

TEACH Scholarship Licensure Paperwork Flow
For Recipients in HEC Coursework

1. Potential recipient inquires with interest in Scholarship
2. TEACH follow-up with call/email to gage readiness and go over application materials and general scholarship outlines
3. TEACH sends potential recipient Application materials
 - Complete application packet includes fully completed paperwork, including all required signatures and attachments
4. Application reviewed (and if accepted, moves to 5)
5. Acceptance Packet emailed to recipient and employer (as applicable)
Packet includes:
 - Recipient Acceptance Letter
 - Director Acceptance Letter (as applicable)
 - Contract (recipient and employer should each keep a copy and send a third to T.E.A.C.H.)
 - W-9 (one should be filled out for the recipient and one for the employer)
 - Voluntary Leave of Employment Policy
 - Recipient Responsibilities Agreement Form
 - Grade Release Authorization Form
 - Paperwork Flow Description
 - Pre-Authorization Request Form and Instructions
 - Form B – Reimbursement Claim Form and Instructions sheet
 - Release Time Q & A
 - Form C Release Time Reimbursement Claim form and Instructions
6. Semester beginning: **g-i to occur no more than 30 days after first day of classes**
 - a) At least two weeks before class registration opens, Recipient submits to TEACH Pre-Authorization Request Form with requested classes
 - b) If approved, TEACH fills out Third Party Payment and VAEYC Charge Approval forms (double-sided sheet) and emails to recipient; if not approved Recipient is notified so alternate selection can occur
 - c) Recipient signs Third Party Payment Form and submits to VT HEC
 - d) Recipient registers for classes
 - e) VT HEC sends Tuition Statement to recipient and Tuition Invoice to TEACH office
 - f) Recipient purchase books (if necessary)
 - g) Recipient fills out Form B Reimbursement Claim using tuition information from HEC Tuition Statement and book receipts
 - h) Recipient (e)mails completed Form B, with attached copies of book receipts to TEACH
 - i) TEACH will file claims for tuition, travel and books
7. During Semester
 - a) Each week recipient (and employer as applicable) track release time hours on Form C
 - b) Recipient and employer should make at least one connection with TEACH Counselor during semester to update progress, successes and troubleshoot any challenges
 - c) Recipient and TEACH begin with next semester paperwork submissions as outlined in 6.
8. Semester Close – **within 30 days of last class**
 - a) Recipient submit copy of grades report
 - b) Recipient (and/or employer) submit completed, signed Form C - Release Time Reimbursement Form
9. At beginning of last term of contract, recipient notifies TEACH of intent to renew or discontinue contract
10. Annually, between June 1st - 30th, recipient applies for VSCA non-degree grant