T.E.A.C.H. Participant Checklist

T.E.A.C.H. Early Childhood® MINNESOTA is a higher education scholarship program

1. **Beginning a Contract**
   - Submit a Complete Application
   - Sign and send back:
     - Student Consent to Release Information form
     - Contract Addendum
     - Contract
     - Completed Individual Professional Development Plan

2. **Beginning a New Term**
   - Submit to the T.E.A.C.H. office:
     - Pre-Authorization Form
     - Course Registration
     - Form B
     - Book Receipt

3. **Third Party Billing**
   - T.E.A.C.H. sends a letter to your college authorizing payment for your approved credits.
   - T.E.A.C.H. receives an invoice from your college for your tuition bill, after grants are applied.
   - T.E.A.C.H. compares the invoice to the paperwork submitted and then pays the invoice to the college.

4. **Paying for Your Tuition Portion**
   - T.E.A.C.H. applies travel time cost, book reimbursement, sub time (for family child care providers only) to your tuition portion and sends you an invoice or check.

5. **Completing Your Term**
   - Submit your grades to the T.E.A.C.H. office.
   - Submit the following to begin your new term:
     - Pre-authorization form
     - Course registration
     - Form B
     - Book Receipt

6. **Finishing Your Contract**
   - Decide if you will reapply for another scholarship.
   - If reapplying, submit new application to T.E.A.C.H. office. If not reapplying, fill out Information Update form.
   - If eligible, receive a bonus from T.E.A.C.H.