

Early Childhood Provisionally Licensed Teacher Incentive Program Frequently Asked Questions (FAQ)

Eligibility

1. *Are provisionally licensed Early Childhood Special Education (ECSE) teachers eligible to receive grant funds?*

A provisionally licensed ECSE teacher, who is responsible for providing instruction as a part of his or her caseload to one or more students in a publicly funded early childhood program operated by a school division, is eligible to receive grant funds.

2. *Are Head Start teachers eligible to receive grant funds?*

If the provisionally licensed Head Start teacher is the teacher of record in a classroom operated by a school division and employed by the school division, the teacher is eligible to receive grant funds.

3. *Is a teacher who is seeking to add a Special Education Early Childhood endorsement to his or her license eligible for grant funds?*

If the teacher holding a full, active Virginia teaching license is also issued a provisional license while seeking a Special Education Early Childhood endorsement, this teacher is eligible to receive grant funds. For information on the specific requirements for a teacher to obtain a provisional license with a Special Education Early Childhood endorsement, please speak with your school division's teacher licensure specialist. If additional guidance is needed, please contact the school divisions' assigned Virginia Department of Education (VDOE) licensure specialist within the Office of Licensure.

Grant Funds

4. *May a provisionally licensed teacher who received grant funds from the Provisionally Licensed Teacher Incentive Program in the past, receive funds again in 2024-2025?*

Maybe. A provisionally licensed teacher may only receive grant funds in three consecutive years. However, if they only received funds two other years they are eligible to receive grant funds.

5. *May a provisionally licensed teacher receive reimbursement for costs associated with textbooks, travel to and from class, and materials and supplies required for classwork?*

No. Grant funds are to be used only for reimbursement of 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/fees and be reimbursed by the

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school division. This grant will cover tuition/fee costs incurred July 1, 2024 through March 28, 2025 (first round) or June 6, 2025 (second round).

6. *What if the school division applies for and receives grant funds for a teacher who does not enroll in courses or complete the coursework agreed to when the application was submitted to the VDOE?*

Funds must be expended on actual tuition/fee costs. Any unexpended funds must be returned to the VDOE. If the school division later determines that the actual costs for the incentives were less than the total awarded in the Grant Award Notification, the difference must be returned to the Virginia Department of Education (VDOE) by March 28, 2025 (first round) or June 6, 2025 (second round). The refund check should be made payable to The Treasurer of Virginia and the memo section of the check should state "Refund of FY 2025 Early Childhood Provisionally Licensed Teacher Incentive Program overpayment."

7. *How will applications be prioritized if requests exceed available funding?*

Based on recent history, applications for this grant are likely to exceed available funding. Competitive criteria will be applied to select applications, prioritizing divisions with the most vacancies and provisionally licensed teachers. Two criteria will be considered: (1) the average percentage of Early Childhood PreK Teacher positions reported unfilled in the Fall Positions and Exits Collection over the past three years, and (2) the average percentage of lead teachers in PreK classrooms with a provisional license over the past three years. Divisions with the average highest percentage across these two metrics will be prioritized for funding.