

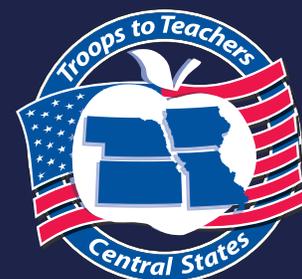
JULY 2014



# TROOPS TO TEACHERS

## INFORMATION & REGISTRATION PACKET

Missouri | Iowa | Nebraska | Kansas



Toll Free: 877-530-2765

[dese.troopstoteachers@dese.mo.gov](mailto:dese.troopstoteachers@dese.mo.gov) • [www.troopstoteachers.mo.gov](http://www.troopstoteachers.mo.gov) • [www.proudtoserveagain.com](http://www.proudtoserveagain.com)

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## You Can Make a Difference Today!



FACEBOOK



REGISTRATION



WEB SITE

<https://www.facebook.com/TTT.NATIONAL>

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*Troops to Teachers is a U.S. Department of Defense program that helps eligible military personnel begin a new career as a teacher.*



## INTRODUCTION <

Thank you for your interest in the Troops to Teachers (TTT) program. This packet will provide information about the TTT program and teaching in the central states; MO, IA, NE and KS. For more information visit: **troopstoteachers.mo.gov**.

Troops to Teachers is a U.S. Department of Defense program that helps eligible military personnel begin a new career as teachers in public schools where their skills, knowledge and experience are most needed.

Depending on your status, you may be eligible for a stipends of up to \$5,000 and up to a \$10,000 bonus. The stipend covers actual expenses incurred in becoming certified, up to \$5,000. Bonus awards are \$10,000. The combined total of the stipend and bonus per individual may not exceed \$10,000.

To receive funds, you must register with TTT and request financial assistance, and then fulfill the required 3-year teaching commitment in a high needs district or school.

Once you are registered, you will be added to a "HOT LIST" which may, upon request, with your permission, be distributed to interested school district hiring personnel. This list will be distributed in the state or states in which you are interested in teaching. We will need to know the area your degree(s) are in and what grade level and subject area you are interested in teaching to be able to effectively add you name to the HOT LIST. Please complete this form at: **<http://dese.mo.gov/sites/default/files/vet-ed-ttt-member-hot-list-form.doc>** and email that information to us at: **dese.troopstoteachers@dese.mo.gov**.

Please send this office a copy of the material you send to DANTES so a file can be created for you here in our office. It should be sent to:

### CENTRAL STATES TROOPS TO TEACHERS

Veterans' Education and Training Section,  
P.O. Box 480 Jefferson City, MO 65102-0480

**You have to be registered in order to qualify for any of the financial benefits from the TTT program.**

If you are eligible for the G.I. Bill, (depending on your chapter of eligibility) you may be able to receive on-the-job training benefits once hired by a school district. Call Veterans Affairs (VA) toll free **888-442-4551** to see if you might be eligible.



## > PROGRAM OVERVIEW



### RECRUIT QUALITY TEACHERS

*Improve American education by providing mature, motivated, experienced and dedicated personnel for the nation's classrooms.*



### BACKGROUND

Troops to Teachers (TTT) was established in 1994 as a Department of Defense program. The National Defense Authorization Act for FY 2000 transferred the responsibility for program oversight and funding to the U.S. Department of Education but continued operation by the Department of Defense. The No Child Left Behind Act of 2001 provided for the continuation of the TTT Program. The Troops to Teachers Program was transferred from the Department of Education to the Department of Defense. We now operate under the National Defense Authorization Act (NDAA) PL 112-239 SEC 541 which passed on 2 January 2013. Changes to the controlling legislation may be made annually. Under the program, military personnel have the opportunity to pursue a new career in public education. TTT is managed by the Defense Activity for Non-Traditional Education Support (DANTES), Pensacola, Florida.

### GOAL AND OBJECTIVES

Reflecting the focus of the No Child Left Behind Act of 2001, the primary objective of TTT is to help recruit quality teachers for schools that serve students from low-income families throughout America. Goals of the legislation which originally created the program are: **1)** improve American education by providing mature, motivated, experienced and dedicated personnel for the nation's classrooms **2)** assist military personnel in making a successful transition to second careers in teaching and **3)** help alleviate projected teacher shortages.

### CURRENT STATUS

Funding has been appropriated annually to provide financial assistance to eligible participants, provide placement assistance, referral services, and maintain a network of state offices. Military personnel interested in a second career in public education may submit a registration form to DANTES.

## PROGRAM FUNCTION

The primary function of the program is referral and placement assistance. DANTES provides counseling and assistance to help participants identify employment opportunities and teacher certification programs.

TTT will assist eligible military personnel to transition to a new career as public school teachers in targeted schools. The Troops to Teachers program does not issue teacher certification nor is it affiliated with any particular college or university. Only a state, after careful review of an individual's education and experience, has the authority to issue teacher certification.

A network of State TTT Offices has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification, and employment leads.

Pending availability of funds, financial assistance may be provided to eligible individuals as stipends up to \$5,000 to help pay for teacher certification costs or as bonuses of \$10,000 to teach in schools serving a high percentage of students from low-income families. Participants who accept the Stipend or Bonus must agree to teach for three years in targeted schools in accordance with the authorizing legislation. **The maximum amount of assistance is \$10,000 per person.** Although the stipend can be used in conjunction with the Montgomery GI Bill, those that are eligible for Post-9/11 Educational Assistance may not apply for the stipend unless:

- benefits have been completely exhausted by the service member or dependent, or
- State approved teacher certification program is not approved for VA benefits by the State Approving Agency for Veterans Education.

Most military service members know what it means to teach. Over the course of their careers, they have been assigned instructional duties for which they have created programs of instruction, conducted or co-facilitated training programs, administered skill and proficiency tests and briefed presentations. For them teaching, whether at the high school level or in a middle or elementary school, is a natural choice.

A career in teaching begins with being a classroom instructor. However, teaching also involves role modeling, mentoring, coaching and, ultimately, making a positive difference in a young person's life. If you are retiring and enjoy the challenge of fostering individual growth or the satisfaction that comes from seeing someone develop, even if you have never set foot in a classroom, you know what it means to be a teacher.

**TTT PARTICIPANTS  
ARE IN AMERICA'S  
CLASSROOMS IN  
ALL 50 STATES,  
THE DISTRICT OF  
COLUMBIA, AND  
PUERTO RICO.**



## > ELIGIBILITY

Educational and Service eligibility requirements for Referral and Placement Assistance services and Financial Assistance are as follows (and are also available on the TTT Home Page at [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com)):

### ELIGIBILITY FOR REFERRAL AND PLACEMENT ASSISTANCE

Referral and Placement Assistance includes the following services:

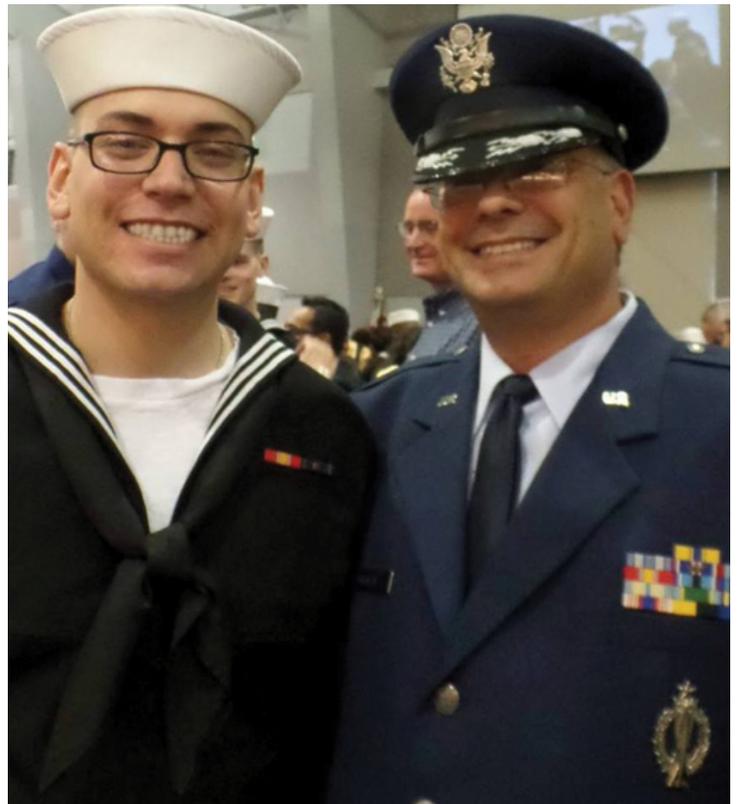
- Access to our State Offices for counseling relative to becoming a certified teacher and for placement assistance
- Participation in the job referral process via the Internet
- Opportunity to post a mini-resume made available to school district recruiters
- Use of the TTT Electronic Bulletin Board where participants can post teaching related messages
- Use of the MENTOR Connection to contact TTT participants who are teaching for hints about transitioning to teaching as a second career.

*Those eligible for elementary and secondary teacher Referral and Placement Assistance Services must meet the following criteria:*

All current and former members of the U.S. Armed Forces are eligible to participate in the Troops to Teachers (TTT) program. The last period of military service must be characterized as honorable. TTT provides counseling and, for those who are eligible for hire as teachers, referral services to assist with the transition to the classroom.

### ELIGIBILITY FOR FINANCIAL ASSISTANCE

In addition to counseling and referral services, service members who qualify under one of the Active Duty or Reserve Component categories listed below may also be eligible for financial assistance, pending the availability of funds. **The TTT registration process must be completed before being hired as a teacher or for consideration for financial assistance.** Financial assistance may be available as **(A)** a stipend of up to \$5K for teacher certification expenses for which individuals must teach for three years at an “eligible” public school (the stipend may not be available to those who are eligible for the Post-9/11 GI Bill) and/or **(B)** a bonus of up to \$5K to teach for three years in an “eligible” public school or **(C)** a bonus of up to \$10K to teach for three years in a “high-need” public school. The maximum amount available through any combination of financial assistance is \$10K. Other conditions may apply. Contact your TTT state office for additional information.





## MILITARY SERVICE REQUIREMENTS FOR FINANCIAL ASSISTANCE:

### ACTIVE DUTY

- Retired from active duty.
- Active duty member with approved date of retirement with one year or less remaining before retirement.
- Separated for a service-determined physical disability on or after January 8, 2002. **Must register within three years after separation.** Note: Physical disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.

### RESERVE COMPONENT

- Retired from the Selected Reserve.
- Currently serving in the Selected Reserve with six or more years of creditable service towards retirement and commit to serving an additional three years, or until eligible for retirement
- Separated from the Selected Reserve due to a service determined physical disability on or after January 8, 2002. **Must register within three years after separation.** Note: Physical disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.
- **Individuals transitioning from active duty to on or after January 8, 2002**, and have served four years on active duty immediately before separation, and execute a contract for three or more years with a Selected Reserve unit. **Must register within three years after separation.**

### EDUCATION REQUIREMENTS FOR FINANCIAL ASSISTANCE

Service members interested in receiving financial assistance must also meet the following education requirements. For **academic licensure or employment**: must hold a Baccalaureate or advanced degree from an accredited institution. For **career-technical licensure or employment**: must either meet state career/technical teacher requirements, or have the equivalent of one year of college with six years of military experience in the vocational or technical field.

## TYPES OF TEACHERS: CERTIFIED/DODDS/VOCATIONAL/JROTC

There are many different types of teachers. For our purposes, we will break them down into three types. They are: Certified/Vocational/DoDEA/JROTC. Actual requirements differ by state. You should contact the Education Department in your state to be sure what you need to do. You may also contact the Troops to Teachers Supervisor in that state for help and information (see section 7).

- **Certified**- Public school teachers must be licensed, which typically requires a bachelor's degree and the completion of an approved teacher education program (certification). Many States offer alternative licensing programs to attract people into teaching, especially for hard-to-fill positions. Teachers must have the ability to communicate, inspire trust and confidence, and motivate students, as well as understand students' educational and emotional needs. Job prospects are best for teachers in high-demand fields, such as mathematics, science, special education and bilingual education, and in less desirable urban or rural school districts.

United States Department of Defense Education Activity (DoDEA) schools provide a comprehensive prekindergarten through 12th grade curriculum that is dedicated to attaining highest student achievement for all students. These schools are for children of military members stationed at various bases around the world. DoDEA's schools are divided into 3 areas: Department of Defense Dependents Schools - Europe (DoDDS-E), Department of Defense Dependents Schools - Pacific (DoDDS-P) / Domestic Dependent Elementary and Secondary Schools - Guam (DDESS-G), and the Domestic Dependent Elementary and Secondary Schools (DDESS). For more information, visit: <http://www.dodea.edu/Offices/HR/employment/troopsToTeachers.cfm>

- **Vocational**- Vocational education teachers, commonly called career and technical education (CTE) teachers or career-technology teachers, instruct and train students to work in a wide variety of fields. Career and technical education courses train students to enter a particular career and prepare them for the world of work. Career and technical teachers in middle and secondary schools may be introducing students to a trade or skill for the first time. They often teach courses that are in high demand by area employers, who often provide input into the curriculum and offer internships or apprenticeships to students at the secondary school level. Many vocational teachers play an active role in building and overseeing these partnerships. Additional responsibilities of middle and secondary school teachers may include providing career guidance, helping with job placement, and following up with students after graduation.

- **JROTC**- The Junior Reserve Officers' Training Corps (JROTC) is a Federal program sponsored by the United States Armed Forces in high schools across the United States. The program was originally created as part of the National Defense Act of 1916 and later expanded under the 1964 ROTC Vitalization Act. The purpose of JROTC is "to instill in students in secondary educational institutions (high schools) the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment." Additional objectives are established by the service departments of the Department of Defense. Contact your service organization to get more information.

- **Navy:** [www.njrotc.navy.mil](http://www.njrotc.navy.mil)
- **Marine Corp:** [www.mcjrotc.org/](http://www.mcjrotc.org/)
- **US Army:** [www.usarmyjrotc.com/](http://www.usarmyjrotc.com/)
- **US Air Force:** <http://www.au.af.mil/au/holmcenter/AFJROTC/index.asp>



# LICENSING & CERTIFICATION INFORMATION

## TEACHER CERTIFICATION

**Certification is the key that unlocks your classroom door. You may be closer to certification than you think. Get in touch with a local university with an education program and let them review your transcripts.**

There are different types of teacher certification that can be granted under a variety of conditions. While they may have different names, in general, they are permanent and provisional certificates. Permanent certificates are awarded by a state upon an individual's completion of one of the state's approved teacher education programs. Provisional certificates are granted to individuals who do not, at the time the certificate is conveyed, meet all the requirements for permanent teacher certification. The provisional certificate requires that the recipient complete additional requirements within a specified period of time.

Individuals who meet certain qualifications may earn a certificate of license to teach by completing a state-approved alternative teacher certification program at an institution of higher education in their state. These programs are designed for non-traditional students seeking teacher certification. Individuals should contact their local college or University or go to the Certification Information located in this section for state specific information regarding alternative certification.

Although many states have a reciprocity agreement with other states, it is a good idea to contact the education department for your state. **Certification requirements vary from state to state. Becoming certified in one state does not automatically make you eligible to work in another.**



### SEE IF YOU QUALIFY TODAY

*Individuals who meet certain qualifications may earn a certificate of license to teach by completing a state-approved alternative teacher certification program.*





## > MISSOURI

**Contact Name: Ms. Debbie Butcher, Certification Supervisor**

**Contact Phone; (573) 751-7863**

**Contact email : [debbie.butcher@dese.mo.gov](mailto:debbie.butcher@dese.mo.gov)**

**Licensure web site: <http://dese.mo.gov/educator-quality/certification>**



### **TEMPORARY AUTHORIZATION CERTIFICATE REQUIREMENTS**

The applicant for a temporary authorization certificate must comply with the following criteria:

1. Possession of a baccalaureate of higher degree from an accredited college or university in the subject area to be taught or a closely related field (applicants for a special education temporary authorization must possess a baccalaureate or higher degree) with a GPA of 2.5 or higher on a 4.0 scale;
2. Submission of a joint application verifying contracted employment with a Missouri public school district or accredited non-public school;
3. If the applicant holds an initial Missouri professional or life certificate of license to teach and is seeking an additional certificate of license to teach, a transcripts analysis must be completed by the Office of Educator Certification based on the requirements set forth in the Compendium of Missouri Certification Requirements; and
4. The temporary authorization certificate will not include elementary (1-6); early childhood (B-3); early childhood special education (B-3); blind and partially sighted (K-12); and/or deaf and hearing impaired (K-12) areas. Applicants for the areas of driver's education, English for speakers of other languages, gifted, and special reading must already hold a certificate of license to teach or must seek a certificate of license to teach in a stand-alone area.

### **ALTERNATIVE TEACHER CERTIFICATION PROGRAMS IN MISSOURI**

Individuals who meet certain qualifications may earn a Missouri certificate of license to teach by completing a state-approved alternative teacher certification program at an institution of higher education in Missouri. These programs are designed for non-traditional students seeking Missouri teacher certification. Individuals should contact any of the following institutions for specific information regarding alternative certification in Missouri.

### COLUMBIA COLLEGE

Columbia, MO 65216  
Contact: Tammy Mann  
Certification Officer  
Phone: (573) 875-7632  
E-mail: tpmann@ccis.edu

### DRURY UNIVERSITY

Troops to Teachers  
Springfield, MO 65802  
Contact: Dr. Edward Williamson  
Associate Professor  
Phone: (573) 329-4400  
E-mail: ewilliam@drury.edu

### MO STATE UNIVERSITY

Springfield, MO 65897  
Contact: Scott Fiedler,  
Certification Officer, College of Education  
Phone: (417) 836-8772  
E-mail: ScottFiedler@MissouriState.edu

### MO WESTERN STATE UNIVERSITY

St. Joseph, MO 64507  
Contact: Robin Kelly  
Assistant to the Chair  
(816) 271-5951  
E-mail: Rkelly@missouriwestern.edu

### NORTHWEST MO STATE UNIVERSITY

Maryville, MO 64468  
Contact: Carla Mebane  
Alternative Certification Coordinator  
(660) 562-1855  
E-mail: altcert@nwmissouri.edu  
Northwest Missouri State University

### PARK UNIVERSITY

Parkville, MO 64152  
Contact: Dr. Michelle Myers  
Phone: (816) 584-6335  
E-mail: education@park.edu

### SOUTHEAST MO STATE UNIVERSITY

Cape Girardeau, MO 63701-4799  
Contact: Dr. Daryl Fridley  
Alternative Coordinator, Assessment and  
Accreditation  
Phone: (573) 651-2701  
E-mail: dfridley@semo.edu

### SAINT LOUIS UNIVERSITY

St Louis, MO 63108  
Contact: Dr. Mary Dasovich  
Chairperson  
Phone: (314) 977-2493  
E-mail: dasovich@slu.edu

### UNIVERSITY OF CENTRAL MO

Warrensburg, MO 64093-5150  
Contact: Dr. Larry Reiter, Director  
Clinical Services & Certification  
Phone: (660) 543-4881  
E-mail: lreiter@ucmo.edu

### UNIVERSITY OF MO-COLUMBIA

Columbia, MO 65211  
Contact: Lynn Carruth-Rasmussen,  
Director, Academic Advising & Certification  
Services  
Phone: (573) 882-5659  
E-mail: umccoecertinfo@missouri.edu

### UNIVERSITY OF MO-ST LOUIS

St. Louis, MO 63121  
Contact: Ellen Meadows  
Alternative certification  
Phone: (314) 516-7697  
E-mail: meadowse@umsl.edu



# > IOWA

**Contact Name: Dr. Mary Lou Nosco**  
**Contact Phone: 515.725.2146**  
**Contact email: marylou.nosco@iowa.gov**  
**Licensure web site:**  
**[www.boee.iowa.gov/index.html](http://www.boee.iowa.gov/index.html)**



## REQUIREMENTS FOR LICENSES

- Baccalaureate degree from a regionally accredited institution.
- Completion of a state approved teacher education program.
- A current or expired license if coming from another state.
- Complete student teaching, internship or 3 years of teaching experience in lieu of student teaching.
- 2013 and later graduates of a teacher preparation program must take and pass Iowa's mandated tests.
- Graduates prior to 2013 must provide verification of their highly qualified status.
- Alternatively prepared teacher (no college credits for the professional education core).
  - > Must have a 30 credit hour endorsement area at the secondary level.
  - > May have to go through a portfolio process. Cost is \$500 in addition to licensure. Process takes minimum of six weeks.
  - > No licensing of alt. certified elementary teachers without all elementary methods courses.
  - > <http://www.boee.iowa.gov/iprep.html>

## IOWA INTERN PROGRAM

The Intern program is ideal for second career professionals. The University of Northern Iowa, The University of Iowa and Iowa State University have collaborated to design the Regents Alternative Pathway to Iowa Licensure (RAPIL) program to provide innovative and accessible opportunities for individuals wishing to teach.

### **In order to qualify for a teacher intern license an applicant:**

- Already has the credits for a 30 hour endorsement area.
- Takes their professional education core through one of four Iowa Intern program providers.
- Obtains a teaching position and receives pay and benefits while doing a yearlong internship.
- Holds a baccalaureate degree with a minimum cumulative grade point average of 2.5 on a 4.0 scale.
- Meets the subject matter course work requirements for one of the secondary teaching endorsements.
- Has at least three years of post-baccalaureate work experience.
- Must complete the introductory teacher intern program approved by the State Board of Education.
- <http://www.boee.iowa.gov/tilal.html>

## MILITARY EXCHANGE LICENSE - THREE YEAR LICENSE

- Reduced fee - \$85 instead of \$210.
- Military spouses, licensed in other states, can practice without taking add'l courses for up to 4 years.
- 2013 and later graduates of teacher prep programs still need to take and pass Iowa's mandated tests.
- Alternatively prepared teachers will as a minimum be given a substitute license.
- Valid for current military spouses, recent veterans (five years) and their spouses.



## > NEBRASKA

**Contact Name: Bethina Garrett**

**Contact Phone: (402) 471-0739**

**Contact Fax: (402) 742-2359**

**Contact email: [nde.tcertweb@nebraska.gov](mailto:nde.tcertweb@nebraska.gov)**

**Licensure web site: [www.education.ne.gov/tcert](http://www.education.ne.gov/tcert)**

### **PROVISIONAL COMMITMENT TEACHING CERTIFICATE FOR NEBRASKA CERTIFICATION**

Employment in a Nebraska school system IS required for issuance of this type of Provisional Certificate. This certificate IS renewable with proof of progress toward the program. This certificate expires on August 31, of the year following the year of issuance.

#### **The Provisional Commitment Teaching Certificate may be issued when the following is met:**

- A baccalaureate degree has been completed.
- The required portion of an approved teacher education program has been completed, including:
- Fifty percent (50%) of the pre-student teaching requirements of an approved program for the preparation of teachers AND a course in teaching methods AND
- Three-fourths (75%) of the requirements for at least one subject or field endorsement. These program requirements are determined by the college certification officer at the teacher education institution where you have set up your program.

#### **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED FOR THE PROVISIONAL COMMITMENT CERTIFICATE:**

- Application Form AND Non-refundable application fee AND
- Record of Residence form listing your residences in Nebraska in the immediate past five years OR Complete two fingerprint cards provided by the Nebraska Department of Education Teacher Certification office and the non-refundable fingerprint processing fee AND
- Institutional Verification form, completed by the certification officer of the approved teacher education institution where the education program is being completed, AND
- Courses Required for Completion of an Approved Program (CRC) form, found in the Forms section of this manual. This form must be completed by the certification officer of the approved teacher education institution where the education program is being completed AND
- Official transcripts of all college credits AND
- Official transcript of a pre-approved course to meet the Human Relations Training requirement OR Written verified narrative of your employment experiences for the six (6) skills AND
- You and your employing Superintendent must complete and sign the bottom portion of the Agreement Statement. This form must be submitted along with all other documents for the type of certificate for which you are applying.

# NEBRASKA TRANSITION TO TEACHING

<http://www.education.ne.gov/EducatorPrep/>

Mid-career professionals and recent college graduates with baccalaureate degrees who wish to become Nebraska teachers may qualify for the Nebraska Transitional Teaching Certificate. As the result of a federal grant, the Nebraska Department of Education in partnership with the University of Nebraska at Kearney (UNK) implemented the Transition to Teaching Program (TTT not to be confused with Troops to Teachers). In addition to the TTT program at UNK, several of the other Nebraska teacher preparation programs offer alternative routes to regular certification.

Rule 21, Issuance of Certificates and Permits to Teach, Provide Special Services and Administer in Nebraska Schools, provides specific information about the transitional certificate, but requirements include:

- The applicant must have a baccalaureate degree which includes at least 75% of course requirements for preparation in a secondary field or subject endorsement area.
- A written request for the issuance of the certificate from the superintendent or governing body of the school system in which the applicant intends to teach, including documentation that the school system has not found a fully qualified teacher for the position.
- An assessment of transcripts completed by a certification officer in a standard institution of higher education and a plan developed for completion of an approved initial teacher certification program.
- A written plan from the school system for mentoring and supervision of the applicant.
- Completion of a pre-teaching seminar that includes information and skill development in the areas of diversity, classroom management, curriculum planning, and instructional strategies prior to assuming responsibility for the classroom.
- A written agreement with a Nebraska teacher education program to complete at least one supervisory visit each semester to the school system of the applicant.

Information about other Nebraska certificates can be found on the Teacher Certification Office ([www.education.ne.gov/tcert/](http://www.education.ne.gov/tcert/)) web site or in Rule 21.

<http://www.education.ne.gov/ndesearch.html?keywords=rule+21&submit=Search>

Questions regarding Nebraska certification should be directed to the Teacher Certification Office at: [tcertweb@nebraska.gov](mailto:tcertweb@nebraska.gov)



*Nebraska teacher preparation programs offer alternative routes to regular certification.*



# > KANSAS

**Contact Name: Shane Carter, Licensure Consultant Contact**

**Phone: 785.296.8011**

**Contact Email: [scarter@ksde.org](mailto:scarter@ksde.org)**

**Licensure web site: [www.ksde.org](http://www.ksde.org)**

## ROUTES TO LICENSURE IN KANSAS

To become a licensed teacher in Kansas, an educator preparation program must be completed. There are three paths to complete an educator preparation program:

1. Traditional undergraduate program: The program is completed during the junior and senior years of college. Graduates earn a degree and licensure after the completion of the program including student teaching and licensure tests. Please contact the institution you are interested in attending for admission information.
2. Post-Baccalaureate program: Individual with a bachelor's degree or higher essentially completes the licensure portion of a traditional undergraduate program. This may take a year and a half to two years. The individual applies for licensure after completion of student teaching and licensure tests. Please contact the institution you are interested in attending for admission information. A list of universities and the programs offered for the above 2 options may be found at: <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Postsecondary/EducatorPreparation/ApprovedEducatorPreparationPrograms.aspx>
3. Restricted licensure program: This program allows individual who are qualified by already holding a degree in the content area to begin teaching while completing the educator preparation program. Please visit the following website for more information. <http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Postsecondary/EducatorPreparation/RestrictedTeachingLicenseAlternativePathway.aspx>

### RESTRICTED TEACHING LICENSE ALTERNATIVE PATHWAY\*

The Restricted Teaching License Alternative Pathway is intended to respond to school districts' needs in hiring qualified, licensed teachers. It is designed to recruit mid-career professionals who have a bachelor's, master's degree, or equivalent coursework in a content area they want to teach and are seeking a career change. Heritage language speakers with a bachelor's degree or higher can also utilize the restricted licensure to teach their native languages. This pathway provides an opportunity for these individuals to have immediate access to start teaching under restricted license while completing professional education pedagogy course work to become fully licensed.

\*The alternative licensure program is only available for secondary content areas and limited numbers of all level subjects:

[https://www.ksde.org/Agency/DivisionofLearningServices/](https://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Postsecondary/EducatorPreparation/RestrictedTeachingLicenseAlternativePathway.aspx)

[TeacherLicensureandAccreditation/Postsecondary/EducatorPreparation/RestrictedTeachingLicenseAlternativePathway.aspx.](https://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Postsecondary/EducatorPreparation/RestrictedTeachingLicenseAlternativePathway.aspx)

# ALTERNATIVE ROUTE TO TEACHER LICENSURE IN KANSAS

## STEP ONE: ASSESS YOUR ELIGIBILITY

### ELIGIBILITY-(MUST MEET ALL ELIGIBILITY REQUIREMENTS)

1. A Bachelor's degree or higher from a regionally accredited university,
2. The degree or equivalent coursework must be in a regular education content area you want to teach, OR be a heritage language speaker,
3. A GPA of 2.75 from the last 60 semester credits hours of college coursework completed,
4. A passing score for the Praxis II content assessment in the content area, &
5. A supervised practical training experience must be completed under the collaboration of the supporting institution and hiring school district before restricted teaching license can be issued.

## STEP TWO: CONTACT PARTICIPATING KANSAS UNIVERSITIES

Have the university hosting the program evaluate your transcript to ensure you meet the content requirements for the subject matter you want to teach. Develop a plan of study with the alternative certification program staff. Program length may vary depending on the institution.

Institution	Licensure Officer	Contact Information
Baker University	Jennifer Sackhoff Alternative Route Contact Contact	913-344-1275 restricted.licensure@bakeru.edu
Emporia State University	Kirsten Limpert	620-341-5654 klimpert@emporia.edu
Fort Hays State University	Kerry Schuckman	785-628-4542 kschuckm@fhsu.edu
Pittsburg State University	Amanda Hill Alternative Route Contact Contact	620-235-6153 ahill@pittstate.edu
Southwestern College	Jackie Glasgow Alternative Route Contact Contact	620-229-6315 jackie.glasgow@sckans.edu
Wichita State University	Sherri Holle	316-978-6580 sherri.holle@wichita.edu

## STEP THREE: LOCATE AND APPLY FOR A TEACHING POSITION

Locate and apply for a teaching position by visiting Kansas Education Employment Board ([kansasteachingjobs.com](http://kansasteachingjobs.com)). Contact the employer and inquire if a restricted license is appropriate for the position.

## STEP FOUR: APPLY FOR THE RESTRICTED LICENSE

The application process is a coordinated effort with sections completed by the individual, the school district hiring the individual, and the higher education institution providing the course work. Once the license is issued, you will teach full-time while completing the required professional education course work towards full licensure.

## STEP FIVE: PROGRESS REPORT

A progress report must be submitted every year verifying that appropriate progress has been made towards a full license. The restricted license will be canceled if you do not make appropriate progress.

## STEP SIX: APPLY FOR A FULL KANSAS LICENSE

The institution will recommend for a full Kansas license after you successfully complete all of the coursework and testing (content and pedagogy) requirements on the plan of study.



## TEACHER SHORTAGE AREAS

*2014-2015 Approved By U.S. Department of Education*

Teacher shortage area designation, in addition to being a better hiring opportunity, may allow the following:

- 34 CFR 682.210(q) enables a borrower who had no outstanding Federal Family Education Loan (FFEL) Program loan on July 1, 1987 but who had an outstanding FFEL Program loan on July 1, 1993 to qualify for deferment of loan repayment under the Federal Stafford Program anytime within the life of the borrower's loan(s);
- F34 CFR 674.53(c) enables Federal Perkins Loan borrowers who are full time teachers of mathematics, science, foreign languages, bilingual education or any other field of expertise where the State educational agency determined there is a shortage of qualified teachers to qualify for cancellation of up to 100 percent of their loan; and
- 34 CFR 686.12(d) enables grant recipients to fulfill their teaching obligation under the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program.

If you have general questions concerning a school loan(s), including the teacher shortage area deferment, call the Federal Student Aid Hotline at **1-800-4FED-AID**. Paul Douglas Teacher Scholars should contact the State agency that awarded the scholarship.

# TEACHER SHORTAGE AREAS

*Approved By U.S. Department of Education*



## IOWA

### *Regular Education*

Agriculture (Grades 5 -12)  
 Early Childhood  
 English as a Second Language (K - Grade 12)  
 Family and Consumer Sciences (Grades 5-12)  
 Guidance Counselor (K – Grade 8 & Grades 5 - 12)  
 Health (Grades 5 - 12)  
 Industrial Technology (Grades 5 - 12)  
 Mathematics (Grades 5 - 12)  
 Middle School Certification (Grades 5 – 8)  
 Science - All Areas (Grades 5 - 12)  
 Talented and Gifted  
 (K – Grade 12)  
 Teacher Librarian  
 (K – Grade 8 and Grades 5 - 12)

### *Special Education*

Early Childhood Special Education  
 (Pre-K and K)  
 Instructional Strategist II Behavior  
 Disorders/Learning Disabilities  
 Instructional Strategist II Mental  
 Disabilities  
 Instructional Strategist I Mild/Moderate  
 Instructional Strategist II Physical Disabilities  
 Itinerant Hearing Impaired  
 (Birth to Age 21)  
 Itinerant Visually Impaired (Birth to Age 21)

## KANSAS

### *Special Education*

(Pre-Kindergarten - Grade 12)  
 Adaptive Special Education

Early Childhood Handicapped  
 Functional Special Education Gifted  
 Hearing Impaired  
 Visually Impaired

## MISSOURI

Blind/Partially Sighted  
 Deaf/Hearing Impaired  
 Early Childhood Special Education  
 (Birth – 3 Years)  
 Foreign Languages-French  
 Gifted  
 Industrial Technology  
 School Psychological Examiner  
 School Psychologist  
 Special Education  
 Speech/Language Specialist (Pathologist)

## NEBRASKA

Business, Marketing, and Information Technology  
 Early Childhood  
 Family and Consumer Science  
 Language Arts  
 Mathematics  
 Music/Instrumental/Voice  
 School Counselor  
 School Librarian  
 School Psychologist  
 Science  
 Social Science  
 Special Education- All Disciplines  
 Speech-Language Pathology  
 World Language (formerly Foreign Language)

## > WEB LINKS

*(Some links may need to be copied and pasted into your browser)*

### **NATIONAL TROOPS-TO-TEACHERS WEB SITE:**

**[proudtoserveagain.com](http://proudtoserveagain.com)**

### **TTT PROGRAM OVERVIEW:**

**<http://www.dantes.doded.mil/service-members/troops-to-teachers-faq/index.html>**

### **CENTRAL STATES TROOPS-TO-TEACHERS WEB SITE:**

**[troopstoteachers.mo.gov](http://troopstoteachers.mo.gov)**

### **NATIONAL LISTING OF TROOPS TO TEACHERS OFFICES BY STATE LINK:**

**<http://www.troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>**

### **NATIONAL LISTING OF TEACHERS JOBS BY STATE LINK:**

**[http://www.dantes.doded.mil/\\_content/TTT\\_State\\_Vacancy\\_List.pdf#zoom=100](http://www.dantes.doded.mil/_content/TTT_State_Vacancy_List.pdf#zoom=100)**

### **DANTES-DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT:**

**<http://www.dantes.doded.mil/index.html>**

### **CALENDAR OF EVENTS:**

**<http://www.troopstoteachers.net/Events.aspx>**

### **TTT REGISTRATION:**

**<https://secure.doded.mil/TTTRegistration/RegistrationCreateUsernamePassword.aspx>**

### **FREQUENTLY ASKED QUESTIONS:**

**[http://www.dantes.doded.mil/\\_content/TTT\\_FAQ.pdf#zoom=100](http://www.dantes.doded.mil/_content/TTT_FAQ.pdf#zoom=100)**



# TROOPS TO TEACHERS STAFF ROSTER (DANTES)



## **DANTES TROOPS TO TEACHERS**

6490 Saufley Field Road  
Pensacola, FL 32509-5243

DSN: 459-1320  
Toll-free 1-800-231-6242  
Commercial 850-452-1241

Home Page: proudtoserveagain.com  
E-mail: ttt@navy.mil

## **COUNSELING MATTERS:**

Extensions 3224 or 3157

## **FINANCIAL ISSUES:**

Extensions 3154 or 3162

## **GENERAL PROGRAM INFORMATION:**

Extensions 3224 or 3157

## **Homepage/INTERNET ISSUES:**

Extensions 3224 or 3157

## **REGISTRATION PASSWORD RESET:**

Extensions 3224, 3156 or 3157

## **REGISTRATION PROCESS:**

Extensions 3148, 3158, 3184, or 3160



# STATE OFFICES LISTING

## TROOPS TO TEACHERS STATE MANAGER CONTACT INFORMATION

For a complete listing of all contacts throughout the nation, go to this link. It will provide you with the most accurate and up to date list available.

<http://www.troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>



# FEDERAL POLICY STATEMENT

## IMPLEMENTING DEPARTMENT OF EDUCATION TROOPS TO TEACHERS

### OPERATING RULES- *Date: 13 September 2005*

Reference: Federal Register: July 1, 2005 (Volume 70, Number 126)

The Department of Education has established operating rules that defines those schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. As of 15 September 2005, the following rules will apply for any Troops to Teachers participant registering for the program on or after the implementation date:

Troops to Teachers participants who accept financial assistance in the form of a Stipend or Bonus incur an obligation to teach for three years in schools or school districts that meet specified criteria as outlined below:

#### STIPEND:

Participants accepting the \$5,000 stipend are obligated to teach for three years in:

- (a) any U.S. public school within a school district that has at least 20% of the students who come from families living below the poverty level, or
- (b) a U.S. public school house where at least 50% of students are eligible for the free or reduced cost lunch program or have a "high percentage" (determined annually) of students with disabilities, so long as that school is in a school district that has between 10 and 20% of students who come from poverty level families.

#### BONUS:

Participants may accept a bonus of \$10,000 in lieu of the stipend if they are employed as a teacher in a school district that has at least 10% or greater of the students who come from families living below the poverty level and are:

- (a) teaching in a school house where at least 50% of students are eligible for the free or reduced cost lunch program, or
- (b) teaching in a school house that has a "high percentage" (determined annually) of students with disabilities.

Participants who registered prior to 15 September 2005 may fulfill their teaching obligation under the operating rules in affect as of their date of registration.

#### DEFINITIONS:

**Poverty level:** Poverty level refers to students within a school district who come from families with incomes below the poverty level for that area. The Census Bureau determines the percentage of poverty level students for a school district. Poverty level data is available by state by selecting the file for the most current school district (SD) year from the Census Bureau website: **[poverty level data by state](#)**

**Free or Reduced Cost Lunch:** Free or reduced cost lunch refers the National School Lunch Program based on the level of family income. The percentage is based on data available from the U.S. Department of Education at their web site: **<http://nces.ed.gov/ccd/schoolsearch/>**

**Students with Disabilities:** Students with Disabilities are those who qualify for assistance under part B of the Individuals with Disabilities Education Act (IDEA). The Standards and Poor's web site **<http://eddataexpress.ed.gov/state-tables-report.cfm>** provides percentage of students with disabilities by school house, but data is not available for all states.

**High percentage of Students with Disabilities:** A "high percentage" is considered to be any percentage over the nationwide average for students eligible for assistance under part B of IDEA. If data is not available from the Standards and Poor's web site, individual school districts may have this information available for their schools.

# > QUALIFYING SCHOOLS

## QUALIFYING SCHOOLS FOR THE STIPEND OR BONUS

Troops To Teachers participants that receive financial assistance from Troops To Teachers in the form of the stipend or bonus must teach for three years in a school that meets one of the criteria listed under the appropriate category.

### SCHOOL ELIGIBILITY CRITERIA:

#### STIPEND OR 5K BONUS

##### Eligible School Criteria

A U.S. public school or charter school at which at least 30 percent of the students are eligible for free or reduced lunch

OR

A U.S. public school or charter school at which at least 13 percent of the students qualify under Individuals with Disabilities Education Act \*

OR

A school funded by the Bureau of Indian Affairs

**\* The IDEA percentage is updated annually based on the national average.**

#### 10 K BONUS

##### High-Need School Criteria

A U.S. public elementary or middle school, or elementary or middle charter school in which at least 50% of the students are from low income families determined by:

- the number of children eligible for free or reduced cost lunch, or
- the number of children in families receiving assistance under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or
- the number of children eligible to receive medical assistance under the Medicaid program, OR
- or a composite of these indicators OR

A U.S. public high school, or high school level charter school in which at least 40 percent of the students are eligible for free or reduced cost lunch OR

A U.S. public school that is in a local educational agency that is eligible under section 6211(b) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7345(b) (Rural Teacher Retention Act of 2007))



# TTT FREQUENTLY ASKED QUESTIONS (FAQ'S)

[http://www.dantes.doded.mil/\\_content/TTT\\_FAQ.pdf#zoom=100](http://www.dantes.doded.mil/_content/TTT_FAQ.pdf#zoom=100)

## GENERAL PROGRAM QUESTIONS:

- Q. When was Troops to Teachers (TTT) created and who administers it?
- Q. What is the purpose of the TTT program?
- Q. Why should I register in the TTT program?
- Q. How can I locate a TTT office for my state?
- Q. During working hours, how does the TTT phone system operate?
- Q. If calling TTT after duty hours, which specific extension should I dial for certain kinds of services or questions?
- Q. Are spouses eligible for the TTT program?
- Q. Do JROTC instructors qualify for the TTT program?
- Q. How does the GI Bill eligibility affect financial assistance from TTT?
- Q. Does TTT place me in a low-income school?
- Q. How do I contact the TTT National Office?

Click  
questions  
for easy  
navigation to  
answers.

## ELIGIBILITY EXAMPLE QUESTIONS:

- Q. Who is eligible to register in the TTT program?
- Q. Are there time restrictions for registering in the program?
- Q. Does my inactive Reserve and inactive National Guard time count for TTT?
- Q. I am a retired reservist. I no longer drill and will not receive retirement dollars until I reach age 60. Am I eligible to register for TTT?
- Q. I am a Vietnam-era veteran now enrolled in a teacher certification program. Do I qualify for TTT funding?
- Q. I have nine and one-half years active duty service. I am planning to separate in six months. Am I eligible?
- Q. I have five years in the Selected Reserve. Am I eligible for TTT funding?
- Q. I have separated from the Selected Reserve. Am I eligible for TTT?
- Q. Are all retired military eligible to register in TTT?
- Q. I am a retired officer and I teach JROTC at a public high school. Will I be able for and use TTT funds to obtain a full teaching certification?
- Q. I was honorably discharged from the military in 1993 and have received my bachelor's degree. I have four years of active duty service. Am I eligible to apply for financial assistance under this program?

## PROCEDURES FOR REGISTERING IN THE TTT PROGRAM:

- Q. How do I register for TTT?
- Q. Where should I send my TTT registration form?
- Q. May I submit a "copy" of the registration or must it be an original?
- Q. By submitting a signed registration, am I obligating myself to anything?
- Q. What are the supporting documents required to determine eligibility for financial assistance from TTT?
- Q. Must I request original documents from each source office?

revised July 2, 2013

## FINANCIAL QUESTIONS:

- Q. If I am eligible for a stipend, may I take my certification courses from a private school?
- Q. Is the financial assistance (stipend or bonus) a loan that must be repaid?
- Q. What types of expenses will the stipend reimburse?
- Q. May I use the TTT financial assistance in addition to Pell Grant and/or GI Bill funding?
- Q. I will be awarded my bachelor's degree and retire simultaneously. Upon my retirement, I will be certified to teach. Will I be eligible for stipend money?
- Q. I am in school but will retire before I receive my bachelor's degree. Am I eligible for financial assistance from TTT?
- Q. I submitted my registration package. What happens now?

## QUESTIONS ABOUT BECOMING A TEACHER:

- Q. What if I am not sure I want to be a teacher?
- Q. I have heard that a person has to be certified to teach. What does that mean?
- Q. Do substitute teachers have to be certified?
- Q. What are starting teachers paid?

## TEACHER CERTIFICATION QUESTIONS:

- Q. I submitted my registration package and received confirmation of my acceptance into TTT. How will TTT help me become certified?
- Q. Is a teaching certificate required to be hired as a full-time teacher?
- Q. What does fully certified mean?
- Q. What if the state in which I want to teach has no "alternative teaching certificate"?
- Q. How do I find a teacher certification program?

## GENERAL PROGRAM QUESTIONS & ANSWERS:

### Q. **When was Troops to Teachers (TTT) created and who administers it?**

A. Troops to Teachers (TTT) was established in 1994 as a Department of Defense program. The National Defense Authorization Act for FY 2000 transferred responsibility for program oversight and funding to the U.S. Department of Education but continued operation by the Department of Defense. The No Child Left Behind Act of 2001 provided for continuation of TTT. The National Defense Authorization Act for FY 2013 transferred responsibility for program oversight and funding back to the Department of Defense. TTT is managed by the Defense Activity for Non-Traditional Education Support (DANTES), Pensacola, Florida.

### Q. **What is the purpose of the TTT Program?**

A. TTT's mission is to assist transitioning service members in becoming teachers and to facilitate employment of such members.

**Q. Why should I register in the TTT program?**

**A.** By registering for the program, TTT can assist you in several ways: There are state and regional offices across the U.S. helping military personnel make successful transitions to second careers in teaching. The TTT staff can assist you in many ways from helping you understand the certification requirements in the state you want to teach, to informing you about the various certification programs available to you, and finally helping you find employment opportunities as a teacher. Financial assistance may also be available based on availability of funds and eligibility criteria.

**Q. How can I locate the TTT office for my state?**

**A.** TTT offices cover all fifty states and US territories. TTT state contact information is located at:  
**<http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>**

**Q. During working hours, how does the TTT phone system operate?**

**A.** TTT's phones ring in a circular hunt group that reaches several available lines. When all lines are busy or no one is available, calls are routed to our voicemail system. TTT's normal business hours are 0700 to 1600 Central Time. Calls received during non-business hours automatically go to voicemail. Please leave a message, speak slowly, and clearly, include your name, phone number, and purpose of call.

**DSN 459-1320**

**TOLL-FREE 1-800-231-6242**

**COMMERCIAL 1-850-452-1241**

**DIRECT 1-850-452-1111 + Extension or 1-850-452-1241**

**Q. If calling TTT after duty hours, which specific extension should I dial for certain kinds of services or questions?**

**A.** Please leave a message, speak slowly, and clearly, include your name, phone number, and purpose of call.

**COUNSELING MATTERS: Extensions 3224 or 3157**

**FINANCIAL ISSUES: Extensions 3154 or 3162**

**GENERAL PROGRAM INFORMATION: Extensions 3224 or 3157**

**Homepage/INTERNET ISSUES: Extensions 3224 or 3157**

**REGISTRATION PASSWORD RESET: Extensions 3224, 3156 or 3157**

**REGISTRATION PROCESS: Extensions 3148, 3158, 3184, or 3160**

**Q. Are spouses eligible for the TTT program?**

**A.** Spouses are not eligible to register with TTT.

**Q. Do JROTC instructors qualify for TTT?**

**A.** Yes.



**Q. How does my GI Bill eligibility affect financial assistance from TTT?**

**A.** If you are eligible for Post 911 GI Bill benefits you do not qualify for the stipend of up to \$5K for certification expenses. (Unless Post 911 GI Bill benefits are exhausted or the certification program is not approved for GI Bill benefits). If you have transferred your benefits to a spouse or dependents and they have not exhausted all benefits, you are still considered to be eligible for Post 911 GI Bill benefits, thus not eligible for a TTT stipend. You could, however be eligible for a TTT bonus after you have gained employment as a teacher if you meet all other eligibility requirements for a bonus.

**Q. Does TTT place me in a low-income school?**

**A.** No, TTT does not place you in a school of any kind. TTT offers assistance in finding the right teacher certification program for you, and also uses its extensive network with school districts and schools to assist you in your employment search. Should you accept a teaching position in a “low-income school” you may be eligible for a TTT bonus.

**Q. How do I contact the TTT National Office?**

**A.** The National office may be contacted by US Postal Service, email and telephone at the following:

**DANTES TROOPS TOTEACHERS**

**6490 Saufley Field Road, Pensacola, FL32509-5243**

**DSN: 459-1320**

**Toll-free: 1-800-231-6242**

**Commercial: 850-452-1241**

**proudtoserveagain.com**

**E-mail: ttt@navy.mil**

## **ELIGIBILITY QUESTIONS & ANSWERS:**

**Q. Who is eligible to register in the TTT program?**

**A.** All current and former members of the U.S. Armed Forces are eligible to receive and counseling referral assistance through the TTT program. The last period of service must be characterized as honorable.

*For a complete discussion of eligibility criteria go to:*

**<https://secure.doded.mil/TTTRegistration/TTTProgramEligibilityAndRequirements.aspx>**

**Q. Are there time restrictions for registering in the TTT program?**

**A.** There are no time restrictions for those registering with the program for counseling and referral assistance. However, there are time restrictions for those seeking financial assistance. Specifically: Active duty and Selected Reserve personnel separated on or after January 8, 2002 for physical disability must register within three years after separation.

Selected Reserve personnel who transition from active duty on or after January 8, 2002 must have served a minimum of four years on active duty immediately before separation and commit to 3 additional years with the Selected Reserve.

*The various eligibility criteria are cited in depth at:*

**<https://secure.doded.mil/TTTRegistration/TTTProgramEligibilityAndRequirements.aspx>**

**Q. Does my time in the inactive Reserve and the inactive National Guard count toward the program minimums for financial assistance?**

**A.** No. The law stipulates that one’s reserve time must have been in the Selected Reserve (see Eligibility Criteria for details).

- Q. I am a retired reservist. I no longer drill and will not receive any retirement dollars until I reach age 60. Am I eligible to register for TTT and apply for financial assistance?**
- A.** Yes, you may register for TTT and you may be eligible to apply for financial assistance. See Eligibility Criteria for details.
- Q. I am a Vietnam-era veteran now enrolled in a teacher certification program. Do I qualify for funding for the TTT program?**
- A.** No, unless you are a retired veteran. You do qualify to register for counseling and referral assistance if you have an honorable discharge.
- Q. I have nine and one-half years active duty service. I am planning to separate in six months. Am I eligible?**
- A.** Yes, you are eligible to register for TTT and receive counseling and referral assistance if you receive an honorable discharge. If you plan to enter the Selected Reserve for at least an additional three years you would also qualify for financial assistance should you meet all other financial assistance criteria.
- Q. I have five years in the Selected Reserve. Am I eligible for TTT funding?**
- A.** No. As a member of the Selected Reserve with five years, you are eligible only for counseling and referral assistance. However, when you reach the six year mark, you could qualify for financial assistance by committing to an additional three years in the Selected Reserve.
- Q. I have separated from the Selected Reserve. Am I eligible for TTT?**
- A.** Yes, you are eligible to register with TTT for counseling and referral assistance as long as you have an honorable discharge.
- Q. Are all retired military eligible to register for TTT?**
- A.** Yes, regardless when retirement occurred you are eligible to register with TTT.
- Q. I am a retired officer and I teach JROTC at a public high school. Will I be able to apply for and use TTT funds to obtain a full teaching certification?**
- A.** Yes. If you decide to become a full time teacher in an academic or technical area you may qualify for the TTT stipend of up to \$5,000 if you are not eligible for Post 911 GI Bill benefits, those benefits have been exhausted, or the certification program is not approved for GI Bill benefits.
- Q. I was honorably discharged from the Air Force in 1993 and have received my bachelor's degree. I have four years of active duty service. Am I eligible to apply for financial assistance under this program?**
- A.** No, however, you may register with TTT to receive counseling and referral assistance. If you join the Selected Reserves and have a total of six good years of military service you could qualify for financial assistance if you commit to serving in the Selected Reserves for three additional years.

## PROCEDURES FOR REGISTERING IN THE TTT PROGRAM:

### Q. How do I register for TTT?

A. You may register on line at:

**<https://secure.doded.mil/TTTRegistration/RegistrationPasswordAssistanceInfo.aspx>**

Or download the registration form from our Internet Home Page

**[http://www.dantes.doded.mil/\\_content/TTT\\_Registration\\_Packet.pdf#zoom=100](http://www.dantes.doded.mil/_content/TTT_Registration_Packet.pdf#zoom=100)**

If you have a problem registering, call TTT at DS 459-1241, toll-free 1-800-231-6242, or 850-452-1320 and ask for a counselor, or email [ttt@navy.mil](mailto:ttt@navy.mil). TTT national office core office hours are 0700 – 1600, Central Time, Monday - Friday.

### Q. Where should I send my TTT registration forms?

A. Send forms to the TTT national office in Pensacola, Florida. The mailing address is on the registration form.

**MAIL TO: DANTES**

**Troops to Teachers (Code 02)**

**6490 Safely Field Road**

**Pensacola, FL 32509-5243**

**FAX: 850-850-452-1194**

**SCAN DOCUMENTS and E-MAIL: [tttregister@navy.mil](mailto:tttregister@navy.mil)**

### Q. May I submit a “copy” of the registration or must it be an original?

A. You may submit an original or a copy, but it must be signed. The online registrations have an electronic signature or release of information to us. Copies of all documents are acceptable as long as they are legible.

### Q. By submitting a signed registration, am I obligating myself to anything?

A. No, however you are certifying that all information on the form is true and correct and authorizing the release of your information to school districts for referral purposes.

### Q. What are the supporting documents required to determine eligibility for financial assistance from TTT?

A. Section 10 Titled “Documents Required for Financial Assistance Evaluation” on the registration form has a chart indicating what documents are needed to determine financial eligibility based on category. The online registration has a form titled “TTT Program Eligibility and Supporting Documents Requirements” on the web site at: **<https://secure.doded.mil/TTTRegistration/TTTProgramEligibilityAndRequirements.aspx>**.

### Q. Must I request original documents from each source office?

A. No, copies of all documents are acceptable as long as they are legible. However, it is important that you mail clean legible copies rather than relying on FAX copies. FAX copies sometimes do not arrive or they are often unreadable and create a paper management problem. Photocopies of college transcripts are acceptable so long as the text is readable. If not, please provide original transcripts.

## FINANCIAL QUESTIONS & ANSWERS:

### Q. If I am eligible for a stipend, may I take my certification courses from a private school?

A. Regionally accredited institutions are the recognized sources of certification programs. However, we recommend you check with your TTT state office to verify the certification program will be recognized by the state. TTT state contact information: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>

### Q. Is the financial assistance (stipend or bonus) a loan that must be repaid?

A. No. Both are one-time assistance normally paid out in two to three payments. The stipend covers actual expenses incurred in becoming certified, up to \$5,000. Bonus awards are up to \$5K or \$10K based on being hired as a full time teacher in either an “Eligible” or “High-Need” school. The total amount a participant may receive combining any of the financial assistance cannot exceed \$10,000. Both stipends and bonuses are taxable.

There are conditions that must be met (agreed to by signing the Memorandum of Agreement when applying for financial assistance). If the terms are not met, you would be required to repay all or part of the financial assistance. The conditions include but are not limited to:

1. Completing three years employment at an “Eligible” or “High-Need” school.
2. For current Selected Reserve Members with six or more good years, or individual who entered the Selected Reserve with four or more years Active Duty and commits to serving three additional years or becomes eligible for retirement.

### Q. What types of expenses will the stipend reimburse?

A. We are allowed to reimburse expenses that you incur after the date you are registered and qualify for financial assistance from TTT. They must be directly related to a teacher certification program, or apply to courses leading to teacher certification or teaching endorsements leading to a current teacher’s certification. Below is a list of eligible expenses:

1. **Tuition:** If you are working toward another degree while pursuing your teacher’s license, include only those courses that are directly related to teacher certification.
2. **Books & Materials:** for coursework only, not for student teaching. Computer and software are not eligible expenses.
3. **Fees:** Certification fees, testing fees, and fingerprinting, if it is required by the state.
4. **Lodging:** Out-of-town seminars, testing and other certification requirements.
5. **Childcare**
6. **Transportation:** Reimbursement at the current rate.

Ineligible expenses - expenses that we may not reimburse –are those expenses that were incurred prior to your eligibility date, computers, software, sports equipment, meals, or additional degrees that do not result in teacher certification. We are also not allowed to reimburse for certification, endorsements, or endorsements in areas other than teaching, e.g., administration or counseling.

**Q. May I use the TTT financial assistance in addition to Pell Grant and/or GI Bill funding?**

**A.** Pell Grants do not conflict with TTT financial assistance. Individuals that are eligible for Post 911 GI Bill benefits are not eligible for the stipend unless their benefits are exhausted or the state approved certification programs are not approved for GI Bill benefits. Other chapters of GI Bill benefits do not affect the stipend.

**Q. I will be awarded my bachelor's degree and retire simultaneously. Upon my retirement, I will be certified to teach. Will I be eligible for stipend money?**

**A.** Possibly, if you seek an additional certification beyond the one that you are earning with your bachelor's degree and you do not qualify for Post 911 GI Bill benefits or the certification program is not approved for GI Bill benefits.

**Q. I am in school but will retire before I receive my bachelor's degree. Am I eligible for financial assistance from TTT?**

**A.** You are eligible and encouraged to register for the TTT program. Financial assistance for those having less than a bachelor's degree is for vocational/technical areas only. Once you have earned your bachelor's degree you may utilize the stipend of up to \$5,000 for certification expenses as long as you do not qualify for Post 911 GI Bill benefits or the certification program is not approved for GI Bill benefits. Similarly, once you've earned your bachelor's degree and appropriate teacher certification you may be eligible for a TTT bonus depending on where you accept a teaching position.

**Q. I submitted my registration package. What happens now?**

**A.** Within ten working days you will receive a letter establishing your registration with TTT. You should contact the TTT state office in the state(s) you have an interest in teaching for guidance to help you determine certification requirements. TTT state contact information: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>

## QUESTIONS & ANSWERS ABOUT BECOMING A TEACHER:

**Q. What if I am not sure I want to be a teacher?**

**A.** The best way to know for sure is to gain some practical experience. Volunteer in a public school at the grade level and in the subject area in which you want to teach. See <http://www.dantes.doded.mil/service-members/troops-to-teachers/index.html>

**Q. I have heard that a person has to be certified to teach. What does that mean?**

**A.** Each state requires that public school teachers meet certain educational standards. The teacher certification agency in each state's Department of Education is the best source for specific information. Direct links to the states' certification offices may be found at <http://education.uky.edu/AcadServ/content/50-states-certification-requirements>. Our TTT state offices can also help you determine certification requirements for the states that they represent. TTT state contact information: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>

**Q. Do substitute teachers have to be certified?**

**A.** Most states require that substitute teachers undergo some type of screening. Substituting allows the district to become aware of your teaching abilities and offers you the opportunity to become acquainted with the system. Our TTT state offices can give you guidance. TTT state contact information: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>

**Q. What are starting teachers paid?**

- A.** Teacher's average starting salary by state: <http://teacherportal.com/teacher-salaries-by-state>. Also, our TTT state offices can give you guidance. TTT state contact information: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>

## TEACHER CERTIFICATION QUESTIONS AND ANSWERS:

**Q. I submitted my registration package and received confirmation of my acceptance into TTT. How will TTT help me become certified?**

- A.** The answer has several parts.

1. Our TTT state offices can also help you determine certification requirements for the state(s) they represent, and offer suggestions regarding the best means of accomplishing your goals. TTT state contact information: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>
2. Links to the states' certification agencies may be found at: <http://education.uky.edu/AcadServ/content/50-states-certification-requirements>
3. Part of the TTT home page contains specific suggestions for becoming certified, at TTT Step-by-Step [http://www.dantes.doded.mil/Programs/TTT\\_StepByStep.html](http://www.dantes.doded.mil/Programs/TTT_StepByStep.html)

**Q. Is a teaching certificate required to be hired as a full time teacher?**

- A.** Many states have a certificate that is referred to as an "alternative teaching certificate" that can be issued to an individual based on the applicant's academic background and the state's immediate need to hire someone. In addition, participants in many states can be hired as vocational/technical teachers based on their skill levels without having a current vocational/technical teaching certificate. Because of the No Child left Behind Act, fewer states allow one to teach without being fully certified.

**Q. What does fully certified mean?**

- A.** This can vary greatly among the states.

1. In general, you must have proven knowledge in the subject matter that you teach. Possessing a baccalaureate or higher degree in the required subject or sometimes by completing a certain number of courses in the subject or passing state-approved subject matter tests may suffice.
2. Most states also require that you complete certain education classes as well as a period of practice teaching.
3. In many states, you must teach three to five years before permanent certification is awarded. To be sure, check with the respective TTT state office <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf> or state certification agency <http://education.uky.edu/AcadServ/content/50-states-certification-requirements>



**Q. What if the state in which I want to teach has no “alternative teaching certificate”?**

**A.** You will be required to either complete an entire teacher preparation program in a college or university, or take selected courses to meet your “deficiency” in required academic areas.

**Q. How do I find a teacher certification program?**

**A.** Contact the TTT state office to request a list of certification programs. Or contact the respective State Department of Education, Office of Certification. Once you have decided what state you plan to teach in you can check with the local college or university that offers teacher preparation courses. TTT state office listing: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf> and state certification agency <http://education.uky.edu/AcadServ/content/50-states-certification-requirements>.

**NOTE:**

*Visit our Home Page on the Internet for complete TTT information at:*  
[proudtoserveagain.com](http://proudtoserveagain.com)

**CONTACT INFORMATION:**

DANTES

Troops to Teachers  
Code 02  
6490 Safely Field Road  
Pensacola, FL 32509-5243

DSN: 459-1320

Tel: (800) 231-6242

Tel: (850) 452-1241

Tel: (850) 452-1111 + Extension

Fax: (850) 452-1194 or 452-1096

E-mail: [ttt@navy.mil](mailto:ttt@navy.mil)

Home Page: [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com)

Facebook: [www.facebook.com/TTT.NATIONAL](http://www.facebook.com/TTT.NATIONAL)

State Office Listing: <http://troopstoteachers.net/Portals/1/National%20Home%20Page/stateoffices.pdf>

**Portals/1/National%20Home%20Page/stateoffices.pdf**



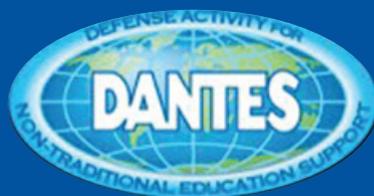
Document revised July 2, 2013







# > REGISTRATION INSTRUCTIONS & REGISTRATION FORM



<https://secure.doded.mil/TTTRegistration/RegistrationCreateUsernamePassword.aspx>

# REGISTRATION INSTRUCTIONS

The easiest way to get registered is online at:

<https://secure.doded.mil/TTTRegistration/RegistrationCreateUsernamePassword.aspx>

## TROOPS TO TEACHERS ONLINE REGISTRATION & PASSWORD ASSISTANCE INFORMATION

To reduce technological issues with the Online Registration, the following is recommended:

- Enable JavaScript
- Allow pop-up windows from the TTT Online Registration Web site
- Save information after each section. Periodically the registration may time out.
- Use one of the following browsers:
  - Internet Explorer version 10.0.9; version 9; or version 8.0.7601.17514
  - FireFox version 23.0.1
  - Google Chrome
  - Apple Safari
- TTT online registration will NOT work with Internet Explorer version 10.0.8 and it is unknown if the online registration will work with Internet Explorer version 11, 12 and 13

Thank you for your interest in Troops to Teachers (TTT). Before you begin the registration process, have the following information handy:

- Military Service Information (to include warzone information)
- Education (there is no minimal education requirement to become a member of TTT)
- Teacher Certification (if applicable) or Career Technical Teaching Interest (optional)
- Pre K-12 Education Related Employment (if applicable)

To begin the online registration process, visit [www.proudtoserveagain.com](http://www.proudtoserveagain.com) and select Click here to register with Troops to Teachers. You must accept the privacy notice to enter the registration. To create a user name and password, complete the following steps:

- Fill in your name, date of birth, gender and email addresses. Click Save & Continue.
- Type in the 8 alphanumeric characters shown in the security graphic. Click Validate.
- Your user name will be displayed. The registration software DOES NOT allow the Cut/Copy & Paste function so **write down your user name** below as it will be needed to establish a permanent password.

User Name: _____ Temporary Password: _____
---

- Click Next to display your temporary password. Write temporary password in the box above and Click here to open the Login Page.



**WRITE DOWN YOUR USER NAME AND TEMPORARY PASSWORD!!! THE ONLINE REGISTRATION WILL NOT ALLOW YOU TO USE THE "CUT/COPY AND PASTE" FUNCTION.** Any attempt to "cut/copy and paste" will result in you NOT being able to continue your registration without calling the national office to have your password reset.

- Type in user name and temporary password. Click Login
- The TTT Online Registration for Returning Users screen will appear even if you are a new user.
- Click on the prompt to change password.

**\*\*** Be sure to maintain your user name and password UNTIL entire registration is submitted as they will be needed to access your registration at a later date if you are unable to complete in one session. **\*\***

- Change password as directed and Click Submit
- Complete the Security Question as directed and Click Submit Answers. This will take you to the TTT Online Registration Home Screen. Located on the left side of this screen are the navigation options. Use these options to move from section to section. Do not attempt to "tab back" from screen to screen.

The following documents provide information and registration forms for the Troops to Teachers program. To register for the program, complete the Registration Form, the Teaching Subject Area Interest Survey, and the Vocational/Technical Interest Survey. Category RC-2 and RC-4 Registrants will also need to complete the Letter of Intent for Selected Reserve Service.

Please note that additional documentation (such as military and educational verification) is required as specified at the bottom of the Registration Form. These documents may be copies as long as they are legible. The transcript should reflect the highest degree and list the date the degree was conferred.

You should receive a response within 30 days from the receipt of your registration package.

The Department of Education establishes the operating rules that govern the schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. There are revised rules which determine these eligible schools. These revised rules will take effect for anyone registering in the Troops To Teachers program on or after the implementation date of September 15, 2005.

**Please do not submit resumes to this office.**

**CHECKLIST - DID YOU...**

- Include a signed & dated registration form, academic subject area interest survey, and vocational/technical interest survey? Unsigned registrations will be returned.
  
- Include a photocopy transcript of your highest degree received, showing degree and date awarded?
  
- Submit the documents required for your eligibility category which may include a DD214 (member copy 4), approved voluntary retirement letter, Leave and Earnings (LES) statement, yearly point summary, three-year letter of intent, or record of service? See registration form for list of required documents.
  
- Fill in your estimated or actual retirement/separation date in the Military Service section of the registration form?
  
- Make a complete copy of the registration package for your records?
  
- Send a copy of registration package to:  
Central States Troops to Teachers  
Veterans' Education and Training Section  
PO Box 480, Jefferson City, MO 65102-0480

**SEE LINKS FOR FORMS AND DETAILS:**

[http://www.dantes.doded.mil/\\_content/TTT\\_Registration\\_Packet.pdf#zoom=100](http://www.dantes.doded.mil/_content/TTT_Registration_Packet.pdf#zoom=100)

<https://secure.doded.mil/TTTRegistration/TTTProgramEligibilityAndRequirements.aspx>

# DEFINITION OF SUPPORTING DOCUMENTS

## COLLEGE TRANSCRIPTS:

### Elementary or Secondary Teaching:

Submit a copy of the highest degree awarded showing the degree received, institution awarding the degree and the date awarded. For those with more than one Bachelors or Masters Degree, submit the most recent transcript.

### Vocational Teaching:

Submit documentation validating the equivalent of one year of college. Documents acceptable are: college transcripts to include CCAF, AARTS/SMARTS transcripts, and/or college subject testing reports (CLEP, DSST, etc.)

## DD FORM 214:

Submit a copy of the most recent DD Form 214, Member Copy 4. For those who do not have the Member Copy 4, contact the Veterans Affairs Office **800-827-1000** or Troops to Teachers for procedures to request this form.

## APPROVED VOLUNTARY RETIREMENT DOCUMENT:

Submit a copy of the official document (orders, email from higher headquarters, or official memo) authorizing a specific retirement date.

## LEAVE AND EARNING STATEMENT (LES):

Submit a copy of current LES which validates affiliation with a drilling reserve component.

## YEARLY POINT SUMMARY:

This most recent point summary is required to verify the years of service for Reserve Component personnel. The required form is listed below.

- Army National Guard - NGB 23 US
- Navy Reserve - NRPC 1070/124
- Air National Guard - AF 526
- US Marine Corp Reserve - CRCR (Career Retirement Credit Report)
- US Army Reserve - ARPC 249-E
- US Coast Guard Reserve - CG 4175A
- US Air Force Reserve – AF 526

## THREE YEAR LETTER OF INTENT:

If financial assistance is received, Selected Reserve members must submit a letter of intent to remain in the Selected Reserve for 3 years or until retirement eligible.

## REPORT OF SEPARATION/RECORD OF SERVICE:

For retiring Reserve Component members or those who separate due to a physical disability.

The required form is listed below.

- Army National Guard - NGB 22
- US Navy Reserve - DD214
- Air National Guard - NGB 22
- US Marine Corp Reserve - DD214
- US Army Reserve - DD214
- US Coast Guard Reserve - DD214
- US Air Force Reserve - DD214

## DOCUMENTS REQUIRED TO REGISTER

Below is a checklist of, documents to support the information provided during the online registration process. The list of documents to be submitted to DANTES will vary depending upon the matrix below.

Documents may be submitted to TTT, either via fax, email, or U.S. Postal Service.

DOCUMENTS REQUIRED TO REGISTER	A. FINANCIAL ASSISTANCE CATAGORIES							B. REFERRALS	
	AD 1	AD 2	AD 3	RC 1	RC 2	RC 3	RC 4	ACTIVE DUTY	RESERVES
College Transcript (Must indicate degree earned)	X	X	X	X	X	X	X	X	X
DD Form 214 (Member Copy #4)	X	X*	X**				X*	X*	
Approved Voluntary Retirement Letter		X							
Reserve LES (Current)					X				
Yearly Point Summary					X				X
Three Year Letter of Intent					X		X		
Report of Separation/ Record of Service				X		X**			

\* DD Form 214 to be submitted after separation or retirement

\*\* DD 214/Report of Separation must be coded for Physical Disability

# TROOPS TO TEACHERS REGISTRATION FORM

## *Transitioning military personnel to new careers as public school teachers*

**Counseling and Referral Services** If you are currently serving or honorably separated from active duty or the Selected Reserve including both the Air and Army National Guard you are eligible to register with Troops to Teachers for counseling and referral services. Upon completion of your registration you will need to contact the state(s) Troops to Teachers office(s) for counseling and information regarding certification requirements and referral assistance. Financial assistance may be available based on your registration category and being hired in an eligible or high-need school. Your record will be reviewed when we receive your employment information for possible financial assistance and you will be notified of documents required to validate financial eligibility and the application procedure to obtain financial assistance.

**Eligibility for Financial Assistance** Individuals that qualify for the stipend must agree to become a full time teacher in either an eligible or high-need school for at least three years. Individuals that qualify for the bonus must be hired and agree to teach for three years in an eligible or high-need school. Selected Reserve personnel must also commit to continue in the Selected Reserve for an additional three years or until eligible for retirement, whichever is less. Individuals in the following categories whose last period of service is characterized as honorable may be eligible to apply for financial assistance:

### **Active Duty Component**

- AD-1** Retired from active duty.
- AD-2** Active duty member with approved date of retirement and has one year or less remaining before retirement.
- AD-3** Active duty personnel separated within the last three years for a service- determined physical disability. Note: Physical Disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.

### **Reserve Component**

- RC-1** Retired from the Selected Reserve.
- RC-2** Currently serving in the Selected Reserve with six or more years of creditable service towards retirement and commit to serving an additional three years or until eligible for retirement.
- RC-3** Selected Reserve personnel separated within the last three years for a service-determined physical disability. Note: Physical Disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.
- RC-4** Transitioning from active duty on or after 8 Jan 02, and have served four years on active duty immediately before separation, and commit to three years with the Selected Reserve. Must register within three years after separation.

TTT State Office Contacts. Points of contact for TTT information have been established for most states to assist participants with counseling, certification requirements, and referral services. The TTT homepage provides a list of contact information at: **www.ProudToServeAgain.com**

Referral Services. Participants who are actively pursuing teaching certification, who are licensed, or meet the vocational teaching requirements are eligible for referral services. Referral will be based on certification program, license or vocational survey subject(s) and grade level(s).

Submitting Registration Form. Completed forms can be sent by:

- **Mail: DANTES, Troops to Teachers, 6490 Saufley Field Road, Pensacola, FL 32509-5243**
- **Fax: 850-452-1194**
- **Scan/Email: TTTRecord@navy.mil**