Virginia Preschool Initiative

Provisionally Licensed Teacher Incentive Program Application

2019-2020

# Program Purpose

All Virginia children, regardless of background or zip code, are capable of and deserve to enter kindergarten ready. The Virginia Preschool Initiative (VPI) plays an important role in preparing thousands of Virginia learners for kindergarten. To support high quality instruction in VPI classrooms, the Virginia General Assembly has dedicated $306,100 in funding to support VPI teachers to become fully licensed. This funding will provide grants of **up to $30,000 per school division** and **up to $6,000 per teacher** to offer financial incentives to provisionally licensed teachers who are actively engaged in coursework with the goal of becoming fully licensed to teach young learners.

# Eligible Teachers

Funds are available to all school divisions that have VPI provisionally licensed teachers.

To qualify for the incentives, teachers must:

* teach VPI students, this includes provisionally licensed Early Childhood Special Education teachers that are responsible for providing instruction to VPI students;
* hold an active, **provisional** Virginia teaching license; and
* be actively engaged in taking coursework to satisfy licensure requirements reflected in the [*Code of Virginia* § 22.1-299](https://law.lis.virginia.gov/vacode/title22.1/chapter15/section22.1-299/). The license that is being sought must include an appropriate endorsement in preK-3, preK-6, or Special Education Early Childhood.

# Application Procedure

A school division must complete and email the signed application to Kim Powell, Grants and Reports Manager, at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov) by **4 p.m. Friday, October 11, 2019.**

# Awards and Payments

School divisions will be notified of the award status by email in November 2019. Official Grant Award Notifications will be issued to school divisions no later than December 6, 2019. One payment for the total amount of the grant award will be made to the school division by March 31, 2020.  
  
If the school division later determines that the actual costs for the incentives were less than the total payment, the difference must be returned to the Virginia Department of Education (VDOE) by Friday, June 5, 2020.  The refund check should be made payable to The Treasurer of Virginia and the memo section of the check should state “**Refund of FY 2020 Virginia Preschool Initiative Provisionally Licensed Teacher Incentive Program overpayment.”**

**Please mail refund check to:**

Virginia Department of Education

Office of Finance

P.O. Box 2120

Richmond, VA  23218-2120

# APPLICATION

**Please complete the requested information below.**

School Division:

Division Contact Person:       Position:

Contact Phone:       Email:

# Allowable Expenses

This program will fund tuition for coursework and associated fees necessary to become fully licensed to teach young learners. The school division may pay the tuition and fees directly to a University for the course(s) for the teacher’s benefit; or the teacher may pay the tuition and be reimbursed by the school division. This grant will cover tuition and fees costs incurred July 1, 2019 through June 30, 2020.

Budget language requires that funding be used for expenses related to VPI provisionally licensed teachers becoming fully licensed. While this should reflect the unique situation and needs of the provisionally licensed teacher(s), divisions should make every effort to support provisionally licensed teachers to become fully licensed as soon as possible.

Teacher Applicant Information

VPI teachers who currently hold an active, provisional license and have received a Statement of Requirements from the VDOE Office of Licensure will be considered first for Tier One distribution of grant funds. If additional funds remain after distributing funds for Tier One eligible teachers, Tier Two teachers will be considered as recipients of grant funds. Tier Two teachers are those VPI teachers in the licensure application process and do not currently hold a provisional license.

**Tier One: List teacher applicants that currently hold a provisional teaching license***.* A Virginia Provisional License Number must be included for each teacher listed in the table below.

| **First Name** | **Middle Name** | **Last Name** | **VA Teacher Provisional License Number** | **Request for**  **Tuition/Fees**  **(Up to $6,000 per teacher)** |
| --- | --- | --- | --- | --- |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |

| **Grant Funding Requested for Tier One Teacher Applicants:** | **$** |
| --- | --- |

**Tier Two: List teacher applicants that have applied for a provisional teaching license but do not currently hold a provisional teaching license. Note: The school division confirms by signing the application that the teacher’s application for a provisional teaching license has been submitted to the Virginia Department of Education.**

| **First Name** | **Middle Name** | **Last Name** | **Request for**  **Tuition**  **(Up to $6,000 per teacher)** |
| --- | --- | --- | --- |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |
|  |  |  | **$** |

| **Grant Funding Requested for Tier Two Teacher Applicants:** | **$** |
| --- | --- |

# Assurance

**I hereby certify that to the best of my knowledge, the information contained in this application is accurate, complete, and correct.**

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**Division Superintendent’s Signature Date**

Please email this signed program application by **4 p.m., Friday, October 11, 2019,** to **Kim Powell**, **Grants and Reports Manager**, at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov). If you need further information or have additional questions, please contact:

Kim Powell, Grants and Reports Manager

Office of STEM and Innovation

Virginia Department of Education

(804) 225-3609

[Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov)

Dr. Mark R. Allan, Early Childhood Education Project Manager

Office of Early Childhood Education

Virginia Department of Education

(804) 225-3665

[Mark.Allan@doe.virginia.gov](mailto:Mark.Allan@doe.virginia.gov)