



Scholarship Application Process for Quality First! Participants

1. Quality First participants, in collaboration with their Quality First Coach, identify the center/home child care professional(s) they wish to sponsor for the T.E.A.C.H. scholarships made available through participation in Quality First.
 - Quality First centers/homes may use Quality Improvement Funds to pay required sponsorship fees related to tuition, paid release time, and bonuses/raises for their center/home T.E.A.C.H. scholarship recipients.
 - Center-based programs are allocated (2) T.E.A.C.H. scholarships
Home-based programs are allocated (1) T.E.A.C.H. scholarship
2. The Quality First Coach submits the name(s) of the child care professional(s) the center/home wishes to sponsor for T.E.A.C.H. scholarship(s) to Quality First for approval.
3. Scholarship applicants or Quality First Coaches may then submit the scholarship application(s) to the T.E.A.C.H. Office.
4. The application is received in the T.E.A.C.H. Office and verified for Quality First approval before processing the application.
 - If the T.E.A.C.H. Office has not yet been notified by Quality First of the applicant's approval, the application is placed on hold until approval is issued.
5. Once the T.E.A.C.H. Office receives notification that the applicant has Quality First approval, T.E.A.C.H. staff review the application for eligibility.
 - Incomplete applications are placed on hold and the applicant is contacted to provide clarification or missing information. Items that typically put an application on hold include:
 - No verification of income (e.g. no pay stub)
 - Reporting an insufficient number of hours worked per week
 - Position title/job responsibilities are unclear
 - No identification of college choice
 - Incomplete Sponsor Agreement

6. Complete and eligible applications are processed and acceptance packages are mailed to the scholarship recipient(s).
7. Once the acceptance package is received by the scholarship recipient, s/he and their employing sponsor must sign the contract (Form A), complete the Course Pre-Authorization Form, and return these documents to the T.E.A.C.H. Office *prior to registering for courses.*
8. Once the signed contract and completed Course Pre-Authorization Form is received in the T.E.A.C.H. Office, the Course Pre-Authorization Form is processed and a Charge Approval is issued to the selected college.
 - The Charge Approval is the guarantee from the T.E.A.C.H. Office to the selected college to pay for those courses and books the scholarship recipient has been pre-authorized to take.
 - The Charge Approval is sent to the scholarship recipient, college finance or cashier's office, the bookstore, and the Early Childhood Department.
 - Once the scholarship recipient receives their Charge Approval, they may register for the pre-authorized courses and purchase the required textbooks for those pre-authorized courses.
 - T.E.A.C.H. will not guarantee payment for any courses or textbooks that have not been pre-authorized by the T.E.A.C.H. Office

SPECIAL NOTE

Some scholarships are available for other child care professionals at a Quality First participating center/home through funding from First Things First Regional Partnership Councils. The Regional Council funded T.E.A.C.H. scholarships also require the sponsorship of the employing center/home; however, Quality Improvement Funds may not be used to sponsor professionals receiving T.E.A.C.H. scholarships funded by a Regional Council. Any center/home electing to sponsor more than two (2) T.E.A.C.H. scholarship recipients must complete a *Child Care Sponsorship Plan for Multiple Scholarship Recipients* and this form is available from the T.E.A.C.H. Office.

Quality First participants are strongly encouraged to notify their Quality First Coach as other child care professionals at their center/home are awarded T.E.A.C.H. scholarships through funding from First Things First Regional Partnership Councils.

