Virginia Preschool Initiative

Provisionally Licensed Teacher Incentive Program Application

2018-2019

# 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 funding to support VPI teachers to become fully licensed. This funding will provide grants of **up to $30,000 per school division** 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 who 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, November 30, 2018.**

# Awards and Payments

School divisions will be notified of the award status by email in December 2018. Official Grant Award Notifications will be issued to school divisions no later than February 28, 2019. One payment for the total amount of the grant award will be made to the school division by March 31, 2019.  
  
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 Department of Education.  The refund check should be made payable to The Treasurer of Virginia and the memo section of the check should state ‘Refund of FY 2019 Virginia Preschool Initiative Provisionally Licensed Teacher Incentive Program overpayment.’

**Please mail refund check to:**

Virginia Department of Education

Office of Fiscal Services

P.O. Box 2120

Richmond, VA  23218-2120

# APPLICATION

**Please complete the requested information below.**

School Division:

Division Contact Person:       Position:

Contact Phone:       Email:

**Budget language requires that funding goes toward the expenses related to 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 is possible.**

# Expenses

Check all costs that will be provided for the eligible teacher(s).

These are expenses relevant to the coursework and may be paid by the school division for the teacher’s benefit (e.g., paying tuition directly to a university for a course); or the teacher may be reimbursed by the school division for out-of-pocket allowable expenses (refer to list below).  
  
\_\_\_ Cost of coursework tuition incurred July 1, 2018 through June 30, 2019.

**\_\_\_** Cost of textbooks, equipment (e.g., laptop, monitor), or supplies required for completion of coursework.

**\_\_\_** Reimbursement for mileage (state rate) for trips to and from required face-to-face classes and required meetings or functions.

**\_\_\_** Other (Please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# **Teacher Background Informatio**n

*Note: If a teacher license number has* ***not*** *yet been issued, the school division confirms by signing this application that the teacher’s application for a provisional teaching license has been submitted to the Virginia Department of Education.*

1. Last Name:       First Name:       Middle Name (required):

Virginia Teacher License Number:

Will this teacher be able to become fully licensed by the start of 2019-2020 school year? Yes / No

If no, please indicate what else is needed for this teacher to become fully licensed? Please be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Last Name:       First Name:       Middle Name (required):

Virginia Teacher License Number:

Will this teacher be able to become fully licensed by the start of 2019-2020 school year? Yes / No

If no, please indicate what else is needed for this teacher to become fully licensed? Please be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Virginia Teacher License Number:

Will this teacher be able to become fully licensed by the start of 2019-2020 school year? Yes / No

If no, please indicate what else is needed for this teacher to become fully licensed? Please be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Will this teacher be able to become fully licensed by the start of 2019-2020 school year? Yes / No

If no, please indicate what else is needed for this teacher to become fully licensed? Please be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If no, please indicate what else is needed for this teacher to become fully licensed? Please be specific: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Budget

Please Complete:

| **Teacher Name** | **Tuition** | **Textbooks, Equipment Supplies, Etc** | **Mileage** | **Other** | **Total** |
| --- | --- | --- | --- | --- | --- |
| *Teacher name* | $0 | $0 | $0 | $0 | $0 |
| *Teacher name* | $0 | $0 | $0 | $0 | $0 |
| *Teacher name* | $0 | $0 | $0 | $0 | $0 |
| *Teacher name* | $0 | $0 | $0 | $0 | $0 |
| *Teacher name* | $0 | $0 | $0 | $0 | $0 |
| **Total** |  |  |  |  | **\*\*\*** |

**\*\*\*Total may not exceed $30,000**

# Assurance

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Superintendent Signature Date**

Please email scanned copies of pages two, three, and four of this Program Application by **4 p.m., Friday, November 30, 2018,** 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 Science, Technology, Engineering, and Mathematics

Virginia Department of Education

P. O. Box 2120

Richmond, Virginia 23218-2120

Phone: (804) 225-3609

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

Mark R. Allan, Ph.D., Early Childhood Education Project Manager

Office of Early Childhood Education

Virginia Department of Education

P.O. Box 2120

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(804) 225-3665

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