

TEACH GRANT EMPLOYMENT CERTIFICATION FORM (FY 2018 - 2019)  
TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) GRANT PROGRAM

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_ ID: \_\_\_\_\_  
DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Primary Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Secondary Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

SECTION 1: TEACH GRANT RECIPIENT S EMPLOYMENT CERTIFICATION

I certify that (Check all that apply):

A. ☐ I am teaching full time for the 2018 - 2019 Academic Year. (Chief Administrative Officer must complete Section 2)

☐ I am teaching the subject listed below as certified in Section 2 below, that I am a qualified teacher in an elementary school or secondary school or educational service agency. (Check all that apply):

- ☐ Mathematics ☐ Science ☐ Foreign Language ☐ Bilingual Education  
☐ English Language Acquisition ☐ Special Education ☐ Reading Specialist ☐ other: \_\_\_\_\_

☐ I am teaching or have taught at:

\_\_\_\_\_  
Name of School (Not School District) or Educational Service Agency at which I am teaching

\_\_\_\_\_  
Address of School or Educational Service Agent (Street, City, State, ZIP)

B. ☐ I am currently not teaching,

- ☐ But, have a Standard Teaching Certificate from Texas Education Agency (TEA), and WILL seek employment as a highly qualified teacher to fulfill the teaching obligation as indicated on the Agreement to Service (ATS).  
☐ Attach a copy of Standard Certificate (probationary certificate not accepted)  
☐ Therefore, I understand I am **INELIGIBLE** and **ACKNOWLEDGE** this grant will be canceled.

SECTION 2: CHIEF ADMINISTRATIVE OFFICER or AUTHORIZED OFFICIAL S CERTIFICATION Not needed for Section 1B

Before completing this section, carefully read the instructions, definitions, terms and conditions in Section 4 and 5. If recipient is teaching and enrolled in a TEACH Grant program, form must be completed by Chief Administrative Officer:

I certify that the grant recipient identified above is *teaching during the 2018 - 2019 Academic Year* as a full-time as a teacher with a (Texas Standard Teaching Certificate) from \_\_\_\_\_ (mm-dd-yyyy) to \_\_\_\_\_ (mm-dd-yyyy) at the eligible low-income elementary or secondary school or an educational service agency and that during this academic year she/he will continue to teach more than half of his or her classes.

\_\_\_\_\_  
Chief Administrative Officer/Authorized Official's Name and Title (Printed)

\_\_\_\_\_  
Telephone

/ /

\_\_\_\_\_  
Chief Administrative Officer/Authorized Official's Signature

\_\_\_\_\_  
Today's Date (mm-dd-yyyy)

SECTION 3: ACKNOWLEDGEMENT OF DEFINITIONS IN SECTION 4 & 5

☐ I have read and understand the definitions in Section 4 and the terms and conditions in Section 5

\_\_\_\_\_  
Student

\_\_\_\_\_  
Today's Date

#### SECTION 4: DEFINITIONS TO KNOW AS TEACH GRANT RECIPIENT

- An **academic year** or its equivalent is one complete elementary or secondary school year, or two complete and consecutive half-years from different school year (excluding summer sessions) that generally fall within a 12-month period.
- An **authorized official** who may complete Section 2 is an official of the school at which you are teaching.
- The **Chief Administrative Officer** for a school is an individual who has access to the employment records which establish that the grant recipient's is **highly qualified**
- An **eligible program of study** is one that is TEACH Grant-eligible and is designed to prepare an individual to teach as a highly-qualified teacher in a high-need field and leads to a baccalaureate or master's degree.
- A **high-need field** includes the following: (1) bilingual education and (2) mathematics; (3) reading specialist; (4) science; (6) special education; listed in the U.S. Department of Education's (DOE) annual Teacher Shortage Area Nationwide Listing (Nationwide List).
  - **Bilingual education** is an educational program in which two languages are used to provide content matter instruction
  - **Special education** means specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability
- A **school serving low-income students (low-income school or low-income educational service agency)** is in elementary or secondary school or educational service agency. All elementary and secondary schools operated by the U.S. Department of the Interior's Bureau of Indian Education (BIE) or operated on Indian reservations by Indian tribal groups under contract or grant with the BIE qualify as low-income schools.
  - An **educational service agency** is a regional public multiservice agency authorized by State statute to develop, manage, and provide services or programs to local educational agencies, as defined in section 9101 of the Elementary and Secondary Education Act of 1965, as amended.
  - An **elementary school** is a nonprofit institutional day or residential school, including a public elementary charter school, that provides elementary education as defined under State law.
  - A **secondary school** is a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, a determined under State law, except that the term does not include any education beyond grade 12.
- The **Teacher Education Assistance for College and Higher Education TEACH) Grant Program** provides funds to students who are completing or who plan to complete coursework that is required to begin a career in teaching.
- A **teacher** is a person who provides direct classroom teaching or classroom-type, including special education teachers and reading specialists.
  - A **full-time teacher** is a teacher who meets the standard used by a State in defining full-time employment as a teacher. The **highly-qualified teacher** requirements are specified in section 910(23) of the Elementary and Secondary Education Act of 1965, as amended, or, for special education teachers, in section 602(10) of the Individuals with Disabilities Act.

#### SECTION 5: TEACH GRANT PROGRAM TERMS AND CONDITIONS TO KNOW AS TEACH GRANT RECIPIENTS

- For each academic program for which you receive TEACH Grant funds, you must complete a service obligation by teaching full time for a total of at least four academic years:
  - As a **highly-qualified teacher** (see Section 4)
  - At a **school or educational service agency serving low-income students** (see Section 5); and
  - In a **high-need field** (see Section 5) in more than half of the classes that you teach during each academic year.
- You must complete the required four years of teaching within eight years after you complete or otherwise cease to be enrolled in the program for which you received the TEACH Grant.
- After completing each year of your required four years of teaching service, you must complete and submit a TEACH Grant Certification to the Department (**FedLoan the Servicers of your TEACH GRANT**).
- If you received a TEACH Grant but do not complete the required four years of teaching service within eight years of completing (or otherwise ceasing to be enrolled in) the program for which you received a TEACH Grant, all TEACH Grant funds you received will be converted to Federal Direct Unsubsidized Stafford that you must repay in full to DOE, with interest charged from the date of each TEACH Grant was received.
- If you received a TEACH Grant but did not complete your program of study, within 120 days of ceasing enrollment you must certify that you are employed as a full-time teacher in accordance with the terms and conditions listed in your Agreement to Serve, or that you are not yet employed as a full-time teacher, but you intend to meet the terms and conditions of your service obligation. If you do not meet one of these requirements, your TEACH Grant will be converted to a Direct Unsubsidized loan.
- If you received a TEACH Grant but did not complete your program of study, within one year of ceasing enrollment you must re-enroll in a TEACH Grant eligible program, begin creditable teaching service or be determined eligible for a suspension of your eight-year obligation period. If you do not meet one of these requirements, your TEACH Grant will be converted to a Direct Unsubsidized Loan.
- If you complete the academic program for which you received a TEACH GRANT, you must actively confirm at least once each year that you intend to satisfy your service obligation to FedLoan the Servicers of your TEACH GRANT. If you do not actively confirm your intention, your TEACH Grant will be converted to a Direct Unsubsidized loan.
- You must maintain qualifying employment within a timeframe that allows you to complete your service obligation within the allotted either-year period.
- For more information about the TEACH Grant program and to find FAQ visit <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>.

Please submit to either of the following UTRGV locations:

<b>The Tower, Main 1.100</b> <b>One West University Blvd.</b> <b>Brownsville, Texas 78520</b> <b>Ph: (888) 882-4026</b> <b>Fax: (956) 882-8229</b>	<b>Visitors Center 1.113</b> <b>1201 West University Drive</b> <b>Edinburg, Texas 78539</b> <b>Ph: (888) 882-4026</b> <b>Fax: (956) 665-2392</b>
--	--

For Office Use Only:

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_