



Troops to Teachers

Information and
Registration Packet

Iowa • Kansas • Missouri • Nebraska

877-530-2765 (toll free number)
dese.troopstoteachers@dese.mo.gov (email)

JAN 2012

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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

1. Introduction Letter

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; IA, KS, MO and NE.

Troops to Teachers is a U.S. Department of Education and 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 later on fulfill the required 3-year teaching commitment in a high needs district or campus.

Check to see if you are eligible (proudtoserveagain.com/) and then register with DANTES.

Once you are registered, you will be added to a "HOT LIST" which is 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 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
Department of Elementary and Secondary Education
Veterans' Education and Training Section,
P.O. Box 480 Jefferson City, MO 65102-0480
Attn: Ron Marsch

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.

3. Program Explanation/Overview



PROGRAM OVERVIEW

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 provides for the continuation of the TTT Program. 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.**

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.

3. 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):

1. 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:

- A. Service Requirements: (1) Military personnel who have retired; (2) Active Duty personnel who separate with six or more years of service on or after October 1, 1990; or (3) Current members of the Selected Reserve with six or more years of creditable service towards retirement. The last period of service must be honorable. Those selected to participate in the Program before retirement, separation, or release from active duty may continue to participate only if the last period of service is characterized as honorable.
- B. Educational Requirements: Must hold a Baccalaureate or advanced degree from an accredited institution at the time of registration for academic teacher referral – **or** – have the equivalent of one year of college with six years of work experience in a vocational or technical field or meet state requirements for vocational/technical teacher referral.

2. Eligibility for Financial Assistance

In addition to the Education Requirements noted above and pending availability of funds, financial assistance may be provided to qualified service members in the form of either (A) a stipend of up to \$5,000 for teacher certification expenses for which individuals must teach for three years in a “high-need” school; or (B) a bonus of \$10,000 to teach for three years in a school serving a high percentage of disadvantaged students. To qualify, a Service Member must meet one of the requirements listed below.

Active Duty

AD-1. Retired from active duty.

AD-2. Active duty member with approved date of retirement with one year or less remaining before retirement.

AD-3. Separated on or after January 8, 2002 for physical disability. Must register within four years after separation.

Reserve Component

RC-1. Retired from the Selected Reserve.

RC-2. Currently serving in the Selected Reserve with 10 or more years of creditable service towards retirement and commit to serving an additional three years, or until eligible for retirement.

RC-3. Separated from the Selected Reserve due to a physical disability on or after January 8, 2002. Must register within four years after separation.

RC-4. Individuals transitioning from active duty on or after January 8, 2002, and have served six years on active duty immediately before separation, and commit to three years with a Selected Reserve unit. Must register within four years after separation.

Referral and placement assistance through Troops-to-Teachers is open to all Active Duty personnel who retired or separated with 6 or more years of service, or Reserve or Guard members with at least 6 years of service towards retirement. A bachelor's degree from an accredited college is required for persons interested in teaching academic subjects. Those interested in teaching vocational subjects such as electronics, computers and construction trades do not need a college degree to apply, but must be able to prove their skill level.



4. Types Of Teachers: Certified/Vocational/JROTC



- **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.
- **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
- Marine Corp: mcjrotc.org/group.aspx
- US Army: www.usarmyjrotc.com/jrotc/dt
- US Air Force: www.afoats.af.mil/AFJROTC/FAQ.asp



5. Certification Information

Teacher Certification

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.



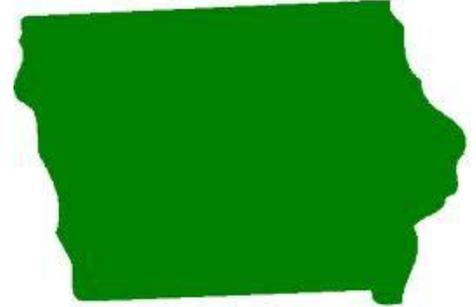
Iowa

Contact Name: Ms. Geri McMahon, Paraeducator, School Business Official and General Education/ Renewals

Contact Phone (515) 281-8323

Contact email geri.mcmahon@iowa.gov

Licensure website: www.boee.iowa.gov/index.html



Requirements for Licenses

Initial

Valid for 2 years and is renewable under prescribed conditions

- Baccalaureate degree from a regionally accredited institution.
- Completion of an approved teacher preparation program.
- Completion of an approved human relations component.
- Completion of requirements for a teaching endorsement.
- Meets the recency requirement listed under the Class A License

Standard

Valid for 5 years

Renewable under prescribed conditions

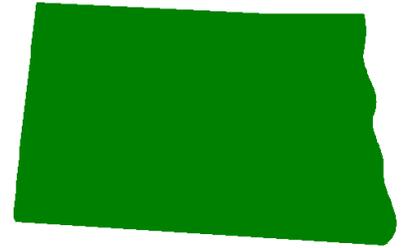
- Completion of requirements 1-4 for the **Initial** license.
- Evidence of two years successful teaching experience based on local evaluation process.
- Meets the recency requirement listed under the Class A License

Additional Information

Verify 2 years of teaching experience.

Kansas

Contact Name: Mr. Sungti Hsu, Teacher Education and Licensure Program Consultant
Contact Phone (785) 291-3573
Contact email shsu@ksde.org
Licensure website: ksde.org



Alternative Route to Teacher Licensure in Kansas

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.

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, AND
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	Leanna Walkowiak	913-491-4432 ext. 1230 lwalkowiak@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	Bonnie McDougle	620-235-4490 bmcdougl@pittstate.edu
Southwestern College	David Hofmeister	620-229-6115 david.hofmeister@sckans.edu
Sterling College	Gladys Ritterhouse	620-278-4241 gritterhouse@sterling.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.

Missouri.



Contact Name: Ms. Debbie Butcher, Certification Supervisor
Contact Phone; (573) 751-7863
Contact email : debbie.butcher@dese.mo.gov
Licensure website: dese.mo.gov

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.

Missouri Institutions with Approved Alternative Certification Programs

Columbia College
Columbia, MO 65216
Contact: Dr. Paul Hanna
Chair, Education Department
Phone: (573) 875-7540
E-mail: wphanna@ccis.edu

Drury University
St Robert, MO 65584
194 East Lawn (Suite C)
Contact: Dr. Edward Williamson
Associate Professor
Phone: (573) 451-2400
E-mail: ewilliam@drury.edu

Missouri Baptist College
St. Louis, MO 63141-8698
Contact: Dr. James E. French
Acting Education Division Chair
Phone (314) 434-1115 Ext 2323
E-mail: french@mobap.edu

Missouri Southern State University
Partnered with Missouri State (below)
Joplin, MO 64801-1595
Contact: Dr. Willie Edwards
Assistant Professor Teacher Education
Phone (417) 625-9626
E-mail: edwards-w@mssu.edu

Missouri State University
Springfield, MO 65804
Contact: Dr. Scott Fiedler
Associate Dean, College of Education
Phone: (417) 836-8772
E-mail: scottfiedler@missouristate.edu

Missouri Western State University
St. Joseph, MO 64507
Contact: Tina Dye
Certification Officer
(816) 271-4332
E-mail: tdye1@missouriwestern.edu

Northwest Missouri State University –
St. Joe Center
St. Joseph, MO 64501
Contact: Carla Mebane
(816) 364-5000
E-mail: cmebane@nwmissouri.edu

Park University
Parkville, MO 64152
Contact: Dr. Linda Siebert
Associate Dean
Phone: (816) 584-6734
E-mail: linda.siebert@park.edu

Southeast Missouri State University
Cape Girardeau, MO 63701-4799
Contact: Ms.. Pamela Barnes
Certification and Assessment Director
Phone: (573) 651-2556
E-mail: pbarnes@semo.edu

Southwest Baptist University
Bolivar, MO 65613-2496
Contact: Dr. Michael Arnold
Director Graduate Education Program
Phone: (417) 328-1700; 800-792-4191
E-mail: marnold@sbuniv.edu

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

University of Missouri-Columbia
Columbia, MO 65211
Contact: Dr. Linda Bennett, Associate
Dean
College of Education
Phone: (573) 882-5659
E-mail:
education_advising@missouri.edu
Math and Science Only

University of Missouri-St Louis
St. Louis, MO 63121
Contact: Dr. Stephen Viola
Academic Advisor of Continuing
Education Phone: (314) 516-6236
E-mail: viola@umsl.edu

Washington University
St. Louis, MO 63130
Contact: Dr. William Tate
Certification Officer
Phone: (314) 935-6791
E-mail: wtate@wustl.edu

American Board for Certification of
Teacher Excellence
Phone (877) 669-2228
E-mail: contact@abcte.org

American Military University
Online at: www.amu.apus.edu

Nebraska

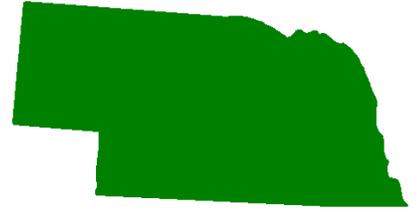
Contact Name: Dr. Kevin Peters, Supervisor Certification Director

Contact Phone: (402) 471-0739

Contact Fax: (402) 742-2359

Contact email: nde.tcertweb@nebraska.gov

Licensure website: 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

www.education.ne.gov/EducatorPrep/SecondPages/TTT.html

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/) web site or in Rule 21.

(http://www.education.ne.gov/LEGAL/webrulespdf/CLEANRule%2021_2010.pdf)

Questions regarding Nebraska certification should be directed to the Teacher Certification Office at tcertweb@nebraska.gov.

6. Teacher Shortage Areas

Teacher Shortage Areas

2011-2012

Approved By U.S. Department of Education

Teacher shortage area designation, in addition to a better hiring prospect, may allow:

- Deferment for borrowers under the Family Federal Education Loan (FFEL) and Federal Supplemental Loans for Students (SLS) programs (34 CFR 682.210(q));
- Full-time teaching in fields of expertise, cancellation of up to 100 percent of their debt under the Federal Perkins Loan Program (34 CFR 674.53(c));
- Reduction of the teaching obligation for scholars under the Paul Douglas Teacher Scholarship Program (34 CFR 653.50(a)); and
- Teaching obligation for recipients under the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program (34 CFR 686).

(ed.gov/about/offices/list/ope/pol/tsa.html)

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.



2011-2012 Teacher Shortage Areas
Approved By U.S. Department of Education

IOWA

Regular Education—
Early Childhood
English as a Second Language (K-12)
English/Language Arts
Family and Consumer Sciences (5-12)
Foreign Language (all) (5-12)
Guidance Counselor (K-8 & 5-12)
Health (5-12)
Industrial Technology (5-12)
Mathematics (5-12)
Middle School
Music (K-8 & 5-12)
Science (all) (5-12)
Talented & Gifted (K-12)

Teacher Librarian (K-8 & 5-12)
Special Education—
Early Childhood Special Education (Pre-K & K)
1-Instructional Strategist I
2-Instructional Strategist II LD-BD
3-Instructional Strategist II MD
4-Instructional Strategist II PD
Itinerant Hearing Impaired (Birth to 21)
Itinerant Visually Impaired (Birth to 21)

KANSAS

***Special Education
Grades Pre-K to 12***

Educational Interpreter
Hearing Impaired
Mental Retardation
Occupational Therapy
Physical Therapy
Severe Multiple Disabilities
Speech/Language

MISSOURI

Deaf/Hearing Impaired
Drivers Education
Family and Consumer Science
Foreign Languages—
 Spanish
Gifted
School Psychological Examiner
Science—
 Biology
 Chemistry
 Physics
Special Education – (K-12)
Speech/Language Specialist

NEBRASKA

Art
Business Education
ESL/ELL
Family and Consumer Science
Foreign Languages

Industrial Technology Education
Language Arts
Mathematics
Natural Science
Special Education
Speech Language Pathology

7. Web Links

National Troops-to-Teachers Web Site:

ProudToServeAgain.com

Click here to check your eligibility for the program
go to the National TTT page

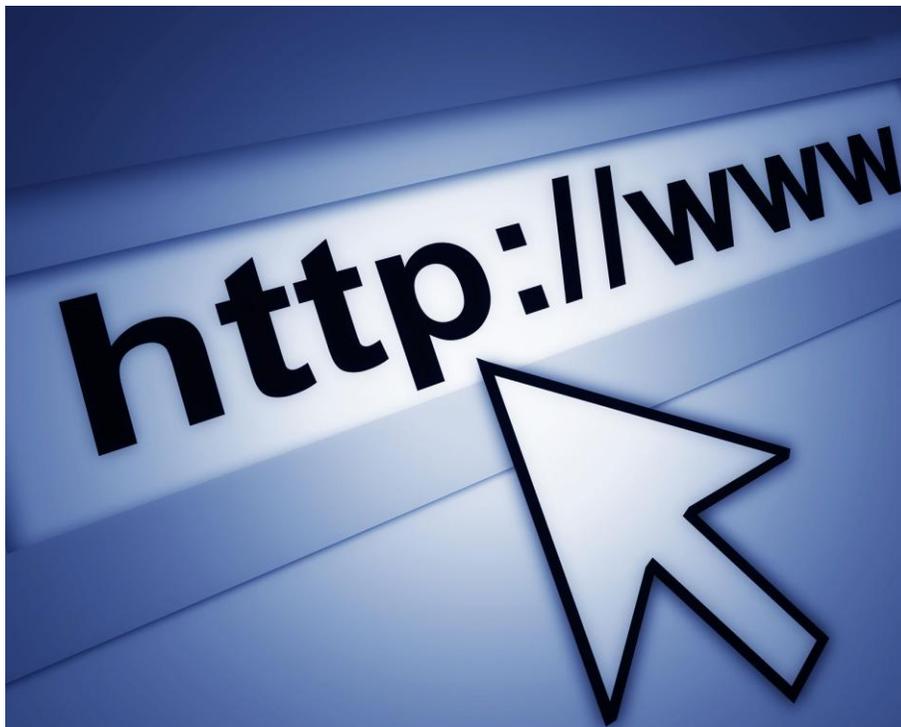
Central States Troops-to-Teachers Web Site:

troopstoteachers.mo.gov

Click here to: Go to the Central States TTT main page
Get copies of the newsletter
Get links to teaching job sites
Get an online copy of this packet

National Teaching Jobs by State Link:

dantes.doded.mil/Sub%20Pages/TTT/Docs/State_Vacancy_List.pdf



8. DANTES Staff Roster

TROOPS TO TEACHERS STAFF ROSTER (DANTES)

DANTES Troops to Teachers
6490 Saufley Field Road
Pensacola, FL 32509-5243

Home Page: ProudToServeAgain.Com

E-mail: ttt@navy.mil

DSN 922-1241 TOLL-FREE 1-800-231-6242 COMMERCIAL 850-452-1241

- Counseling Matters: Extensions 3224, 3157 or 3117
- Financial Issues: Extensions 3154 or 3162
- General Program Info: Extension 3117
- Homepage/Internet Issues: Extension 3117
- Registration Process: Extensions 3148, 3158, 3184, or 316

9. 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.

mpttt.org/portals/22/kim/stateoffices.pdf



DANTES
Defense Activity for Non-Traditional Education Support
Worldwide Education Support to the Department of Defense



10. Federal Policy Statement

Policy Statement

Subject: 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 web site at the following address:

<http://www.census.gov/housing/saipe/>

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://www.schoolmatters.com> 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.

Revised 02/10/08

11. 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.

STIPEND

- A. Any public school whose district's poverty level is 20% or more
- B. Any public school whose district serves 10,000 or more students from poverty level families
- C. Any public school whose district's poverty level is 10% or more **and** the school's free reduced cost lunch percentage is 50% or more
- D. Any public school whose district's poverty level is 10% or more **and** the school has a "high percentage" (determined annually*) of students with disabilities

BONUS

- A. Any public school whose school district's poverty level is 10% or more and the school's free/reduced cost lunch percentage is 50% or more
- B. Any public school whose district's poverty level is 10% or more and the school has a "high percentage" (determined annually*) of students with disabilities.

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

12. Frequently Asked Questions (FAQ's)

dantes.doded.mil/Sub%20Pages/TTT/Docs/faq.pdf

FREQUENTLY ASKED QUESTIONS (Document revised November 25, 2011)

General Program Questions:

Q – When was Troops to Teachers 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 provides for continuation of TTT. TTT is managed by the Defense Activity for Non-Traditional Education Support (DANTES), Pensacola, Florida.

Q – What is the purpose of the Troops to Teachers Program?

A – Reflecting the focus of the No Child Left Behind Act of 2001, TTT's primary objective is to help recruit quality teachers for K-12 schools that serve low-income families throughout America. TTT helps relieve teacher shortages in subjects such as math, science, and special education, and assists military personnel in making successful transitions to second careers in teaching.

Q – Why should I register in the Troops to Teachers program?

A – TTT assists in several ways:

1. 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. Stipend and bonus recipients must agree to teach for three years in school locations that meet certain Department of Education criteria. **The maximum amount of assistance is \$10,000 per person.**
2. All states and U.S. territories have Troops to Teachers offices providing representation at the state level specifically to assist our participants in their state/territory.
3. TTT helps relieve teacher shortages in subjects such as math, science, and special education, and assists military personnel in making successful transitions to second careers in teaching.

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
922-1241

TOLL-FREE
800-231-6242

COMMERCIAL
850-452-1241

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

A – Counseling Matters: Extensions 3224, 3157 or 3117
Financial Issues: Extensions 3154 or 3162
General Program Info: Extension 3117
Homepage/Internet Issues: Extension 3117
Registration Process: Extensions 3148, 3158, 3184, or 3160

Q – How can I locate a Troops to Teachers office for my state?

A – A TTT state office listing may be found at: mpttt.org/portals/22/kim/stateoffices.pdf

Eligibility Example Questions:

Q – Who is eligible to register in Troops to Teachers?

A – Those who meet one of the military requirements and one of the educational requirements listed below:

Military Requirements (an individual is eligible to participate in the program only if the last period of service was honorable):

Counseling, Referral Services and Financial Assistance:

1. Retired active duty and Selected Reserve personnel
2. Active duty who will retire within one year
3. Active duty or Selected Reserve personnel who separate on or after January 8, 2002 for physical disability who register with TTT within four years after separation
4. Currently serving in the Selected Reserve with at least ten years of creditable service toward retirement and willing to continue for an additional three years or until eligible for retirement
5. Military personnel who meet all of the following stipulations:
 - a. separated on or after January 8, 2002, with at least 6 years continuous active duty service;
 - b. who will transfer to the Selected Reserve within four years; and
 - c. are willing to commit to at least three years in the Selected Reserve or until eligible for retirement.

Counseling and Referral Services Only:

1. Military personnel who have at least six years of active duty and who separated on or after October 1, 1990
2. Current or separated members of the Selected Reserve with six or more years of creditable service toward retirement

Education Requirements

Academic Subject Teacher: Baccalaureate or advanced degree from a regionally accredited institution at the time of registration.

Vocational/Technical Teacher: Equivalent of one year of college with six years of military experience in a vocational or technical field or meet state requirements. Eligible for vocational referral and, if applicable, vocational certification expenses only.

For a complete discussion of eligibility criteria go to:

dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf

Q – Are there time restrictions for registering in the program?

A – Yes. Different limits apply to those seeking counseling and referral services than those seeking financial assistance. Specifically:

1. Counseling and referral services are available to retired military personnel, active duty personnel who separate with six or more years of service on or after 1 Oct 1990, or current or separated members of the Selected Reserve with six or more years of creditable service towards retirement. Individuals registering for counseling and referral assistance must meet the education and service requirements noted in the previous question.

2. Eligibility for Financial Assistance has the following time requirements:

a. Active duty and Selected Reserve personnel separated on or after 8 Jan 2002 for physical disability must register within four years after separation. Selected Reserve personnel who transition from active duty on or after 8 Jan 2002 must have served a minimum of six years on active duty immediately before separation and commit to three additional years with the Selected Reserve.

The various eligibility criteria are cited in depth at:

dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf.

Q – Does my time in the inactive Reserve and the inactive National Guard count toward the program minimums?

A – No. The law stipulates that one's reserve time must have been in the Selected Reserve to meet the RC-2 category. See this url:

http://www.dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf.

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?

A – Yes, so long as you are retired, you are eligible to register for TTT. See category RC-1 at the eligibility criteria.

dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf.

Q – I am a Vietnam-era veteran now enrolled in a teacher certification program. Do I qualify for funding for the Troops to Teachers program?

A – Possibly. The eligibility criteria at:

dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf lists several categories that may confirm eligibility to participate, both for stipend or bonus funding, and/or for counseling and referral services. Alternatively, one may consult the TTT Self-Determination Guide at

dantes.doded.mil/dantes_Web/troopstoteachers/eligibility.asp

Q – I have 9 and ½ years active duty service. I am planning to separate in six months. Am I eligible?

A – Possibly. If you separated from active duty on or after January 8, 2002 and commit to three years in the Selected Reserve, you will likely be eligible for TTT financial aid. If you do not enter the Selected Reserve, you will still qualify. With six or more years on

active duty, you qualify for TTT's counseling and referral services. You must also meet minimum education requirements for TTT registration as a vocational or academic teacher. See the eligibility criteria at

dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf

Q – I have 9 years in the Selected Reserve. Am I eligible for TTT funding?

A – No, but you soon could be eligible for TTT funding. As a member of the Selected Reserve with nine years, you are eligible only for counseling and referral service. However, when you reach the ten-year mark, you could also make yourself eligible for a stipend or bonus by committing to an additional three years. Receipt of a stipend or bonus would also require that you commit to teach for three years in a targeted district or schoolhouse. You must also meet minimum education requirements for TTT registration as a vocational or academic teacher. See the eligibility criteria at dantes.doded.mil/Sub%20Pages/TTT/Docs/Eligibility_Criteria.pdf.

Q – I have separated with 6 years of Selected Reserve service. Am I eligible for TTT?

A – Yes, you would qualify to register with TTT for counseling and referral service as long as you have an honorable discharge and meet the education requirements.

Q – Are all retired military eligible to register for TTT?

A – Yes, regardless when retirement occurred, both retired active duty and Selected Reserve enlisted and officer personnel may register for TTT if they meet minimum education requirements for TTT registration as a vocational or academic teacher. Educationally, the program requires that you have a bachelor's degree or a minimum of one-year equivalent of college and 6 years of experience in a vocational/technical area. If you meet these requirements, financial assistance options are available, depending on your teaching area (high-need school, etc.) and availability of funds. Our motto is "Proud to Serve Again," and we encourage retiring military to consider teaching as a second career. Your experience and maturity make you a valuable role model for the youth of America today. The coding on your DD-214 (Member Copy 4) or NGB-22 Form is the critical factor in determining eligibility for funding.

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? Do I have to leave JROTC?

A – Possibly. Teaching generally requires that you be a state certified teacher. Eligible TTT participants who receive a TTT stipend to reimburse certification costs incur a three-year teaching obligation. Additionally, some states count certain JROTC courses as academic credit toward graduation and require their JROTC instructors to be certified teacher. JROTC instructors who must become certified and receive a TTT stipend or a TTT teaching bonus also incur a three-year teaching obligation.

Q – I was honorably discharged from the Air Force in 1993 and have received my bachelor's degree. I have 8 years 4 months time in service. Am I eligible to apply for funding under this program?

A – No. However, if you join a Selected Reserve unit, you may apply for the program when you reach 10 years of total service, as long as you commit to an additional three years in the Selected Reserve and meet the education requirements for TTT.

Q – Does the six-year minimum service requirement include Service Academy Time?

A – Yes, time spent at a Service Academy is considered active duty and would count towards the six year requirement.

Q – Are waivers or exceptions available for less than 6 years service with an honorable discharge?

A – No. We are bound by the limitations of the law and do not offer waivers or exceptions.

Procedures for Registering in the Troops to Teachers Program:

Q – How do I register for Troops to Teachers?

A – You may register on line at:

dantes.doded.mil/Sub%20Pages/TTT/TTT_Registration.html

or download the registration form from our Internet Home Page

dantes.doded.mil/Sub%20Pages/TTT/Docs/Registration_Packet.pdf.

If you have a problem registering, call TTT at DSN 922-1241, toll-free 1-800-231-6242, ask for a counselor, or email the TTT home office ttt@navy.mil. TTT's core office hours are 0700 – 1600, Central Time, Monday - Friday.

Q – Where should I send my TTT registration form?

A – The Troops to Teachers national office in Pensacola, Florida. The address is on the form. DANTES/Troops to Teachers/ Code 02/6490 Saufley Field Road/Pensacola, FL 32509-5243.

Q – May I submit a "copy" of the registration or must it be an original?

A – The registrant's original signature is required. Other than the signature, copies of 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 to complete the registration process with TTT?

A – The registration form contains a page entitled, "Definitions of Supporting Documents Required to Register with the Troops to Teachers Program" and a checklist of what must be mailed in.

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

Contact ttt@navy.mil if you have additional questions.

Q – Must I request original documents from each source office?

A – No. However, it is important that you mail clean legible copies rather than relying on FAX copies. FAX copies sometimes do not arrive. Additionally, 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:

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 state TTT officer to verify the certification program will be recognized by the state

mpttt.org/portals/22/kim/stateoffices.pdf – Is the financial assistance (stipend or bonus) a loan that must be repaid?

A – No. Both are one-time assistance. 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. 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 a targeted school/school district.
2. For RC-2 and RC-4 participants, completing three additional years (or until eligible for retirement) of Selected Reserve service.

Q – What types of expenses will the stipend reimburse?

A – We are allowed to reimburse expenses that you incur after the date on which you are accepted into the TTT program. 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 and 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 for out-of-town seminars, testing and other certification requirements.
5. Childcare
6. Transportation – .51 cents per mile at this date (subject to change)

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 – Yes if the certification expenses are not covered by a Pell Grant and/or GI Bill.

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.

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

A – If you have at least the equivalent of one year of college, you may be eligible for expenses related to vocational certification. However, we cannot cover expenses related to the acquisition of one's first baccalaureate degree or academic teacher certification expenses prior to award of the baccalaureate degree. Once you have received your baccalaureate degree, you may apply for a stipend up to \$5,000 to reimburse the post-baccalaureate costs of becoming a certified K-12 teacher. A maximum of \$5,000 is available for K-12 certification expenses; academic or vocational.

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

A – You will receive a letter confirming or denying your eligibility. If you are only eligible for counseling and referral services, that fact will be stated. If you are eligible to apply for a Stipend and/ or Bonus, an information sheet and the appropriate application information will be in the package. As you complete the steps in becoming certified, obtain a teaching position, and return the required Stipend or Bonus packets, funds will be deposited to your account.

Questions 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/Sub%20Pages/TTT/TTT_GettingStarted.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-certificationrequirements>. Our TTT state offices can also help you determine certification requirements for the states that they represent. <http://mpttt.org/portals/22/kim/stateoffices.pdf> for contact information.

Q – Do substitute teachers have to be certified?

A – Some states require that substitute teachers be certified to teach, but most do not. 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. See www.mpttt.org/portals/22/kim/stateoffices.pdf for contact information.

Q – What are starting teachers paid?

A – Teacher’s average starting salary by state: <http://teacherportal.com/teacher-salaries-by-state>.

Teacher Certification Questions:

Q – I submitted my registration package, and my eligibility has been confirmed. How will TTT help me become certified?

A – The answer has several parts.

1. Links to the states’ certification agencies may be found on the TTT homepage at education.uky.edu/AcadServ/content/50-states-certification-requirements.
2. Part of the TTT home page, contains specific suggestions for becoming certified. Go to the TTT Step-by-Step article at dantes.doded.mil/Sub%20Pages/TTT/TTT_StepByStep.html
3. Our TTT state offices can also help you determine certification requirements for the states that they represent and offer suggestions regarding the best means of accomplishing your goals.

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

A – Not necessarily. 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 or state certification agency 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 POC to request a list of certification programs or contact the respective State Department of Education, Office of Certification. Once you’ve decided where you plan to locate after leaving the military, you can check with the local college or university that offers teacher preparation courses.

Appendix

Troops-to-Teachers
Registration Forms and Directions

Register Now!



REGISTRATION INSTRUCTIONS

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 from our office 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 (page 8)?
- Make a complete copy of the registration package for your records?
- Send a copy of registration package to Missouri Troops To Teachers, Veterans' Education and Training Section, PO Box 480, Jefferson City, MO 65102-0480?

Definitions of Supporting Documents

TTT will accept legible copies of all supporting documents. Documents received by FAX, especially college transcripts, often do not transmit clearly. Supporting documents should be submitted by U.S. Mail rather than FAX.

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 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 Letter: Submit a copy of the official document 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 - NRPCC 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	

Troops to Teachers Registration Form

An Avenue to a Second Career In Public Education

Army, Navy, Marine Corps,
Air Force, Coast Guard,
Selected Reserve and National Guard

Make a Difference – Be a Teacher

Troops to Teachers is a cooperative program of the Department of Education and Department of Defense which provides counseling and referral services to military personnel interested in teaching as a second career in the K-12 public school system. Financial assistance may be available to those that meet the eligibility criteria with a commitment to teach in targeted schools

State Points of Contact

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 or who are licensed may request referral. Referral will be based on certification program or license subject(s) and grade level(s).

Searching for Teaching Positions

An Internet Job Referral Job site is available at: www.jobs2teach.doded.mil.

Submitting Registration Form

Send the completed form and supporting documents to:

DANTES, Troops to Teachers
6490 Saufley Field Road
Pensacola, FL 32509-5243

PROGRAM ELIGIBILITY

To be eligible for the Troops to Teachers program, you must meet at least one of the conditions under each of the Education and Military Service Requirements sections that follow.

Education Requirements

A. Academic Participation:

Baccalaureate or advanced degree from an accredited institution at the time of registration.

and/or

B. Vocational/Technical Participation:

- 1) Meet state vocational/tech. teacher requirements or
- 2) have the equivalent of one year of college with six years of military experience in the vocational or technical field.

Note: Academic and Vocational/Technical participation refers to the type of referral and, if applicable, the type of financial assistance.

Military Service Requirements

A. Eligibility for Counseling and Referral Services:

Individuals who meet one of the following service requirements, in addition to the education requirements previously noted, are eligible for counseling and referral services:

Active duty or Selected Reserve component personnel whose last period of service was characterized as honorable and:

- 1) retired,
- 2) separated with six or more years of creditable service towards retirement on or after 1 Oct 90, or
- 3) separated with a service-determined physical disability and register within four years from date of 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.*
- 4) current members of the Selected Reserve with six or more years of creditable service towards retirement

OR

- 4) current members of the Selected Reserve with six or more years of creditable service towards retirement

B. Eligibility for Financial Assistance:

Individuals in the following categories whose last period of service is characterized as honorable, and also meet the education requirements previously noted, may apply for financial assistance:

(AD = Active Duty, RC = Reserve 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 four 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-1 Retired from the Selected Reserve.

RC-2 Currently serving in the Selected Reserve with 10 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 four 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.*

OR

RC-4 Transitioning from active duty on or after 8 Jan 02, and have served six years on active duty immediately before separation, and commit to three years with the Selected Reserve. Must register within four years after separation.

Financial Assistance Obligations

Individuals receiving financial assistance must agree to teach for three years in targeted schools. 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.

Referral Information

The Troops to Teachers program offers limited referral services to all active participants who are ready to seek employment. Schools or school districts may apply to our program (free of charge) for a username and password which will allow them to search our referral database. They can search by state employment preferences, teaching subject, grade level, second language(s), licensed subject(s), and/or a participant's name. With this search, the potential employer has access to a participant's contact information (address, primary phone number, and primary email address), second languages, degree(s) and degree major(s), military separation date, preferred teaching level, state preferences, availability date, list of preferred subject(s), whether or not the participants is licensed in that field, and a participant's "mini-resume." With this information, a potential employer can select participants who meet the criteria for vacancies and contact the participant directly.

Although it is not limited to licensed participants, we would prefer to limit referral to at least those that are actively pursuing a career in education and have at least been accepted into a teacher certification program. For those seeking referral for academic positions, the subject and grade level provided on various TTT documents for certification program or license subject and grade level will be used for referral. A copy of your teacher's license will be required to enter licensed information into the referral system. The information provided below will be used for vocational referral.

It is important to keep your information current so that potential employers are able to identify you as an eligible candidate for a position and are able to contact you. Also, let us know when you would like to be added or removed from the referral list, especially when you have found employment and no longer require referral. Should you require referral again, contact us to be returned to a referral status. To update information, contact our office at 1-800-231-6242, e-mail ttt@navy.mil, or mail to: DANTES, Troops to Teachers, 6490 Saufley Field Rd, Pensacola, FL 32509-5243.

Academic Subjects

Academic subject(s) and grade level(s) that will be referred are determined by the information you provide regarding certification program and licensure. A copy of the license must be provided in order to be referred as a licensed participant.

Vocational Subjects

(must have at least one year equivalent of college and a minimum of 6 years experience in a vocational/technical field or meet state requirements to be referred vocationally)

Subject (i.e. Radio & TV Repair, Automotive Repair, Computer Hardware, Flight/Ground Inst., Carpentry, American Sign Language) <i>Please Print</i>	Licensed (Include a copy of your vocational teacher's license)	Years of Experience (min. 6 yrs)
	<input type="checkbox"/>	

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, E.O. 9397

Principle Purpose: To provide information to public and private schools, educational institutions and education organizations.

Routine Use(s): The information collected may be released to local education agencies (school districts both public and private), institutions of higher education (colleges, universities, and other institutions offering teacher certification programs), and organizations that provide assistance in helping Troops to Teachers participants to become certified and/or employed.

Note: This information will be made available to participating educational institutions via the World Wide Web (also known as the Internet). DANTES is employing various safeguards to prevent against unauthorized access to or disclosure of the information via the Internet. It is possible, however, that members of the public could gain incidental or accidental access to the database through the Internet.

Release: Voluntary. However, failure to provide the requested information may result in limited exposure to certification and/or employment opportunities.

I hereby authorize the release of personal information which may enhance employment opportunities or gain access to teacher certification opportunities.

Name: (First, MI, Last) Please Print or Type

Signature

Date

Email Address: _____

Revised 01/07/08

Troops to Teachers
Letter of Intent for Selected Reserve Service
For Category RC-2 and RC-4 Registrants

Subject: Letter of Intent for Selected Reserve Service

From: _____ Date: _____
PRINT or TYPE (Last Name, First Name, MI) (mm/dd/yyyy)

To: DANTES
Troops to Teachers
6490 Saufley Field Road
Pensacola, FL 32509

I hereby confirm my intention to serve not less than 3 years in the Selected Reserve (or until retirement eligibility, whichever is less). I understand that I must be a member of the Selected Reserves before I apply for financial assistance from Troops to Teachers but that I will be credited for any Selected Reserve service as early as my Troops to Teachers eligibility date. If I fail to fulfill the full three years of Selected Reserve service, I will reimburse the Troops to Teachers Program the same proportion of funds equivalent to the amount of un-served reserve time.

Signature



Troops to Teachers Contact Sheet



Name: _____
(Please Print) (Last) (First) (MI)

Address: _____

City: _____ State: _____ Zip: _____

Gender Male Female Last four of SSN: _____

Date of Birth: _____

Phone: (H) _____ (W) _____

E-mail: _____

Date of Separation / Retirement: _____ Years of Service: _____
(Circle One)

Degree(s) Earned: _____

List, in order of preference, the three state(s) in which you are interested in teaching: _____, _____, _____

Turn in or mail to:

Veterans Education and Training
Central States Troops to Teachers
P.O. Box 480
Jefferson City, MO 65102-0480

Event: _____ / Location: _____ Date: _____

I hereby authorize the release of personal information to the Troops to Teachers State Offices.

*I understand this **** DOES NOT REGISTER **** me in the Troops to Teachers program!*

Signature: X _____ Date _____

The purpose of this form is to collect information so that a potential registrant can be contacted with additional information about the Troops to Teachers program.



This does NOT register you in TTT