



## 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 \$400 stipend for books 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. Books need to be purchased before courses begin and the \$400 book stipend will be issued as a refund from the institution you are enrolled in.**

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. It is understood that some students may not complete all of the course work necessary to achieve the ECE: P-3 endorsement within the four year grant period.
4. You must be taking coursework through the University of Montana, University of Montana Western or Montana State University, AND be a Montana resident. For more information regarding residency requirements visit: [mus.edu/Prepare/College/Montana\\_Residency\\_Requirements.asp](http://mus.edu/Prepare/College/Montana_Residency_Requirements.asp).
5. If you receive ECE: P-3 & Leadership financial assistance you are not eligible for the Higher Education Professional Development Incentive Award through the ECP.

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.

## 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)
- 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) or Libby Hancock at 406.404.1624, ext. 302 or [libbyh@montana.edu](mailto:libbyh@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:

**UM and UMW Fall 2017 RENEWAL Form**  
**The Early Childhood Education: P-3 & Leadership Financial Assistance Project**

**Instructions: This form is ONLY for students who have been previously awarded P-3 & Leadership Financial Assistance.**  
**Email to [cassandra.noble@montana.edu](mailto:cassandra.noble@montana.edu) or mail to: Early Childhood Project-MSU, PO Box 173540, Bozeman, MT 59717**  
**Due date: July 21, 2017 at 4:00 P.M.**

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

**Personal Information**

Name: \_\_\_\_\_ State PS# (If applicable): \_\_\_\_\_

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

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

**You MUST remain current on the Practitioner Registry to continue to be eligible for financial assistance. We will verify your current status online.**

**Fall 2017 — PLAN OF STUDY**

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 am enrolled in 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: \_\_\_\_\_

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

**Employment Information— MUST BE COMPLETED EVEN IF YOUR EMPLOYMENT HAS REMAINED THE SAME**

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  Non-teaching staff (i.e. Family Engagement Coordinator )  
 Director  Other: \_\_\_\_\_

**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: \_\_\_\_\_

<p><input type="checkbox"/> I certify that all information given is true and correct.</p> <p>Applicant Signature: _____ Date: _____</p>
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**Renewal Forms must be received by 4:00 p.m. July 21, 2017.**

***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**



Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

[opi.mt.gov](http://opi.mt.gov)