



CDA Participant and Sponsor Handbook

T.E.A.C.H. Early Childhood® OHIO A Scholarship & Compensation Opportunity for Early Childhood Professionals



Ohio Child Care
Resource & Referral
Association

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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 the children in your program receive.

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 the Participant Procedures Handbook 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 8** 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

Table of Contents

- SCHOLARSHIP OVERVIEW 3**
 - HISTORY3
 - ADMINISTERING AGENCY.....3
 - CONFIDENTIALITY3
 - FUNDING3
 - COUNSELOR ROLE4
- CDA ASSESSMENT FEE SCHOLARSHIP PROCEDURES..... 4**
- CDA COUNCIL..... 5**
- THE CONTRACT 5**
- PROFESSIONAL REGISTRY 5**
- CONTRACT INFORMATION..... 6**
 - REQUIREMENTS AND ELIGIBILITY6
 - COMPENSATION.....6
 - BONUS PAYMENTS6
 - WHEN LEAVING T.E.A.C.H. AND/OR LEAVING YOUR PROGRAM6
- SURVEYS 7**
- IMPORTANCE OF ADVOCACY 7**
- CONTACT INFORMATION & T.E.A.C.H. OHIO STAFF DIRECTORY 7**
 - CONTACTING YOUR COUNSELOR7
 - CONTACT INFORMATION.....8
- T.E.A.C.H. STAFF DIRECTORY..... 8**
- CDA RECIPIENT AND SPONSOR HANDBOOK FORM 9**

Scholarship Overview

History

The T.E.A.C.H. (Teacher Education And Compensation Helps) Early Childhood[®] Project was created by Child Care Services Association and started in North Carolina in 1990. It was created to increase the level of education of teachers working with children age birth to five, while making college education affordable, decreasing turnover, and increasing wages. Over the past several years, the program has been given national attention due to linking teacher education and compensation. The Project has expanded to 21 states. One license to offer T.E.A.C.H. Scholarships is allowed per state. Ohio has held a T.E.A.C.H. license since 2003.

In Ohio salaries have increased and turnover rates have decreased, while over 300 teachers per year complete their CDA. We have a variety of contracts to help early care and education professionals to work toward a CDA credential, associate of applied science degree, and in some cases a bachelor degree.

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.

Confidentiality

OCCRRA agrees to respect and maintain confidentiality of all personal information from you (i.e.: wages, ID numbers, personal data, etc). We will keep all confidential information in a secure place. OCCRRA will not sell your personal information to anyone.

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 funder:

Ohio Department of Job and Family Services (ODJFS)

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 you when you have any questions regarding your T.E.A.C.H. scholarship.

The Counselor may inquire about any missing forms (i.e. copy of DAA or CDA)

Counselors will also contact you after completion of your contract, to verify you are still employed at your program (or family care home) and have received your bonus or raise from your sponsor. The final contact will be 6 months after your CDA DAA submission date to verify you fulfilled your work commitment to your center or family care home.

A Counselor will email (or fax) to let you know if you have been approved for a T.E.A.C.H. OHIO scholarship. If you are approved, you will be sent a welcome letter (including instructions on how to receive your voucher that pays for the CDA Assessment Fee), contract, and forms.

CDA Assessment Fee Scholarship Procedures

- When your scholarship application is approved we will send you a contract that must be signed by yourself and your program director. You and your Director must also sign the sheet at the end of this form acknowledging you have read and understand the Handbook. You must also send a photocopy of your Direct Assessment Application (DAA) along with your contract.
- After you return to T.E.A.C.H. the signed (by you and your director) contract, T.E.A.C.H. will send you a voucher letter for the \$325 application fee to the Council.
- Send the voucher letter with your DAA and verification of 120 in service hours to the Council. Package must be addressed to the Council for Professional Recognition and sent to their address, not to OCCRRRA.
- Then you will receive a call (will take about two months) from a representative of the Council to set up your verification visit. You may receive a letter stating that your application has been accepted (or denied).
- If all requirements are fulfilled, you will be sent your CDA credential certificate within 6-8 weeks. You must send a copy of the certificate to our office to claim your \$100 bonus. At that time we will send a letter to your center stating you should receive your bonus or raise from them as well.
- In exchange, you must remain in the early childhood field at your current program or family home for six months after your submission date of the DAA to the Council (i.e. if you submitted to the Council for the June 1st deadline, you must remain at your center for 6 months, which would be December 1st).
- If you have been denied your credential, you will also be sent an explanation of the appeal process. T.E.A.C.H. can only pay for your assessment fee once.

Application due to T.E.A.C.H.	Application Due to Council (must be postmarked by)	Verification Visits Occur
November 20th	December 1	1 st Quarter: Jan, Feb
February 20th	March 1	2 nd Quarter: Mar, Apr, May
May 20th	June 1	3 rd Quarter: June, July, Aug,
August 20th	September 1	4 th Quarter: Sept, Oct, Nov

CDA Council

T.E.A.C.H. is not the CDA Council; however we are fully aware of their procedures and can guide you. For specific inquiries regarding the CDA process, you may review their website at:

<http://www.cdacouncil.org/cda.htm>

The Contract

When you receive your contract (Form A), please read it carefully so that you understand all of your responsibilities. Remember that 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 6 months.

Call us with questions. The contract is not in effect until returned to T.E.A.C.H. after you and your Director have signed it.

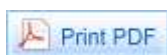
Professional Registry

Contracts starting in the Fall of 2010 have an added requirement to participate in the Professional Registry before the bonus will be paid by T.E.A.C.H. OHIO. You may register at the link below:

<http://www.opdn.org/?wid=1>

After you have registered, or if you are already registered, please send (phone, email, fax) us your OPIN number. It can be found in the top left hand corner on your profile page.

Also there is a button on your personal profile page where you can print your summary:



Once you have printed your summary, please fax (614-396-5960) or (scan) email it to us. Please contact your Counselor if you need assistance. We can then use that number to verify your profile exists.

Contract Information

Requirements and Eligibility

The contract (Form A) must be signed by you, your T.E.A.C.H. OHIO Counselor, and (if applicable) the sponsoring center. This shows that all parties have read, understood, and agree to the terms of the T.E.A.C.H. OHIO contract.

Compensation

Upon successful completion of the contract, you will receive compensation 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).

Compensation letters will be sent out when a contract is completed and all paperwork is submitted (i.e. DAA). 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).

Bonus Payments

T.E.A.C.H. pays their portion of the bonus upon receiving a copy of your CDA Credential. The sponsoring program will be reminded with a letter to pay their portion of the bonus. **You need to give us proof that you have received the bonus or raise from the center with a copy of the check or paystub.** If your center is not paying your bonus or raise as you expected, contact your Counselor for assistance.

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

Let us know if you leave your program by your own choice. If you have a Life Issue (i.e. serious illness) that forces you to leave your center please let us know. Otherwise, if the contract is broken or the commitment year is not completed you will be prohibited from re-joining T.E.A.C.H. in the future, your current contract will be terminated and you may forfeit your bonus. Your sponsoring program may expect you to reimburse them some additional funds as well (i.e. they may try to reclaim a bonus or raise from you, if you leave during a commitment period). 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. staff cannot give legal advice.

If your employer changes through no choice of your own (ex: your center is bought by a different agency), please let us know right away.

Surveys

You will receive by email a link to a survey following completion of your contract. If you do not have a computer or internet connection available to you, we will send you a copy of the survey by mail. We appreciate your response to it. Completing the survey can help us advocate on your behalf and make changes to our program in response to your needs.

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 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 work for an extended period of time.
- When you have gotten married or had a baby (or grandbaby).
- 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 earned a credential.
- 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!

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@ocrra.org

See our website at www.ocrra.org/TEACH for more information, application, paperwork, and forms.

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.

Chris Stoneburner, Executive Director of OCCRRA

Email: cstoneburner@ocrra.org, phone ext. 308

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

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

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

Email: tward@ocrra.org, phone ext. 307

Rebecca Weber, Administrative Assistant

Email: rweber@ocrra.org; phone ext. 317

T.E.A.C.H. Early Childhood® OHIO

CDA Recipient and Sponsor Handbook Form

I have read and understand the information contained in the T.E.A.C.H. Participant Procedures Handbook. I will contact my T.E.A.C.H. Counselor with any questions. I realize that T.E.A.C.H. will not pay any money towards my contract until I return this signed form, as well as any other required paperwork.

I understand that the T.E.A.C.H. Participant Procedures Handbook may change at any time. It is my responsibility to check the website periodically at www.occrra.org/TEACH for updates.

Participant Name (print and sign)

Date

Sponsoring Director (print and sign)

Date

Return this form to your T.E.A.C.H. Counselor

By fax: 1-614-396-5960

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

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