

# Release Time Instructions and Claim Form (Form C)

As part of the TEACH Early Childhood® Minnesota scholarship contract, a TEACH scholarship recipient is eligible for three hours\* of paid release time per week (see below regarding apprentices). The recipient may use release time to attend class, study, or take care of personal responsibilities. Even if a recipient takes classes outside of regularly scheduled work hours, the recipient is still entitled to the same amount of release time. **Recipients should be paid their full regular wage while on release time hours, TEACH will then offer a standard hourly reimbursement amount for release time.** It is recommended that the employer and recipient create a schedule for release time that works for both the recipient and the program. Release time hours are flexible and may be combined between weeks to give a recipient a half or whole day off, it is not required to only give three\* hours per week. *(Directors and assistant directors who are scholarship recipients are NOT eligible for release time)*

The TEACH program will reimburse the sponsoring employer for the claimed release time, at a rate of \$12\* per hour. **This should not exceed 48\* hours per semester or 36\* hours per quarter for a term where TEACH is paying for at least one credit. (Check the contract for the exact hours the recipient is eligible for)** To receive this reimbursement, the program director (or owner or board member) must return the Release Time Reimbursement Claim (Form C) – on next page – by the deadlines listed below. The recipient or the program director can complete the dates and hours on the Form C; however, both parties must sign the form.

**For Apprenticeship recipients\*:** Apprentices receive up to 6 hours of release time per week not to exceed 96 hours per semester or 72 hours per quarter and the employer is reimbursed at a rate of \$15 per hour.

Semesters follow this schedule:

Fall Semester	Spring Semester	Summer Semester
September-December	January-May	June-August
Form C Due: February 1 <sup>st</sup>	Form C Due: July 1 <sup>st</sup>	Form C Due: October 1 <sup>st</sup>

Quarters follow this schedule (Rasmussen University only):

Fall Quarter	Winter Quarter	Spring Quarter	Summer Quarter
October-December	January-March	April-June	July-September
Form C Due: February 1 <sup>st</sup>	Form C Due: May 1 <sup>st</sup>	Form C Due: August 1 <sup>st</sup>	Form C Due: November 1 <sup>st</sup>

If you would like more information about how to complete the Form C or if you have problems scheduling release time, please contact your TEACH counselor or email: [teach@childcareawaremn.org](mailto:teach@childcareawaremn.org)

## TEACH Release Time Reimbursement Claim Form (Form C)

Please fill in the total number of hours of release time received each month below. This form must be signed by the scholarship recipient and their supervisor. Email completed form to your TEACH Counselor or [teach@childcareawaremn.org](mailto:teach@childcareawaremn.org).

### Employer Information

TEACH Recipient/Apprentice Name:

Program Name and Address:

Supervisor Name:

Semester or quarter covered by this claim (choose one)

☐ Fall

☐ Winter

☐ Spring

☐ Summer

Year:

### Release Time Claimed

Month	# of Release Hours (round to nearest half hour)
Total Hours:	

**For TEACH recipients:** TEACH will reimburse for up to 36 hours per quarter or 48 hours per semester for every "active" term during which the recipient takes at least one credit paid for by TEACH.

**For TEACH Apprentices:** TEACH will reimburse for up to 96 hours per semester or 72 hours per quarter.

**Please note due dates on the instruction page.**

I certify that the amount of release time being claimed is correct to the best of my knowledge. I understand that this information is being given for the receipt of reimbursement for release time; deliberate misrepresentation of the hours being reported may subject me to forfeiting my release time reimbursement and/or participation with the TEACH scholarship program.

\_\_\_\_\_  
Signature of Employer

I certify that all release time that is being reported has been given to me during the semester/quarter identified above.

\_\_\_\_\_  
Signature of TEACH Recipient or Apprentice