



Participant Handbook



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Dear Scholarship Participant,

Congratulations on receiving a T.E.A.C.H. OHIO 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. 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 policies of your scholarship agreement. We have divided the handbook into specific sections to provide you with information on how the 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,

Greg Yorker

Greg Yorker
Director
T.E.A.C.H. Early Childhood® OHIO

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Scholarship Overview

Administering Agency

Ohio Child Care Resources & Referral Association (OCCRRA) holds the Ohio license for T.E.A.C.H. OCCRRA is a nonprofit membership organization providing a variety of services to the eight local CCR&R agencies and their staff. To learn more, visit our website, www.occrra.org, call 1-877-547-6978 or 614-396-5959, or e-mail teach@occrra.org.

Privacy

OCCRRA agrees to respect and maintain confidentiality of all personally identifiable information from you (i.e.: wages, ID numbers, educational and professional data, etc). We will keep all confidential information in a secure manner. OCCRRA will not sell your personally identifiable information to anyone. Personally identifiable information may be shared with funders of your scholarship for the purposes of producing aggregate data for reporting, and will be used for determination of eligibility. Communications (email, phone, fax, blog comments, etc...) between scholars, sponsors and OCCRRA may also be shared with funders of the scholarships and will be used to determine continuing scholarship eligibility. Email addresses of scholars and sponsors 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.

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

Counselor Role

Our T.E.A.C.H. OHIO Counselors have a minimum of a bachelor's degree in Early Childhood Education (ECE) or a related field and a variety of experience in the ECE field. The Counselor provides college and scholarship counseling to T.E.A.C.H. participants and sponsoring programs. They process scholarship paperwork and communicate with participating colleges and universities. The Counselor is available to assist scholarship recipients with their questions about the scholarship. The Counselor will contact you at least once per term and may discuss the following:

- Are you employed? Are you working at least 30 hours per week? Is there any change in your work status you need to communicate to us?
- Were you paid a bonus or given a raise by your sponsor as mandated for previous contracts?
- Are you receiving all of the Paid Release Time mandated by your contract?
- Did you purchase books?
- Have you completed your financial aid application? Were you accepted? Did you appeal a denial? Can we help you through the process...
- How are classes going? Are there any obstacles to your education we can assist with or provide guidance related too?
- What is your plan for next term? When do you plan to graduate?

The Counselor may also inquire about any outstanding bills owed T.E.A.C.H. or missing forms (i.e. Form B, C, Financial Aid Award, applications, term account statements, or contract renewal paperwork).

Counselors will also contact you one year after completion of your contract to verify you fulfilled your work commitment to your program or family care home.

Applying for Financial Aid

You must apply for financial aid each year you are on contract with T.E.A.C.H. It can be applied for at www.fafsa.ed.gov. **You never have to pay for a FAFSA to be processed!** We need a copy of the FAFSA on the web submission confirmation page (which must include your name) to prove that you have applied (this is the same page you supplied with your original scholarship application, but will have the current fiscal year on it).

Before the end of your first term on contract with T.E.A.C.H., you need to send us a copy of the award from your college. If you are awarded student loans, we discourage you from taking them. Keep in mind that we cannot help pay back your student loans when they come due.

You are required to accept PELL grant awards when they are awarded to you. PELL grants are not loans, and never need to be paid back. PELL grant awards reduce the amount of tuition that you, your sponsor, and T.E.A.C.H. must pay. Also, when you are denied a PELL grant, we require you to appeal the decision if it was based on exceeding a credit hour limit at your college. Contact your Counselor and they will explain the situations where an appeal is required.

FAFSA needs to be completed, and the confirmation page sent to T.E.A.C.H., prior to the first term of each new fiscal year of the school you are attending. We recommend you apply each spring after you have completed your tax return. This may not coincide with your contract renewal, and may need to be sent during your contract year. **Contracts may be withdrawn when PELL has not been applied for or not accepted when awarded. T.E.A.C.H. must receive a copy of your Financial Aid award prior to the start of each Financial Aid year at your school.** You will find information on your financial aid award via your college account. The terms that begin the Financial Aid year are listed below. T.E.A.C.H. will not

approve your schedules for these terms unless we have a copy of your Financial Aid award. If T.E.A.C.H. does not approve your schedule, your school may drop you from classes.

Receiving PELL funding benefits you, your Sponsor and T.E.A.C.H. by reducing the amount of Tuition we all must pay.

Here is a listing of the schools we work with and the dates the FAFSA should be **completed each year** to keep you current at each school. In most cases, the dates below are suggested by each school to ensure you can complete the process in time:

<u>Schools we work with</u>	<u>Date each year when FAFSA verification due to T.E.A.C.H.</u>	<u>First term of Financial Aid fiscal year. Financial Aid Award due to T.E.A.C.H. prior to start of these terms.</u>
Central Ohio Technical College	March 1	Summer
Cincinnati State Community and Technical College	February 15	Summer
Cleveland State University	February 15	Summer
Columbus State Community College	April 17	Summer
Cuyahoga Community College	June 1	Summer
Eastern Gateway Community College	April 30	Summer
Edison State Community College	April 1	Summer
Kent State University: Salem	March 1	Summer
Kent State University: Tuscarawas	March 1	Summer
Kent State University: Ashtabula	March 1	Summer
Lakeland Community College	March 31	Summer
Lorain County Community College	April 30	Summer
North Central State College	May 14	Summer
Northwest State Community College	April 1	Summer
Ohio University: Athens	March 15	Summer
Ohio University: Lancaster	March 15	Summer
Ohio University: Southern	March 15	Summer
Owens Community College	February 26	Fall
Rhodes State College	May 1	Summer
Rio Grande Community College	March 15	Fall
Sinclair Community College	May 1	Summer
Stark State College	March 1	Summer
Terra Community College	July 31	Fall
University of Cincinnati	August 31	Fall
Washington State Community College	July 30	Fall
Youngstown State University	February 15	Summer
Zane State College	April 1	Summer

T.E.A.C.H. is a partnership with our sponsors and scholars. We all share a responsibility to make the most efficient use of the funding available to us. The following steps are necessary to ensure this happens:

1. T.E.A.C.H. OHIO will not be able to reimburse scholars for books paid for with PELL Grant money.
2. If your college has requested verification of information on the FAFSA application, please respond to the request. The request may have come to you via mail or email. Please check your college-based email account.
3. T.E.A.C.H. OHIO will need verification you are not eligible for PELL Grant funds if you are not currently using PELL Grant funds. The financial aid office at your college or university can provide you with an award stating what financial aid you are eligible for. All scholars eligible for PELL assistance must follow through with financial aid verification and accept PELL funds. PELL funds do not need to be paid back. They are not loans.
4. T.E.A.C.H. OHIO will require student account statements that show how your PELL funds were used the previous term, before beginning a new term. We need to verify that your college applied your PELL funds to your account properly.
5. Scholars can exhaust their financial aid eligibility at a community college if they have earned more than 90 credits. Most colleges have an appeal process by which financial aid eligibility can be restored. T.E.A.C.H. OHIO requests all scholars, who become ineligible because of credit limits, initiate the appeal process.
6. 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.

Starting with T.E.A.C.H. - Forms and Procedures

The Contract

When you receive your contract (Form A), please read it carefully to understand all of your responsibilities, stipulations may have been added or modified since you signed your last contract. Remember you are making a long-term commitment to your current child care program 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. Return your contract with the required signatures. This contract is effective for 12 months, and can be renewed each year, until you complete degree requirements. CDA scholarships do not renew. See page 14 for more information on contract renewals.

The contract starts the first term you attend class, i.e. summer 2009. The contract would run for one year, and need to be renewed before you may attend class, i.e. summer 2010.

Call us with questions. The contract is not in effect until it is signed by you and your Director (unless Type-B provider) and returned to T.E.A.C.H.

The contract requires a minimum of 9 semester credits, or 12 quarter credits to be completed. If you are unable to complete the minimum of 9 semester credits, or 12 at a quarter based school, in the contract year, you may be eligible for an extension of one term. Contact your T.E.A.C.H. OHIO

Counselor to find out if life issues, or a class scheduling problem may make you eligible for a contract extension.

Schedule and Registration

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

The T.E.A.C.H. OHIO Associate Degree and CDA scholarships only pay for classes required to complete an Associate of Applied Science Degree that leads to Pre-K licensure.

Submit a schedule to your Counselor as soon as you are registered. This information can be emailed, faxed, or mailed to your Counselor. Your Counselor must approve the classes and number of credits. All classes must be degree required. They will notify you about your course approval. If you register or pay for courses NOT authorized under your scholarship, you will not be reimbursed for tuition, books, or release time for these courses. Let us know ASAP if you have any class changes after you register and send your Counselor a new schedule.

Typically the first term a scholar is on contract they will take 1 or 2 classes. We strongly encourage you only to register for one class your first term. We will not approve more than 2 classes your first term on contract. If you are successful that first term, you may consider adding an additional course. Additional courses may not be approved if you do not demonstrate you are 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. Counselor and T.E.A.C.H. Director.

T.E.A.C.H. scholarship contracts come with yearly credit limits: 18 at quarter based schools, and 15 at semester based schools. CDA contracts are limited to 12 credit hours. Your T.E.A.C.H. Counselor will help you plan each term so you do not exceed your total contract credit limit.

At a quarter based schools there are typically 4 terms per year. Evenly spreading the courses each term means a scholar can take 6 credits during two terms and 3 credits during the other two terms (i.e. $6+6+3+3 = 18$) to reach the 18 credit maximum per year. If for example you schedule 9 credits in your second term, you will have to sit out at least one term to stay under your 18 credit limit (i.e. $6+9+3+0 = 18$). Your Counselor will ask you why you feel this is necessary, and remind you this will require you to sit out a term. The Counselor will request approval of the T.E.A.C.H. OHIO Director for the planned course schedule.

Requests to exceed your contract credit limit may be made, however approval is not guaranteed and many factors will be considered before approval is determined including: availability of funding, permission of your sponsoring center, past and current contract compliance by you and your sponsor, and others factors as determined by the T.E.A.C.H. OHIO Director.

Tuition

T.E.A.C.H. scholarships pay for 80% or 50% (depending on the option, refer to your contract) of tuition, your sponsoring program pays 10% or 40%, and you pay 10%. Type-B Family Professionals do not have a sponsor, so they pay 20% of tuition.

The college or university will send OCCRRA a bill. Although we pay the bill for the approved coursework, you are still responsible for your percentage of the tuition, based on your contract model. You do not pay the college directly for tuition. Our database will compute the balance, and we will send you a reimbursement check or bill after receiving your completed form B and statement of account. If you receive a bill, payment is expected by the due date shown on the invoice.

For example the following may be your charges and credits for one term on scholarship with us:

- PELL award \$500
- College Tuition bill is \$700 (PELL is applied to your bill by the school $\$700 - \$500 = \$200$. Then you are responsible for 10% of the remaining \$200, which is \$20)
- Book cost \$100 (T.E.A.C.H. reimburses you 80% or \$80)
- Travel/internet stipend \$45 (quarter based school)

In the above example the form B (showing book cost) and statement of account (showing tuition charges, and PELL award) you send in will allow us to process a reimbursement for you. The reimbursement will be for \$80 (books) + \$45 (Travel) - \$20 (college bill) = \$105 paid to you.

Adding, Dropping, or Withdrawing from a Class

You must notify your Counselor if you plan to add, drop, or withdraw from a class at any time during the term.

After you drop, withdraw from a class you must send in a new schedule with proof of withdrawal or drop. After adding a class you must send T.E.A.C.H. a revised schedule.

You must drop a class before the college drop date, or else you will still incur tuition charges. Some schools charge students if any classes are attended. And, schools will not drop you automatically if you do not attend class.

Successfully Completing Classes

Successful completion of a class is determined by the terms of the college handbook at the institution you are attending. For example if a "C" is required for the course to count toward your degree or credential, then you must get a "C" in the course for it to be "successfully completed". If you do not successfully complete a course after two attempts, T.E.A.C.H. **will not pay for you to take that class a third time**. This policy spans all contracts, so if you fail a course two contracts (years) in a row, we will not pay for the class during a third contract.

If you do not successfully complete **more than two** courses during one contract year, **you will have to pay T.E.A.C.H. for 100% of the tuition for the third unsuccessful completion, and any others above**

that. For example, your college requires a grade of “C” for successful completion of courses for your degree. You receive three “D” grades in your three courses during one term. You will owe T.E.A.C.H. 100% of the tuition for one of those courses you received the “D” in (in addition to the 10% of tuition contracts normally require for the other two classes). Any other unsuccessful completions in subsequent terms over the contract will also have to be paid back (100% of tuition) to T.E.A.C.H.

NOTE: Classes not successfully completed, do not count toward the credits needed to qualify for a bonus.

Books

You are responsible for purchasing your own books. Send us a completed Tuition/Travel/Book Reimbursement Claim Form (Form B), with your copies of itemized book receipts/cash register receipts as soon as you can during the first half of each term. **T.E.A.C.H. will reimburse you for 80% of the cost of your books (excluding tax and shipping).** Please put your name on your copies of the book receipts and keep them with your Form B, which can be mailed, faxed, or scanned and emailed to us. You can purchase books online or at any bookstore, but you must be sure to save and send us copies of your receipts. Save the original receipts for your records. We cannot reimburse the tax (nor shipping if applicable) on the books. Instructions are with the form (See Appendix). You can send us tuition receipts from your school, in order to be paid as soon as possible. Alternatively, your book claim will be paid after we receive the tuition bill from your college. It is your responsibility to get the tuition receipts from your school if you wish to be reimbursed prior to T.E.A.C.H. receiving the tuition bill from your school. Please note, if PELL funds are used to purchase your books, from an account at your college bookstore, or other means, (excluding a cash distribution of PELL funds directly to you) T.E.A.C.H. can not reimburse you for the purchase.

Travel/Internet Stipend

You are eligible for \$180 Travel/Internet Stipend each year you are on contract. The stipend is split over the terms you are attending class. If you do not attend class during a term, you will forfeit that portion of the stipend.

Paid Release Time

Release time is **reimbursed to your sponsoring program at a rate of \$8.00 per hour. During your release time you are paid your normal wage by your sponsor.**

....For example, your wage is \$10 per hour. You are provided 3 hours of paid release time to study. You spend three hours at your center studying, and are paid \$30 total. Your center then is reimbursed by OCCRRRA for $\$8 \times 3 \text{ hours} = \24 total .

The amount of paid release time required each term is related to the number of credits a scholar is taking. For example, one 3 credit hour class requires you to take 3 hours per week of paid release time. Six hours per week is the maximum, even if you take more than 6 credits. The Release Time requirements vary by funder, so please refer to your contract. For example ODJFS funded scholarships limit release time reimbursements to 3 hours per week. See the table on the next page for examples:

Number of Credits enrolled per term	Total hours of release time required per week*	Release Time reimbursement to the program per week
1	1	\$8
2	2	\$16
3	3 (ODJFS limit)	\$24
4	4	\$32
5	5	\$40
6 or more	6	\$48

*Hours per week are based on normal term length. For condensed classes, such as some summer term classes that are condensed into a few weeks, the required paid release time hours per week limits are higher. For example, if summer term runs for 16 weeks, and you take a 3 credit class condensed into 8 weeks, the required paid release time is 6 hours per week. Contact your T.E.A.C.H. counselor if you are taking a condensed class and she will inform you what the required paid release time will be.

Please NOTE:

- Directors or other Managers 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 (however you may still attend school).
- Part-day preschool contracts (open less than 12 hours per day) are not required to provide the full amount of release time, if their employees work less than 30 hours per week.
- Release Time cannot be used during school breaks (Holidays, Winter/Spring break) unless an assignment is due.
- Children must be in care at your program during the time you claim Release Time. For example you cannot claim release time on Sunday, if your program is not open on Sunday. And you cannot claim Release Time at 9pm at night, if your program is not open at 9pm.

Most scholarship participants attend classes at night, on weekends, or online. It is not required that your paid release time be used to attend daytime classes (however it still must be granted so that you can use it to study or attend to other personal needs on a schedule convenient for your program). Some facilities can accommodate day classes, but they are not required to do so.

....More Paid Release Time Examples:

1. *Your class meets during the day while children are at your program; you are paid for the hours you attend class.*
2. *A study group for your class is meeting during the day while children are at your program; you are paid for the hours you attend.*
3. *You are paid for your lunch break, and use the time to study or attend to personal needs.*
4. *You work out a schedule with your director where you can leave early from, or arrive later to, work. You are paid as if on your normal schedule.*

There are many more ways to use release time, contact your T.E.A.C.H. Counselor if you and your Director are having trouble deciding how to use it.

In all of the examples above you are required to work out a schedule with your Director that allows you to leave when children are in care. A substitute or your Director may need to cover your classroom to maintain the required staff to child ratio. Your release time schedule must be worked out in partnership with your program Director, you cannot dictate when you receive release time. Release time must be granted per the terms of the scholarship contract and this Handbook, however your Director has the final say as to *when* and under what circumstances (within the terms of the contract and this Handbook) release time is granted.

Paid Release Time is recorded on a Form C. A Form C with instructions is mailed to the center director after a contract has been issued. The scholar and the center director 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.

Let your Counselor know if you are having any problems getting your required paid release time. Release time is a required component of your contract. Forfeiting release time could cause your contract to be voided, or not to be renewed.

Send us your completed Form C at regular intervals (weekly, biweekly, or monthly). You will have until 30 days following the end of the term to turn in your Form C's. We reserve the right not to reimburse for release time claims that arrives more than 30 days after the term has ended.

Grades

Counselors have arranged with some colleges to have grades sent directly to OCCRRA. Those schools include:

- Cleveland State University
- Columbus State Community College
- Cuyahoga Community College
- Lorain County Community College
- Owens Community College
- Stark State College
- University of Cincinnati

The scholar agrees to this arrangement when you sign the "Authority for Exchange of Information" form with your T.E.A.C.H. application. Some colleges require an annual update of the authorization form. This update is made part of the annual contract renewal process.

If you do not attend one of the schools above, once you have finished your term, you need to send us a grade report **within 2 weeks**. This can be sent by email, fax, or letter, but it needs to be authentic from the college or university. 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.

NOTE: All paperwork is required within 30 days after the end of the term. We will not be able to provide your bonus, until the required paperwork is submitted.

Student Teaching

You will need to speak directly to your chosen college or university to find out what their rules are about student teaching. Some schools might allow students to teach in their current program, but many will not. In addition, even within the same college, they will have different expectations for different students based on what the student has already done. If you do student teaching outside your current program, you will still be allowed to retain your T.E.A.C.H. contract (even though you will not be working the required number of hours per week in your program). If you are a Type-B Professional, you may need to get permission from your County DJFS for the hours required to have a substitute. Talk to your Counselor for more information. Student Teaching amendments to your current contract, that provide for additional release time, may be available (if funding is, and you are eligible), so keep your Counselor informed of your plans to Student Teach.

Contract Information

Compensation

Upon successful completion of the contract, you will receive compensation from your employer in the form of a bonus or raise (depending on your contract). For program staff, the sponsoring program chooses which compensation you will receive during the application process. The compensation they choose must be above and beyond any regularly scheduled bonus or raise (for example above and beyond an annual cost of living adjustment).

.... For example all employees every year receive a 3% raise. The 2% raise required by your T.E.A.C.H. contract must be in addition to the 3% raise, so you will receive a 5% raise (3% plus 2%).

You need to give us proof that you have received the bonus or raise from your sponsoring program with a copy of the check or paystub. When you complete each contract, you will receive an Information Update Form. Send this back with proof of income (copy of a paystub for center staff) **AFTER** you receive your compensation from your sponsoring program. The paystub you return must show your bonus or raise. If your center is not paying your bonus or raise as you expected, contact your Counselor for assistance

Compensation notification letters will be sent out when a contract is completed and after all paperwork is submitted (ex: grades, wages, FAFSA). If you leave the sponsoring program or home setting before

the commitment year is completed, you forfeit all future bonuses and raise payments (and also will not be eligible for another T.E.A.C.H. scholarship in the future).

Program Staff Bonus Payments

In addition to the bonus or raise paid by your employer, OCCRRA will provide a bonus following the successful completion of each one-year contract.

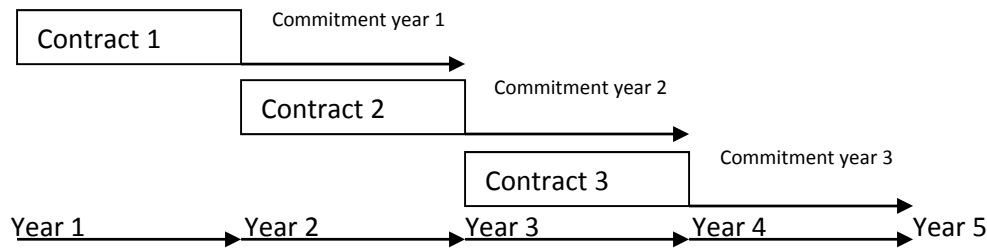
Type-B Home Professionals Bonus Payments

OCCRRA will pay Type-B family child care professionals a bonus upon successful completion of each one-year contract.

Commitment

After your contract is completed, you agree to continue employment in your CURRENT setting for an additional 12 months. You must work at least the same number of hours, agreed to for your contract, during both the contract year and the commitment year.

Every one year T.E.A.C.H. 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.



After your graduate or otherwise leave the scholarship program, the commitment period of your last contract will be in effect for 1 year from the time the contract ends.

When Leaving T.E.A.C.H. and/or Leaving Your Program

If you are “laid off” we cannot continue to support you on a scholarship. In some cases you can finish your current term (contact us immediately to find out). You need to be employed in another child care program that is willing to sign a new T.E.A.C.H. contract before the next term begins, in order to continue with our support.

If your employer changes (ex: your center 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. If the employer does not agree to a contract, we cannot continue to support you on a scholarship.

Let us know if you leave your program. If you have a Life Issue (i.e. serious illness) that forces you to leave your program please let us know. Otherwise, if the contract is broken or the commitment year is not completed (i.e. you quit or are fired with cause) you will be prohibited from re-joining T.E.A.C.H. in the future, and your current contract will be terminated, including forfeiture of any bonus due. Sponsoring programs may expect you to reimburse them some funds (i.e. they may try to reclaim a bonus or raise from you, release time, or the share of tuition they paid for your current or previous contract, if you leave during a commitment year). Be sure to consult an employment lawyer before breaking your contract, so that you are prepared for any possible repercussions. T.E.A.C.H. OHIO staff cannot give legal advice.

NOTE: You need to be working the number of hours per week agreed upon by your contract, during the contract year and the commitment year in order to fulfill your contract. If your hours are cut by your program, contact your Counselor.

Renewing your Contract

The renewal process is not automatic or guaranteed; if all terms and conditions of the previous contract are not followed by all parties the contract might not be renewed. Contract renewal is also dependent on availability of funding.

When you successfully complete a contract, you may be eligible to renew your contract. If you have a balance from your previous contract, you (and your sponsor if they have a balance) may need to pay the full amount due before a new contract will be awarded. We will send you a new contract that you need to sign and return along with all of your paperwork, including documentation of your grades. You will not need to complete a new application with each contract.

Surveys

You will receive by email a link to a survey following the payment of your bonus from T.E.A.C.H. If you do not have a computer or internet connection available to you, we will send you a copy of the survey by mail. Completing the survey is required and we appreciate your response.

Graduating

If you graduate (receive an associate degree or bachelor degree), please send us a copy of your diploma that proves you have graduated.

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 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.

Todd Barnhouse, Executive Director of OCCRRRA

Email: tbarnhouse@occrra.org, phone ext. 308

Greg Yorker, Director of T.E.A.C.H. Early Childhood® OHIO

Email: gyorker@occrra.org, phone ext. 304

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

Email: tward@occrra.org, phone ext. 307, direct fax 614-396-5963

Cathy Ryan, Senior Counselor: AAS and CDA scholarships, all Universities and Colleges in Ohio T.E.A.C.H. works with except the above handled by Tonya.

Email: cryan@occrra.org, phone ext. 303, direct fax 614-396-5966

General Contact Information

Ohio Child Care Resource & Referral Association

6660 Doubletree Ave. Suite 11
Columbus, OH 43229
Phone: (614) 396-5959
Toll Free: (877) 547-6978
Fax: (614) 396-5960
Email: teach@occrra.org

See our website at <http://teach.occrra.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.

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***

6660 Doubletree Ave. Suite 11

Columbus, OH 43229

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 ; direct fax 614-396-5963
- Cathy Ryan: email cryan@occrra.org ; direct fax 614-396-5966
- Don't know