



**GRANT APPLICATION FOR SCHOOL
DIVISIONS: FUNDING FOR TEACHER
QUALIFICATION IN DUAL ENROLLMENT
AND INDUSTRY CREDENTIAL COURSES
FISCAL YEAR 2025**

*Department of Human Capital
Virginia Department of Education
PO Box 2120
Richmond, Virginia 23218-2120*



COMPETITIVE GRANT APPLICATION

GRANT APPLICATION FOR SCHOOL DIVISIONS TO SUPPORT COSTS FOR TEACHERS TO BECOME QUALIFIED TO TEACH DUAL ENROLLMENT AND INDUSTRY CREDENTIAL COURSES IN LOCAL SCHOOL DIVISIONS

Issue Date:	October 17, 2024
Title:	Grant Application for school divisions to support costs for teachers to become qualified to teach dual enrollment and industry credential courses in local school divisions.
Issuing Agency:	Virginia Department of Education
Agency Contact:	Shawna LeBlond, Director Office of Apprenticeships Virginia Department of Education PO Box 2120 Richmond, Virginia 23218-2120
Issued to:	Virginia School Divisions
Funding Authority:	Virginia General Assembly
Grant Period:	July 1, 2024 – June 30, 2025
Application Submission Deadlines:	Rolling applications will be accepted through March 14, 2025

Interested school divisions are invited to submit grant applications for rolling applications through March 14, 2025.

Please direct all inquiries, questions, and requests for information to: Shawna LeBlond, Director, Office of Apprenticeships, Virginia Department of Education, either by email at Shawna.LeBlond@doe.virginia.gov or phone (804) 750-8594.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

APPLICATION PROCEDURES

To be considered for selection, school divisions must submit a completed and signed Nomination Form. The Department of Education will send an application link to teachers being considered for the scholarship. This link will provide the teacher with the opportunity to submit all supporting documentation including the required invoice or receipt.

Nomination Forms should be submitted electronically. One copy of the proposal Nomination Form must be submitted via e-mail to Shawna.LeBlond@doe.virginia.gov, **with the Subject Line of Tuition Scholarship – DE/Industry Credential**. Please note: The application must be received by the Department of Human Capital, Virginia Department of Education, **no later than 4 p.m., Eastern Daylight Time (EDT), on March 14, 2025**. Proposals that are received after the deadline will not be accepted unless the deadline is modified by the Department of Education.

Email Address:

Shawna.LeBlond@doe.virginia.gov

Please include in the subject line: Tuition Scholarship-DE/Industry Credential

GENERAL ASSEMBLY APPROPRIATION

The Virginia General Assembly appropriated \$350,000 from the general fund (Fiscal Year 2025) to provide support costs for teachers to become qualified to teach dual enrollment and industry credential course in local school divisions. Below is the Appropriation language outlining the requirements for the grants.

2024 Special Session I, Chapter 2, Item 124, G.4

- 4. a. Out of this appropriation, \$350,000 the first year and \$350,000 the second year from the general fund is provided to support costs for teachers to become qualified to teach dual enrollment and industry credential courses in local school divisions. Qualifying teachers are 1) licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division, or 2) high school teachers employed by a local school division and pursuing additional training or coursework to earn a Board of Education-approved industry recognized credential that will lead to instruction in high schools in their local school division of regionally in-demand industry credentials. The Department of Education shall collaborate with the Virginia Office of Education Economics to determine regionally in-demand industry credentials.*
- b. For teachers pursuing credentialing requirements to teach dual enrollment courses, the Department of Education shall make payments on behalf of the scholarship recipients directly to the regionally accredited Virginia institution of higher education where the scholarship recipient is enrolled in courses for credit applicable to dual enrollment*

course curriculum available for public high school students. The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is \$12,000. Eligibility for access to these dual enrollment tuition scholarship awards shall be determined through an application process whereby school divisions shall apply to the Department of Education. In the application process, the applying school division shall include: i) an explanation of why such dual enrollment tuition scholarship is warranted, ii) the dual enrollment course or courses that shall be offered by the scholarship recipient's high school and taught by the recipient upon the recipient's successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses, and iii) the projected student enrollment in the recipient taught public high school dual enrollment courses.

c. For teachers pursuing additional training or coursework to teach an industry credential, the Department of Education shall make payments on behalf of the awardees directly to the employing school division for reimbursement of training, coursework, or assessment costs. The lifetime maximum credentialing award for each approved eligible teacher is \$12,000. Eligibility for access to these reimbursement awards shall be determined through an application process whereby school divisions shall apply to the Department of Education. In the application process, the applying school division shall include: i) an explanation of why such reimbursement is warranted, ii) the career and technical course or courses that shall be offered by the awardee's high school and taught by the awardee upon successful acquirement of the industry credential, and iii) the projected student enrollment in the awardee's employing public high school career and technical courses.

d. The Department of Education shall compile and report the application information for each applying school division, and shall also report the number of recipients and amount of tuition or reimbursement awarded to each school division, the institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment or career and technical courses offered after the recipient's successful completion of the pursued credentialing. The Department shall submit the report by June 30 annually to the Secretary of Education, the House Committees on Education and Appropriations and the Senate Committees on Finance and Appropriations and Education and Health.

2024-2025 GRANT REQUIREMENTS

The criteria set forth in **Item 124, G.4.** from the 2024 Special Session I must be met.

Funds will be provided for costs for teachers to become qualified to teach dual enrollment and industry credential courses in local school divisions.

For individuals pursuing tuition scholarships to be credentialed to teach dual enrollment:

The tuition scholarship recipient must be enrolled in courses for credit applicable to dual enrollment course curriculum available for public high school students at a Virginia institution of higher education. The teacher and the division are responsible to ensure that the course submitted for tuition scholarship is an approved course by the participating (dual enrollment) institution of

higher education. School divisions should reference the [Governing Principles for Dual Enrollment between Virginia's Public Schools and the Virginia Community College System](#) to determine eligibility. Teachers may apply for reimbursement for tuition reimbursement incurred after July 1, 2024 through the end of the application deadline. This could possibly include Summer 2024 coursework if taken in July 2024 or August 2024, Fall 2024 coursework or Spring 2025 coursework. Summer 2025 coursework is not eligible at this time.

The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is \$12,000.

Eligibility for access to these dual enrollment tuition scholarship awards shall be determined through an application process whereby school divisions must submit a completed and signed Nomination Form and submit to the to the Department of Education.

In the nomination process, the applying school division shall include:

- i) an explanation of why such dual enrollment tuition scholarship is warranted,
- ii) the dual enrollment course or courses that shall be offered by the scholarship recipient's high school and taught by the recipient upon the recipient's successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses, and
- iii) the projected student enrollment in the recipient taught public high school dual enrollment courses.

If a teacher is being considered for the tuition scholarship, they will be invited to complete an online application. The teacher should fill out the online application within 15 business days of receipt of email and include an official invoice from the Virginia Institution of Higher Education.

The invoice should include the following:

- i) Virginia Institution of Higher Education Name (IHE)
- ii) Name of Individual and Office, including address and contact information to whom payment is to be remitted.
- iii) Teacher's Full Name
- iv) Teacher's Student Identification Number at the IHE;
- v) Semester of coursework (Fall 2024 or Spring 2025)
- vi) Name of Course (including prefix and name of course)
- vii) Amount of tuition for course(s) (course tuition only, no fees permitted)

Applications submitted without the official invoice will not be considered for funding.

Priority: If requests exceed the appropriation, the Department of Education will consider the request based on teacher vacancy rates based on the October 2024 teacher vacancy report.

For teachers pursuing additional training or coursework to teach an industry credential:

The recipient must be enrolled in training applicable to a regionally in-demand industry credential curriculum available for public high school students. The teacher and the division are responsible to ensure that the training submitted for reimbursement is a Board of Education approved industry credential.

School divisions should reference the [VA High Demand Occupations dashboard](#) created by the Virginia Office of Education Economics (VOEE) to determine whether an industry credential is considered “in-demand”. Teachers may apply for reimbursement for training or assessment reimbursement incurred after July 1, 2024 through the end of the application deadline.

In the application process, the applying school division shall include:

- i) an explanation of why such reimbursement is warranted,
- ii) the career and technical course or courses that shall be offered by the awardee’s high school and taught by the awardee upon the recipient’s successful acquirement of the industry credential,
- iii) the projected student enrollment in the awardee’s employing public high school career and technical courses.

If a teacher is being considered for the industry credential reimbursement, they will be invited to complete an online application. The teacher should fill out the online application within 15 business days of receipt of email and include an official invoice or receipt from the training provider, coursework, or assessment costs.

The invoice should include the following:

- i) Training Provider Name/Virginia Institution of Higher Education/Assessment Provider
- ii) Teacher’s Full Name
- iii) Teacher’s Student Identification Number or Confirmation Number
- iv) Semester of coursework (Fall 2024 or Spring 2025)
- v) Name of Course (including prefix and name of course)/Assessment/Training
- vi) Amount of training/assessment/coursework (no fees)

Applications submitted without the official invoice will not be considered for funding.

Priority: If requests exceed the appropriation, the Department of Education will consider the request based on teacher vacancy rates based on the October 2024 teacher vacancy report..

**REPORTING REQUIREMENTS
BY THE DEPARTMENT OF EDUCATION**

The Department of Education shall compile and report the application information for each applying school division and shall also report the number of recipients and amount of tuition or reimbursement awarded to each school division, the institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment or career and technical courses offered after the recipient's successful completion of the pursued credentialing. The Department shall submit the report by June 30 annually to the Secretary of Education, the House Committees on Education and Appropriations and the Senate Committees on Finance and Appropriations and Education and Health.

METHOD OF PAYMENT

For teachers pursuing tuition scholarships to be credentialed to teach dual enrollment:

The Department of Education shall make payments on behalf of the scholarship recipients directly to the regionally accredited Virginia institution of higher education where the scholarship recipient is enrolled in courses for credit applicable to dual enrollment course curriculum available for public high school students. As part of the application process, teachers will be required to submit an official invoice from the regionally accredited Virginia institution of higher education after the semester or quarter's add/drop period has ended. If a scholarship recipient does not successfully complete the course, they will be responsible for returning the funding to the Virginia Department of Education.

The lifetime maximum dual enrollment tuition scholarship award for each approved eligible teacher is \$12,000.

For teachers pursuing additional training or coursework to teach an industry credential

The Department of Education shall make payments on behalf of the awardees directly to the employing school division for reimbursement of training, coursework, or assessment costs. School divisions are responsible for distributing the reimbursement to the teacher upon documentation of successful completion of the training, coursework or assessment.

The lifetime maximum credentialing award for each approved eligible teacher is \$12,000.

APPLICATION

2024-2025 Grant Application for School Divisions: Funding for Teacher Qualification in Dual Enrollment and Industry Credential Courses

Nominating Application – Submitted by School Division

Applying School Division:		
Address:		
Name of Division Superintendent:		
Name of Grant Contact:		
Title:		
Telephone:		
Email:		
Number of High School Teachers Being Nominated:		
Total State Funding Amount Requested		\$
Certification by the Division Superintendent: I certify to the best of my knowledge that the information in this proposal is correct; the filing of this proposal is duly authorized by the school board/division; and the division will adhere to the requirements of the grant. I certify that the high school teachers whose names are submitted are enrolled in credit courses approved by the participating institutions of higher education to teach dual enrollment course curriculum available for public high school student or are pursuing a regionally high demand Board of Education approved industry credential. I agree to provide the outlined information required for the Department of Education’s annual report to the General Assembly. This school division will ensure that selected teachers will submit to the Department of Education an invoice with the required information as outlined in the grant application.		
Typed or Printed Name of Division Superintendent or Designee		Title
Signature of Division Superintendent or Designee		Date

Nominating Teacher Information

School divisions should add rows as needed, please just number the pages accordingly to ensure proper processing.
The first row is populated as an example.

	Teacher's Name	VA Teaching License Number	Teacher Email Address	Dual Enrollment Area or Industry Credential Sought	Dual Enrollment Course OR Career & Technical Course(s) offered	Projected student enrollment in the recipient taught courses
1	Jane Doe	PGP-1234567	Jane.Doe@example.com	DE English	English 101	50
Explanation of why such award is warranted for teacher listed above: Our school division currently does not have the capacity to offer an introductory to English course through dual enrollment. Ms. Doe's credentialing would allow us to offer this course and provide an opportunity for our students to get a jump start on the general education requirements needed in their future post-secondary studies.						
					Amount requested for the above teacher	\$
2						
Explanation of why such award is warranted for teacher listed above:						
					Amount requested for the above teacher	\$
3						
Explanation of why such award is warranted for teacher listed above:						
					Amount requested for the above teacher	\$
4						
Explanation of why such award is warranted for teacher listed above:						
					Amount requested for the above teacher	\$
5						
Explanation of why such award is warranted for teacher listed above:						
					Amount requested for the above teacher	\$
			If multiple pages, please list page number and how many nominating pages are attached. (example: 1 / 4 ; 2 / 4 etc.)			