to each. To reimburse you for books, your T.E.A.C.H. OHIO Counselor needs documentation of your tuition for any given semester. As mentioned earlier, colleges/universities invoice T.E.A.C.H. OHIO between mid-term and finals. After processing the college invoice, Counselors will process submitted claims, and reimburse scholars 80% of the cost of their books, and the \$60 travel/internet stipend. If scholars wish to be reimbursed earlier in the semester, they need to submit a college-issued tuition statement with their Form B and book receipt.

OCCRRA cuts checks for an amount of at least \$25. If the amount of your reimbursement is less than \$25, your reimbursement will be carried over to the following semester.

Scholars are invoiced if the total of travel stipend and book reimbursement is less than the percentage of tuition owed. If you are invoiced, payment is expected by the due date shown on the invoice. Your contract might not be renewed if you owe OCCRRA.

## Textbook Reimbursement and Unsuccessful Course Completion

T.E.A.C.H. OHIO reimburses the purchase of any textbook one time only. If you repeat a course, T.E.A.C.H. OHIO will not reimburse the purchase of the textbook a second time.

## Paid Release Time

An essential and vital element of the scholarship is paid release time. Many scholarship recipients work full time and are single parents bearing full responsibility for their children. Paid release time allows scholarship recipients the time to study, go to class and do whatever they would normally do if they were not spending time getting an education.

## Recipients of Scholarship Benefit

Type B Professionals and classroom teachers who work at least 30 hours per week are entitled to paid release time. Paid release time is a benefit for all college-enrolled scholarship recipients regardless of the scheduling of their courses, or the format. Scholars enrolled in on-line courses, and scholars enrolled in courses meeting in the evening or on weekends are entitled to paid release time.

Although center directors and other managers are eligible for scholarships offered by T.E.A.C.H. OHIO, they are not entitled to paid release time. Their duties are considered as more specialized and not as easily handled by a substitute.

### **Determining Amount of Paid Release Time**

Paid release time is used during the weeks of the semester, and when a scholar's sponsoring program is open and children are present. Paid release time cannot be used during school breaks such as holidays or breaks between semesters. If the sponsoring program is not open during the summer semester, a scholar may enroll in courses, but cannot use the scholarship benefit of paid release time.

The amount of weekly paid release time is determined by the total number of course credits a scholar is taking. For example, enrolling in a 3 credit hour course entitles a scholar to have 3 hours of paid release time per week, or enrolling in a 3 credit course and a 2 credit course entitles a scholar to have 5 hours of paid release time per week. The maximum amount of weekly paid release time is 6 hours if a scholar is enrolled in more than 6 credits during a semester. The paid release time benefit has varied from the above formula at times. Your Counselor will alert you to alternative methods of determining paid release time. Modifications are tied to contract renewal; refer to your contract.

### **Scheduling Paid Release Time**

Some scholar use paid release time on a weekly basis. Others bank their hours to use a whole day off before a major test or project due date, or take half days off if it is easier to bring in a substitute. If paid release time hours are banked, please be aware of the maximum hours of paid release time hours for the semester. The maximum number of hours of paid release time is determined by the number of course credits in which a scholar is enrolled multiplied by the number of weeks in a semester.

T.E.A.C.H. OHIO expects all scholars and their center directors to cooperatively and collaboratively to work out a paid release time schedule which allows scholars to leave when children are in care. Scholars cannot dictate to their center director when they schedule paid release time. Paid release time must be granted per the terms of the scholarship and contract. However, the center director has the final say as to *when* and under what circumstances paid release time is granted. Let your Counselor know if you are having any problems getting your required paid release time. The Counselor will work with the center director to find creative ways to arrange paid release time. Forfeiting release time could cause your contract to be voided or not to be renewed.

### **Submitting Claims**

Paid release time is recorded on a **RELEASE TIME REIMBURSEMENT CLAIM FORM** (Form C). Form C with instructions is mailed to the center director after a contract has been issued. The scholar and the center director must sign the Form C after paid release time hours are provided and recorded on the form. When you and your director sign the Form C, you are confirming that the information is accurate. Do not sign, nor send in, form if it is not accurate.

Completed Form C are submitted to your Counselor at regular intervals. Sponsoring programs and Type B Professionals have until 30 days following the end of each semester to submit Form C. T.E.A.C.H.

OHIO reserves the right not to reimburse paid release time claims which arrives more than 30 days after the semester has ended.

T.E.A.C.H. OHIO reimburses the sponsoring program at a rate of \$8 per hour of paid release time used. Centers continue to pay classroom teachers at their usual hourly rate of pay while they are using paid release time.

## Successful Completion of Classes and Grades

The T.E.A.C.H. OHIO scholarship program does not set a requirement for a minimum passing grade per course or an overall grade point average to determine success. T.E.A.C.H. OHIO uses the standards of the colleges/universities with which we partner to determine whether or not a course has been passed or “successfully completed”. Each T.E.A.C.H. OHIO scholar should consult her college handbook for information on the college’s grade expectations. At Ohio community colleges a minimum grade of “C” is required for early childhood education course to count toward your degree or credential and be successfully completed. A lower grade may be considered passing for some general education courses.

T.E.A.C.H. OHIO will pay tuition twice for any degree-required course. If a scholar does not successfully complete a course after two attempts, T.E.A.C.H. OHIO will not pay for her to retake the course a third time. This policy spans all contracts; if scholar fails a course two contracts (years) in a row, T.E.A.C.H. OHIO will not pay for the class during a third contract. **Please note:** T.E.A.C.H. OHIO defines any course from which a scholar withdraws after the college’s last day for 100% tuition refund as an unsuccessfully completed course.

If a scholar does not successfully complete three or more courses during any one contract year, she will repay T.E.A.C.H. OHIO the full tuition for the third and any subsequent unsuccessfully completed class **unless PELL funding paid the tuition**. For example, one of our partnering colleges requires a grade of “C” for successful completion of courses for its early childhood education degree. A scholar, however, receives a grade of “D” grades in three courses taken during her first and second semester on the T.E.A.C.H. OHIO scholarship. She will owe T.E.A.C.H. the tuition for the third unsuccessfully completed course in addition to the 10% of tuition contracts normally require. Any other unsuccessful completions in subsequent third semester will also have to be repaid to T.E.A.C.H. As previously mentioned, T.E.A.C.H. OHIO defines any course from which a scholar withdraws after the college’s last day for 100% tuition refund as an unsuccessfully completed course.

## Grades

Scholars are to submit grades to T.E.A.C.H. OHIO within two weeks of each semester’s end. Official grade reports will list the school name and scholars name with classes and grades listed, not necessarily transcripts. Grades can be submitted by email, fax, or mail.

To send grades from the website to your Counselor by email:

1. Open a blank email and address to your 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. You will want your screen as big as you can get it.
4. Click back into the blank email and “Paste” into 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.

T.E.A.C.H. OHIO has arranged with several our partnering colleges/universities to have semester grades sent directly to the assigned Counselor. These colleges/universities include:

- Clark State Community
- Cleveland State University
- Columbus State Community College
- Cuyahoga Community College
- Eastern Gateway Community College
- Lorain County Community College
- Owens Community College
- Sinclair Community College
- Stark State College
- Terra Community College

Scholars attending the above named colleges/universities have authorized colleges/universities to directly release scholars’ grades to T.E.A.C.H. OHIO. Scholars attending the above named colleges/universities will receive grade release authorization forms which require updating on an annual basis at the time of contract renewal.

## Compensation

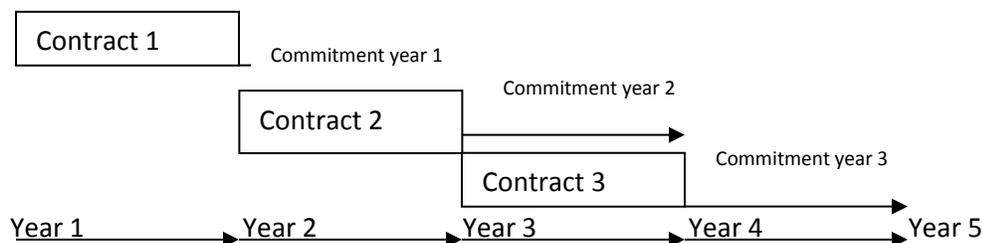
After a scholar successfully completes a contract, she is eligible for compensation from T.E.A.C.H. OHIO and her sponsoring program. During the application process the sponsoring program’s director or owner determines the form of compensation a scholar will receive from the center. There are three options: raise, bonus, or sponsoring program pays 40% of tuition. If Option 1 was selected, the sponsoring program grants the scholar a 2% raise above any annual or anticipated raise. If Option 2 was selected, the sponsoring program pays a bonus of \$300. If Option 3 was select, the scholar does not receive additional compensation from her sponsoring program.

T.E.A.C.H. OHIO pays a bonus in the amount of \$300 or \$600; the amount depends on the scholarship model and option selected at the time of application. Center owners, Type A providers, and Certified Professional Type B Providers **always** receive a \$300 bonus from T.E.A.C.H. OHIO. T.E.A.C.H. OHIO does not require center owners, Type A providers, or Type B providers to give themselves any type of bonus or raise. T.E.A.C.H. OHIO pays a \$300 bonus to scholarship recipients whose sponsoring program selected either Option 1 or Option 2 on the Participation Agreement page of the application. If Option 3 was selected T.E.A.C.H. OHIO pays the scholar a \$600 bonus.

T.E.A.C.H. OHIO requires center-based scholarship recipients to provide documentation of their reception of the bonus or raise from their sponsoring program. A request for this documentation and an Information Update Form accompanies the bonus paid by T.E.A.C.H. OHIO. Return documentation – pay stub and/or check copy -- after you receive your compensation from your sponsoring program. If your center is not paying your bonus or raise as you expected, contact your Counselor for assistance

### **Commitment and Separation from T.E.A.C.H. OHIO**

The scholar agrees to remain at her current employment site for 12 months following the expiration date of her contract, working at least 30 hours per week. Every one year T.E.A.C.H. OHIO contract includes a commitment period. When a contract is renewed the new contract runs concurrently with the commitment period from the previous contract. For example, in the diagram below, commitment year 1 runs concurrently with contract 2.



If your contract includes your graduation, please provide your Scholarship Counselor with your graduation date. The commitment period to your employer for your final contract will be one year from your graduation date. Commitment is in effective whether or not the contract is successfully completed.

Twelve months post-contract expiration date the Scholarship Counselor follows up with the center director to verify the scholar is still employed. Certified Professional Type B Providers are contacted directly to document the continuing operation of their Type B home. “Turnover” can impact a scholar’s return to T.E.A.C.H. OHIO at a later date.

### **When Leaving T.E.A.C.H. and/or Leaving Sponsoring Center**

If a scholar is laid off from her employing center, contact your Counselor immediately. T.E.A.C.H. OHIO has a policy which allows scholarship recipients who were laid off to remain on scholarship. Laid-off scholars are allowed to complete their current semester courses, and encouraged to find employment at another child care program willing to support their T.E.A.C.H. OHIO scholarship. With support from another sponsoring program, another contract can be written with minimum disruption to schooling. Without support from a willing child care center, the scholarship recipient cannot benefit from the T.E.A.C.H. OHIO scholarship.

If your sponsoring program is bought by another organization, contact your Counselor immediately. The new owner will need to agree to the terms of the original contract or sign a new contract. If the new owner does not agree to a contract, we cannot continue to support your scholarship.

If you are employed by an agency or organization with multiple sites or centers, contact your Counselor immediately when you are transferred from one site or center to another. Counselor needs to be aware

of the transfer for reasons of communication with you and your current supervisor as well as contractual issues.

Contact your Counselor immediately if you leave your sponsoring program for any reason -- a life issue, termination or quitting. If the contract is broken or the commitment year is not completed, you become ineligible for your bonus, and you will be prohibited from future T.E.A.C.H. OHIO scholarships. **T.E.A.C.H. OHIO will not request repayment of any funds spent on your educational expenses.** However, sponsoring programs may expect you to reimburse funds they contributed to your educational expenses. T.E.A.C.H. OHIO staff does not intervene or provide legal advice in these situations. Consult an employment lawyer before breaking your contract to be prepared for any possible repercussions.

## Contract Renewal

**The renewal process is not automatic or guaranteed.** Contract renewal is always dependent on the availability of funding. Other criteria include compliance with contract stipulations (e.g., paid release time) and T.E.A.C.H. OHIO procedures (e.g., FAFSA completion and acceptance), scholarship recipient or sponsoring program owe T.E.A.C.H. OHIO a balance after being invoiced.

Your Counselor will approach you about renewing your contract. She will mail multiple copies of the contract to your home address. Read your contract. Benefits may have been modified since your previous contract. E-mail messages with links to the Participant Handbook and Sponsor Handbook will be sent to the scholarship recipient and sponsoring program, respectively.

## Contract Extension

For any number of reasons, a scholar cannot complete the required minimum of 9 semester credits during a contract. Instead of renewing your contract, your Counselor, with the guidance of the Chief Operating Officer, can offer a contract extension of one semester. Contact your Counselor to learn if life issues or a course scheduling problem may make you eligible for a contract extension.

## Form 1099

When appropriate, OCCRRA will issue a Form 1099 to a scholar. This occurs when the total of the travel/internet stipend, T.E.A.C.H. OHIO-paid bonus and paid release time exceed \$600 in a calendar year. OCCRRA mails forms by the end of January.

## Student Teaching

Some type of student teaching or practicum experience is required as determined by requirements for the Pre-K licensure. Scholars need to be aware of the expectations for the student teaching/practicum experience at their chosen college or university. Also, within a college expectations may differ based on students' various professional backgrounds.

Scholars who student teach outside their sponsoring program, are allowed to retain your T.E.A.C.H. OHIO scholarship although they will not be working the required number of hours per week in their centers. Student teaching amendments which modified your existing contract provide for additional paid release time at a higher rate than \$8 per hour may be available dependent on funding and eligibility. Type-B Professionals are required to notify the families in their care and get permission from

their County DJFS worker for the hours required to have a substitute. Keep your Counselor informed of your plans to student teach.

## **Surveys**

Scholars will receive a link to a satisfaction survey by e-mail following the annual payment of their T.E.A.C.H. bonus. We appreciate your response.

## **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 T.E.A.C.H. has helped you and the children in your care.

## **Contact Information & T.E.A.C.H. OHIO Staff Directory**

### **Contacting Your Counselor**

We want to be an active part of your career in early care and education. We encourage you to call or email the office at least once a semester to check on paperwork and next steps. Please contact us if you have any questions about your scholarship or college, any needed resources, etc. We especially want to hear from you:

- When you have a personal emergency that prevents you from attending school or work for an extended period of time.
- When you have gotten married or had a baby (or grandbaby).
- When you are having trouble in or failing a class.
- When you are considering dropping or withdrawing from a class.
- When you have received an academic award or honor.
- When you or your program have achieved national accreditation or received a star in Step Up to Quality.
- When your number of hours worked or the age group you work with changes.
- When you are considering changing jobs or are no longer employed in your program.
- When you have graduated or earned a credential, or degree.
- When any of your contact information changes.

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!

## **T.E.A.C.H. Staff Directory**

If you reach the automated voicemail system, you can dial the person's extension to be directly connected.

Denielle Young, Coordinator of Workforce Development: Sinclair Community College & Summit College

Email: [dyoung@ocrra.org](mailto:dyoung@ocrra.org), phone ext. 304, fax 614-396-5960

Tonya Ward, Counselor: AAS and CDA scholarships, University of Cincinnati and Cincinnati State Community College

Email: [tward@ocrra.org](mailto:tward@ocrra.org), phone ext. 307, direct fax 614-396-5963

Cathy Ryan, Senior Counselor: AAS and CDA scholarships, Central Ohio Technical College, Cleveland State University, Columbus State Community College, Cuyahoga Community College, Eastern Gateway Community College, Edison State Community College, Kent State University: Salem, Kent State University: Tuscarawas, Lakeland Community College, Lorain County Community College, North Central State College, Northwest State Community College, Ohio University: Athens, Ohio University: Chillicothe, Ohio University: Lancaster, Ohio University: Southern, Owens Community College, Rhodes State College, Rio Grande Community College, Stark State College, Terra Community College, Washington State Community College, Youngstown State University, Zane State College

Email: [cryan@ocrra.org](mailto:cryan@ocrra.org), phone ext. 303, direct fax 614-396-5966

Judith Santmire, Chief Operating Officer of OCCRRA

Email: [jsantmire@ocrra.org](mailto:jsantmire@ocrra.org), phone ext. 312

## **General Contact Information**

Ohio Child Care Resource & Referral Association

2760 Airport Dr. Suite 160

Columbus, OH 43219

Local Phone: (614) 396-5959

Toll Free: (877) 547-6978

General Fax: (614) 396-5960

Email: [teach@ocrra.org](mailto:teach@ocrra.org)

See our website at <http://teach.ocrra.org> for more information, paperwork, and forms.

## Revision History

**Rev 12.09** : Original

**Rev 05.10** : Added CDA Scholarship information as appropriate (page(s) 7, 8). Changed travel reimbursement to be automatic when tuition claim processed (page 10). Other grammatical and wording changes.

**Rev 06.10**: Added counselor check off to form and updated web address.

**Rev 02.11**: Added Release Time examples. Revised bonus payment language. Clarified termination policy. Revised Survey paragraph with bonus change. Removed Registry reference. Added more detail to confidentiality (privacy) statement.

**Rev 06.11**: Updated with Release change for ODJFS.

**Rev 08.11**: Added summer class RT note, and new fax numbers

**Rev 09.11**: General edits to wording, and clarifications added.

**Rev 12.11**: Changed unsuccessful completion policy to 6 credits, not two classes.

**Rev 10.12**: Clarified importance of Handbook, acceptable book receipts, notification of schedule changes and repayment of courses. Revised quarter information to reflect semester. Added a funder , Information Update Form information and staff.

**Rev 2.13**: Major revision of Handbook

**T.E.A.C.H. Early Childhood® OHIO**

**Participant Handbook Acknowledgement Form**

By signing below I acknowledge I have read and understand the information contained in the Participant Handbook. I will contact my T.E.A.C.H. Counselor with any questions. I realize my contract with T.E.A.C.H. is voluntary and will not be in effect until I return this signed form, as well as any other required paperwork.

I understand the policies and procedure in the Participant Handbook may change at any time. It is my responsibility to check the website periodically at <http://teach.occrra.org> for updates.

---

Name (print and sign) \_\_\_\_\_ Date \_\_\_\_\_

Return this form to your T.E.A.C.H. Counselor. Email and fax numbers below.

Or mail: **T.E.A.C.H. Early Childhood® OHIO**

2760 Airport Drive Suite 160

Columbus, OH 43219

Who is the T.E.A.C.H. Counselor you are working with? Please mark next to their name below:

- Tonya Ward: email [tward@occrra.org](mailto:tward@occrra.org); direct fax 614-396-5963
- Cathy Ryan: email [cryan@occrra.org](mailto:cryan@occrra.org); direct fax 614-396-5966
- Denielle Young: email [dyoung@occrra.org](mailto:dyoung@occrra.org); fax 614-396-5960
- Don't know