

## Program Purpose

All Virginia children, regardless of background or zip code, are capable of and deserve to enter kindergarten ready. High quality early childhood experiences play an important role in preparing thousands of Virginia learners for kindergarten. To support high quality instruction in early childhood classrooms, the Virginia General Assembly has dedicated \$306,100 in funding to support early childhood teachers teaching in publicly-funded preschool programs operated by school divisions to become fully licensed. This funding will provide grants of **up to \$30,000 per school division** and **up to \$6,000 per teacher** 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 with provisionally licensed teachers in Virginia Preschool Initiative (VPI) or other publicly-funded preschool programs operated by the school division. Priority for awarding grants shall be given to hard-to-staff schools and school divisions with the highest number of provisionally licensed teachers.

To qualify for the incentives, teachers must:

- Teach in VPI or other publicly-funded preschool programs operated by the school division, this includes:
  - a. Early Childhood Special Education Teachers
  - b. VPI Teachers
  - c. Head Start Teachers employed by a school division
  - d. Preschool Title I Teachers
  - e. Locally Funded Preschool Classroom Teachers
- 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\*](#). (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 Katherine Wolfert, PreK Program Analyst, at [katherine.wolfert@doe.virginia.gov](mailto:katherine.wolfert@doe.virginia.gov) by **4 p.m. Friday, November 10, 2023**.

## Awards and Payments

School division contacts will be notified of the award status by email in December 2023. Official Grant Award Notifications will be issued to school divisions no later than February 2, 2024. One payment for the total amount of the grant award will be made to the school division in April 2024.

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 Virginia Department of Education (VDOE) by Friday, June 7, 2024. The refund check should be made payable to The Treasurer of Virginia and the memo section of the check should state “**Refund of FY 2024 Early Childhood Provisionally Licensed Teacher Incentive Program overpayment.**”

**Please mail refund check to:**  
Virginia Department of Education  
Office of Finance  
P.O. Box 2120  
Richmond, VA 23218-2120

## Application

**Please complete the requested information below.**

School Division:

Division Contact Person:                      Position:

Contact Phone:                      Email:

How many provisionally licensed teachers teaching in early childhood settings does the division currently have?

## Allowable Expenses

This program will fund tuition for coursework and associated fees necessary to become fully licensed to teach young learners. The tuition and fees may be paid directly to a university for the course(s) by the school division for the teacher’s benefit; or the teacher may pay the tuition and be reimbursed by the school division. This grant will cover tuition and fees costs incurred July 1, 2023 through June 2, 2024.

Budget language requires that funding be used for expenses related to early childhood 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 possible.

## Teacher Applicant Information

Early childhood teachers who currently hold an active, provisional license and have received a Statement of Requirements from the VDOE Office of Licensure will be considered first for Tier One distribution of grant funds. If additional funds remain after distributing funds for Tier One eligible teachers, Tier Two teachers will be considered as recipients of grant funds if a provisional

license is issued prior to January 2024. Tier Two teachers are those early childhood teachers in the licensure application process and do not currently hold a provisional license.

**Tier One: List teacher applicants that currently hold a provisional teaching license.**

A Virginia Provisional License Number must be included for each teacher listed in the table below.

First Name	Middle Name	Last Name	VA Teacher Provisional License Number	Request for Tuition/Fees (Up to \$6,000 per teacher)
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

<b>Grant Funding Requested for Tier One Teacher Applicants:</b>	\$
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**Tier Two: List teacher applicants that have *applied* for a provisional teaching license but do not currently hold a provisional teaching license.**

Note: The school division confirms by signing the application that the teacher’s application for a provisional teaching license has been submitted to the Virginia Department of Education.

Virginia Department of Education  
 Early Childhood Provisionally Licensed Teacher Incentive Program Application 2023-2024  
 September 14, 2023

First Name	Middle Name	Last Name	Request for Tuition (Up to \$6,000 per teacher)
			\$
			\$
			\$
			\$
			\$
			\$
			\$

<b>Grant Funding Requested for Tier Two Teacher Applicants:</b>	\$
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**Assurance**

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

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**Superintendent’s Signature** **Date**

Please email this signed program application by **4 p.m., Friday, November 10, 2023**, at [katherine.wolfert@doe.virginia.gov](mailto:katherine.wolfert@doe.virginia.gov). If you need further information or have additional questions, please contact:

Katherine Wolfert, PreK Program Analyst  
 Division of Early Childhood Care and Education  
 Virginia Department of Education  
[katherine.wolfert@doe.virginia.gov](mailto:katherine.wolfert@doe.virginia.gov).