



## The Early Childhood Education: P-3 & Leadership Financial Assistance Project Instructions

The Montana Early Childhood Education: P-3 and Leadership Financial Assistance Project was created with funds made available through the Montana Preschool Development Grant. The goal of the project is to build early childhood teacher and leadership capacity statewide through financial assistance to individuals pursuing course work leading to the new Montana ECE: P—3 teacher endorsement or an early childhood master’s degree.

Financial assistance will be awarded through an application process **on a priority basis (see below)**. Financial assistance will pay the full cost of tuition and fees, plus a \$200 book stipend each term. The cost of required background checks for students will also be included if necessary. **These funds will be paid directly to the institution for each recipient.** This Financial Assistance Project is contingent on ongoing grant funding.

The project is a collaboration between the Office of Public Instruction, the Department of Public Health and Human Services Early Childhood Services Bureau, MSU’s Early Childhood Project, the Montana Early Childhood Higher Education Consortium, and Montana institutions of higher education that are regionally accredited. **P-3 Financial Assistance will be available based on the following criteria:**

1. An individual must have a current Practitioner Registry Certificate at the time of application. The ECP will check your registry status online upon receipt of your application. The Practitioner Registry application is available online at [www.mtecp.org](http://www.mtecp.org). It may take up to 8 weeks to receive your current certificate depending upon how quickly you verify your application information by sending the ECP documentation.
2. Applicants must be working a minimum of 15 hours a week in a licensed child care center, registered family child care home, registered group child care home, Head Start program, tribal child care, preschool program in a public school, or K – 3 in a public school.
3. Applicants must be pursuing course work that leads to the ECE: P-3 Endorsement or EC master’s degree. Students pursuing their P-12 Special Education Endorsement are also eligible for this financial award. It is understood that some students may not complete all of the course work necessary to complete their degree within the grant period. Priority will be given to students who have previously received this funding.
4. You must be taking coursework through the University of Montana, University of Montana Western, or Montana State University, and include updated college transcripts with each renewal application.
5. Applicants must be Montana residents. For more information regarding residency requirements visit: [mus.edu/Prepare/College/Montana\\_Residency\\_Requirements.asp](http://mus.edu/Prepare/College/Montana_Residency_Requirements.asp)

Please note: The Montana University System requires students to have health insurance. The Montana Early Childhood Education: P-3 and Leadership Financial Assistance Project does **not** cover health insurance and the associated fees.

## P-3 Instructions (page 2)

### Priorities for financial assistance awards shall be as follows:

#### First Priority

- Lead teachers in targeted programs
- Assistant teachers and aides in targeted programs

#### Second Priority

- Lead teacher, assistant teachers and aides who live in the targeted communities working in a state licensed or registered child care program, Head Start, Early Head Start, Public School Preschool, or Tribal Child Care program
- Special Education P -12 licensed preschool teachers in targeted community school districts

#### Third Priority

- Non-teachers (such as family engagement coordinators, program directors, education managers, curriculum coordinators, site supervisors, disability coordinators, specialists) working in the targeted programs pursuing an early childhood master's degree at UM (either track) or at MSU
- Non-teachers working in the targeted programs (see above) pursuing the ECE: P - 3 teacher endorsement
- Non-teachers working (see above) in other early childhood programs (as defined in Priority 2 above) in the targeted communities

#### Fourth Priority

- Teachers working in a state licensed or registered child care program, Head Start, Early Head Start, Public School Preschool, or Tribal Child Care in other communities.

#### Fifth Priority

- K – 3 teachers in targeted communities

### Targeted Program and Targeted Community Definitions:

- Targeted Programs include all classrooms served by the Cohort Programs.
- Targeted communities include all cities/towns where Cohort Program classrooms are located.
- All targeted programs are listed on the information link about the project at [www.mtecp.org/incentives.html](http://www.mtecp.org/incentives.html)

If you have any questions, please contact Cassie Noble at 406.404.1624 ext. 305 or [cassandra.noble@montana.edu](mailto:cassandra.noble@montana.edu)

**Completed applications can be emailed to [cassandra.noble@montana.edu](mailto:cassandra.noble@montana.edu)**

**Or mailed to:**

**Early Childhood Project—MSU  
PO Box 173540, Bozeman, MT 59717**





FOR ECP OFFICE USE ONLY
Priority: _____
PR Level: _____
Exp. Date: _____

**Spring 2019 NEW Applicants (for UM, UMW, MSU)**  
**The Early Childhood Education: P-3 & Leadership Financial Assistance Project**

**Instructions: This form is ONLY for students who have NOT been previously awarded P-3 Financial Assistance who are enrolling at UM, UMW, or MSU. Email to [cassandra.noble@montana.edu](mailto:cassandra.noble@montana.edu) or mail to: ECP-MSU, P.O. Box 173540, Bozeman, MT 59717**

**Due date: November 16, 2018 at 4:00 P.M.**

***Please type or print using BLUE OR BLACK ink.***

***Personal Information***

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ State PS# (If applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**You MUST have a current Practitioner Registry certificate to continue with this application. We will verify your current status online. The online Practitioner Registry application is posted at [www.mtecp.org](http://www.mtecp.org). It may take several weeks to receive your current certificate depending upon how quickly you verify your application information by submitting your documentation.**

Have you applied for the P-3 Financial Assistance before?  Yes  No If yes, please provide dates: \_\_\_\_\_

***Employment Information***

Place of Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this a Montana state licensed or registered child care facility?  Yes  No State PV# : \_\_\_\_\_

**Check the program type:**

- Child care center  Family child care home  Group child care home  Head Start program  Tribal Child Care
- Preschool in a public school  K-3 public school

**Position Title:**

- Teacher  Assistant Teacher  Aide

**Employer Certification: (Must be completed even if you are the owner/director of the facility)**

I certify that \_\_\_\_\_ is currently working 15 or more hours per week in the program listed above and that all employment information is true and correct.

**Signature of Director/Owner/Supervisor:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Position title of Supervisor:** \_\_\_\_\_

**Education Information**

My highest education level achieved to date is:

- High School     
  Some college     
  College Certificate     
  Associate's degree  
 Bachelor's degree     
  Master's degree

Degree or certificate name: \_\_\_\_\_ Institution name: \_\_\_\_\_ City/State: \_\_\_\_\_

I am pursuing the ECE: P-3 Teacher Endorsement through:

- Bachelor's Degree Program     
  Coursework for P-3 Endorsement     
  ECE Minor     
  Master's Degree  
 I am pursuing a P-12 Special Education Endorsement

I am pursuing the Montana ECE: P-3 Endorsement or an EC Master's Degree from:

- UM (EC Minor or Master's)     
  UMW (P-3 Endorsement)     
  MSU (P-3 Endorsement)

My expected date of graduation is: \_\_\_\_\_

**PLAN OF STUDY SPRING 2019**

Each column below must be completed as shown in the example.

Course Number	Course Name	Name of University	Start Date & End Date	Credits
ex: EDEC 405	Assessment in EC	UM-Western	8/24/15—12/16/15	3
<b>Total Credits:</b>				

- I have applied to this institution and have registered or intend to register for the courses indicated above.  
 I have discussed or plan to discuss my course of study with an institution contact/advisor.

Name of Institution Contact/Advisor: \_\_\_\_\_ Date Contacted: \_\_\_\_\_

Have you applied for the Free Application for Federal Student Aid (FAFSA) for 2018/2019?     Yes     No

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for more information. This may help you pay for college!

I certify that all information given is true and correct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Applications must be received by 4:00 p.m. November 16, 2018.**

*Faxed applications will not be accepted.*

Email to [cassandra.noble@montana.edu](mailto:cassandra.noble@montana.edu)

Or mail to: Early Childhood Project-MSU

PO Box 173540

Bozeman, MT 59717

