

# Employee Manual Suggested Language

*Are you interested in including information about TEACH in your employee manual? Copy and paste the suggested language below. Feel free to update application steps as needed to align with your program's processes and procedures.*

## **What is TEACH?**

TEACH Early Childhood® Minnesota is a scholarship program that helps early childhood and school-age educators increase their levels of education, compensation, and commitment to the field by earning college credits and degrees. It is a national program licensed by [TEACH Early Childhood® National Center](#) located in North Carolina. TEACH uses the partnership of willing employers to support early childhood professionals.

Scholarships are available for students pursuing a degree in child development or early childhood education. Scholarships can also be used to help pay for college credits while working toward a Child Development Associate® (CDA) Credential™.

## **What does a TEACH Scholarship cover?**

TEACH Scholarships cover 85% of the cost of tuition and books for up to 18 semester credits per year. Recipients also receive a travel/internet stipend and a TEACH bonus. Employers sponsor their staff by covering 5% of their tuition and books, offering release/sub time to allow for a better work-life-school balance, and providing additional compensation in the form of a wage increase or a bonus.

## **What is a TEACH Scholarship recipient's commitment?**

Recipients pay 10% of their tuition and books after other grants and scholarships and commit to working for their employer for at least one year after their scholarship end date. Recipients must also work a minimum number of hours depending on the type of scholarship and your employment agreement. If enrolled in the apprenticeship program, they must be willing to work with a mentor in the forms of check-ins, meetings, and observations three times a year.

## **How do I get started?**

1. Visit [ChildCareAwareMN.org/teach](https://ChildCareAwareMN.org/teach) to learn more about eligibility requirements, approved colleges, and how to apply.
2. Tell the director that you are interested in pursuing an Early Childhood Education or Child Development degree and would like to use a TEACH Scholarship. We will have a detailed conversation and look at an available start date. If you are eligible for the apprenticeship program, we will see who is available within the organization to be your mentor.
3. Follow the instructions on the [TEACH webpage](#) to apply online.