



2016 Spring Semester Instructions

The Early Childhood Education: P-3 & Leadership Financial Assistance Project

The Montana Early Childhood Education: P-3 and Leadership Financial Assistance Project was created with funds made available through the federal Preschool Development Grant. The goal of the project is to build early childhood teacher and leadership capacity statewide through financial assistance to individuals pursuing course work leading to the new Montana ECE: P—3 teacher endorsement or an early childhood master’s degree.

Financial assistance will be awarded through an application process on a priority basis as described below. Financial assistance will pay the full cost of tuition and fees plus a \$200 stipend for books each term. The cost of required background checks for students will also be included if necessary. These funds will be paid directly to the institution for each recipient. Books need to be purchased before courses begin and the \$200 book stipend will be issued as a refund from the institution you are enrolled in.

The project is a collaboration between the Office of Public Instruction, the Department of Public Health and Human Services Early Childhood Services Bureau, MSU’s Early Childhood Project, the Montana Early Childhood Higher Education Consortium, and Montana institutions of higher education that are regionally accredited. **P-3 Financial Assistance will be available based on the following criteria:**

1. An individual must have a current Practitioner Registry Certificate at the time of application. The ECP will check your registry status online upon receipt of your application. The Practitioner Registry application is available online at www.mtecp.org. It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending the ECP documentation.
2. Applicants must work a minimum of 15 hours a week in a licensed child care center, registered family child care home, registered group child care home, Head Start program, tribal child care, preschool program in a public school, or K – 3 in a public school.
3. Applicants must be pursuing course work that leads to the ECE: P-3 Endorsement or EC master’s degree. It is understood that some students may not complete all of the course work necessary to achieve the ECE: P-3 endorsement within the four year grant period.
4. Applicants must have a minimum of a 2.5 GPA for previous college course work at the time of application. A copy of the applicant’s most recent college transcripts must be submitted with the application. After the first award, the student will need to meet the academic performance standards of the university or college where they are enrolled and submit a renewal form with transcripts.
5. You must be taking coursework through Montana State University, Salish Kootenai College, University of Montana, or University of Montana—Western AND be a Montana resident. For more information regarding residency requirements visit: http://mus.edu/Prepare/College/Montana_Residency_Requirements.asp
6. If you receive ECE: P-3 & Leadership financial assistance you are not eligible for the Higher Education Professional Development Incentive Award.

Please note: The Montana University System requires students to have health insurance. The Montana Early Childhood Education: P-3 and Leadership Financial Assistance Project does **not** cover health insurance and the associated fees.

Priority will be given to individuals teaching in targeted programs and communities. To view these programs and communities please visit www.mtecp.org and click on "ECE: P-3 Financial Assistance Project".

The attached application must be completed in full and received in The Early Childhood Project office, no later than 4:00 p.m. on November 20, 2015. Approval and denial letters will be mailed on December 1, 2015. Faxed applications will not be accepted.

If you have any questions, please contact The Early Childhood Project at 1-800-213-6310, ecp@montana.edu or visit www.mtecp.org.

Mail completed application to (faxes will not be accepted):
Early Childhood Project—MSU
PO Box 173540
Bozeman, MT 59717

Priorities for financial assistance awards shall be as follows:

First Priority

- Lead teachers in targeted programs
- Assistant teachers and aides in targeted programs

Second Priority

- Lead teacher, assistant teachers and aides who live in the targeted communities working in a state licensed registered child care program, Head Start, Early Head Start, Public School Preschool, or Tribal Child Care program
- Special Education P -12 licensed preschool teachers in targeted community school districts

Third Priority

- Non-teachers (such as family engagement coordinators, program directors, education managers, curriculum coordinators, site supervisors, disability coordinators, specialists) working in the targeted programs pursuing an early childhood master's degree at UM (either track) or at MSU
- Non-teachers working in the targeted programs (see above) pursuing the ECE: P - 3
- Non-teachers working (see above) in other early childhood programs (as defined in Priority 2 above) in the targeted communities

Fourth Priority

- Teachers working in a state licensed/registered child care program, Head Start, Early Head Start, Public School Preschool, or Tribal Child Care in other communities.

Fifth Priority

- K – 3 teachers in targeted communities

Targeted Program and Targeted Community definitions:

- Targeted Programs include all classrooms served by the Cohort Programs.
- Targeted communities include all cities/towns where Cohort Program classrooms are located.



FOR ECP OFFICE USE ONLY
PR Status:
Priority:

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Instructions: This form is **ONLY** for students who have not been previously awarded P-3 & Leadership Financial Assistance. Please use this form if you are enrolling at UM, MSU, or UM-Western.

Please type or print using BLUE OR BLACK ink.

Personal Information

Name: _____ Date of Birth: _____ State PS# (If applicable): _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

You MUST have a current Practitioner Registry certificate to continue with this application. We will verify your current status online. The online Practitioner Registry application is posted at www.mtecp.org. It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending your documentation to the ECP.

Have you received the P-3 Financial Assistance before? Yes No If yes, please provide dates: _____

Employment Information

Place of Employment: _____ Work Phone: _____

Address: _____ City/State: _____ Zip: _____

Is this a Montana state licensed or registered child care facility? Yes No State PV# : _____

Check the program type:

- Child care center
- Family child care home
- Group child care home
- Head Start program
- Tribal Child Care
- Preschool in a public school
- K-3 public school

Position Title:

- Teacher
- Assistant Teacher
- Aide
- Non-teaching staff (i.e. Family Engagement Coordinator)
- Director
- Other: _____

Employer Certification: (Must be completed even if you are the owner/director of the facility)

I certify that _____ is currently working 15 or more hours per week in the program listed above.

Signature of Director/Owner/Supervisor: _____ Print Name: _____

Position title of Supervisor: _____

I, the Director/Owner/Supervisor, certify that all employment information given is true and correct.

Education Information

My highest education level achieved:

- High School
 Some college
 College Certificate
 Associate's degree
 Bachelor's degree
 Master's degree

Degree or certificate name: _____ Institution name: _____ Location: _____

I am pursuing the ECE: P-3 Endorsement through:

- Bachelor's Degree Program
 Coursework for P-3 Endorsement
 ECE Minor
 Master's Degree

I am pursuing the Montana ECE: P-3 Endorsement or an EC Master's Degree from:

- Montana State University
 University of Montana (EC Minor or Master's)
 University of Montana Western

PLAN OF STUDY SPRING SEMESTER 2016

Fill in each box below. All fields in the box below are required, please use the examples as a guide to complete this section.

College Course	Name of College/University	Start Date & End Date	Number of Quarter Credits
ex: EDEC 405 Assessment in EC	University of Montana Western	8/24/15—12/16/15	3
Total Credits:			

- I have applied to this institution and have registered or intend to register for the courses indicated above.
 I have discussed my course of study with an institution contact/advisor.

Name of institution Contact/Advisor: _____ Date Contacted: _____

- I have included a copy of my most recent college transcripts—**transcripts MUST be mailed with your application for the application to be considered complete if you have previous college coursework.**
 I certify that all information given is true and correct.

Applicant Signature: _____ **Date:** _____

Applications must be received by 4:00 p.m. November 20, 2015.
Faxed and emailed applications are not accepted.

Mail to:
Early Childhood Project-MSU
PO Box 173540
Bozeman, MT 59717



Montana
Office of Public Instruction
 Denise Juneau, State Superintendent