



General Education Teacher to Special Education Teacher (GETSET) Application

Tuition reimbursement for general education teachers to become special education teachers

DESCRIPTION:

The GETSET program provides funding to Public Education Agencies (PEAs) for tuition reimbursement to general education teachers that leads to certification in early childhood special education, mild/moderate disabilities, moderate/severe disabilities, hearing impaired, or visually impaired. Candidates must hold a general education teaching certificate and have been employed by the PEA for two (2) full school years by June 30, 2023 in order to be eligible for the program. Teachers who receive tuition reimbursement must commit to working for the PEA in a professional special education capacity for a minimum of two (2) full years upon completion of the program and receipt of the special education teacher certification.

DIRECTIONS:

Complete the entire application for the general education teacher candidate to be eligible for tuition reimbursement to become a special education teacher. Submissions are limited to one application per PEA. Applications must be submitted no later than 5:00 p.m. on Friday, **February 24, 2023**. Late or incomplete applications (including those without all required signatures) will not be considered.

Email the completed application to the Educator Recruitment and Retention Inbox at ESSRandR@azed.gov using the subject line [District or charter school name]: 2023 GETSET Application.

Applications will be reviewed by a team of evaluators. Applications earning the highest scores in the evaluation process will be approved until the funding that is set aside for the program is depleted.

Questions regarding the application should be directed to ESSRandR@azed.gov.

**EXCEPTIONAL STUDENT SERVICES
PROFESSIONAL LEARNING AND SUSTAINABILITY**

**“Grow-Your-Own” Program
General Education to Special Education Teacher (GETSET) Tuition Reimbursement Program**

Application

COVER PAGE

Public Education Agency Name:	CTDS#:	
Superintendent:	Email:	Phone:
Special Education Director:	Email:	Phone:
Project Coordinator:	Email:	Phone:
Finance Contact:	Email:	Phone:
Supervisor/Mentor Teacher/Instructional Coach:	Email:	Phone:
Candidate:	Email:	Phone:
Certificate Desired:		

Signatures: By signing this cover sheet, each signer agrees to the terms and conditions of this tuition assistance opportunity, including all assurances, agreements, and requirements outlined in this application and in any PEA revisions to this document in response to reviewer questions/comments prior to the candidate’s acceptance into this tuition assistance program.

Superintendent/Charter School Administrator

Special Education Director

Supervisor/Mentor Teacher/Coach

Candidate

GETSET TUITION ASSISTANCE PROGRAM REQUIREMENTS

The signers of this application, including the candidate, agree to comply with the following:

1. The general education teacher meets the following eligibility criteria:
 - a. Holds legal Arizona resident status
 - b. Holds an Arizona general education teaching certificate
 - c. Has worked as a certified general education teacher in Arizona for a minimum of two school years by June 30, 2023.
 - d. Meets all necessary college or university requirements and prerequisites and will be accepted into an appropriate program that offers the coursework required for a special education teaching certificate.
2. The teacher shall enroll in an Arizona State Board of Education-approved educator preparation program (EPP) with courses that will meet the state certification requirements for the chosen certificate plan ([view the list of approved programs that lead to special education certification](#)). Funds may not be used to pay for additional classes.
3. The teacher will maintain continued program eligibility by completing a minimum of six (6) to nine (9) semester credit hours for each full program year until the certificate plan requirements are met.
4. If the teacher is unable to meet the minimum course requirements during any program year, he or she must submit a written petition for consideration by the GETSET program coordinator and receive written confirmation of approval. This petition shall describe why the minimum course requirements cannot be met and shall indicate the number of credit hours that will be completed. Failure to do so will result in the cancellation of the program and the return of all funds spent during that program year. Classes that start but are not completed during the program year shall not be reimbursed by GETSET funds. (Acceptable reasons for an inability to fulfill the annual minimum semester credit hour requirements are for health reasons or emergency situations only.)
5. The teacher shall complete the EPP within two (2) to five (5) years.
6. Funding shall not exceed \$20,000 per year for the cost of tuition and fees for credit hours toward degree completion. Textbook reimbursement is limited to \$1,000 per year.
7. The teacher will remain in the program and eligible to receive tuition assistance by maintaining a minimum 3.0 cumulative grade point average (GPA) at the end of the program year. If the teacher fails to meet the grade requirement, he or she will not be reimbursed for the course.
8. The following documents must be submitted at the completion of each semester: (a) course tracking tool provided by ADE, (b) unofficial transcripts, (c) receipts for the purchase of books, and (d) receipts for tuition payments or other documentation itemizing tuition payments.
9. GETSET is a tuition reimbursement program. Potential expenses are pre-approved, and reimbursement is provided after each semester is completed and program requirements are met.
10. The teacher must remain employed by the PEA while in the program. If he or she quits or is terminated for failure to meet the PEA's employment expectations, the PEA may be required to repay all funds spent during the program year.
11. The participant's transcript indicating degree completion shall be forwarded to the GETSET program coordinator or designee after the award.
12. A copy of the special education teacher certificate shall be received by the GETSET program coordinator or designee within six months of the candidate's graduation.
13. Upon completion of the college or university special education EPP and receipt of the special education teacher certificate, the teacher shall work for the PEA in a professional special education capacity for a minimum of two (2) full years.
14. The teacher and PEA will complete follow-up surveys for two consecutive years after graduation.
15. The PEA understands that the tuition assistance program will provide funding for the cost of tuition, fees, and books if these occur: (a) Federal IDEA funds are available to support this program; (b) the PEA maintains its commitments by adhering to these Assurances; and (c) the teacher continues to be eligible to receive the benefits of this funding as defined.

16. The PEA must meet all special education process, procedures, and funding requirements: (a) the PEA has special education policies and procedures that have been approved and adopted by the local governing board; (b) the special education policies and procedures are on file at the PEA's administrative office; (c) the PEA has notified ADE/ESS/Program Support and Monitoring of any current revisions made to the special education policies and procedures; and (d) the PEA is in good standing and in full compliance with the State Board of Education or the Arizona State Board for Charter Schools and the Arizona Department of Education regulations and administrative requirements.
17. The PEA understands that if this application has been accepted for funding and there are current issues of non-compliance with IDEA, funds from this program will be withheld until issues are resolved. If there is no resolution, funding may be withheld and repayment required.
18. The PEA understands that if this application has been accepted for funding and there are outstanding unpaid registration fees from previous ESS trainings, conferences, or institutes, funds from this program will be withheld until the outstanding unpaid registration is paid. If fees are not eventually paid by the time the project closes, funding will be void and repayment required.
19. The PEA confirms that accountability measures to ensure the teacher's success will be practiced by: (a) tracking and monitoring the teacher's progress to ensure fiscal and programmatic accountability; and (b) by providing support such as face-to-face meetings with a mentor and initiating other support procedures as needed.
20. The PEA will continue to employ the teacher until he or she completes the program requirements unless the teacher quits or fails to meet employee expectations and is released from employment.
21. The PEA will employ the teacher as a special education professional for a minimum of two (2) years after completing his or her special education certificate coursework and receiving the special education teacher certification.

CANDIDATE SELECTION AND SUPPORTS

Please type a comprehensive response to each question in the white text cell below each section.

NOTE! The white text cells will expand as you type.

Candidate Selection

The GETSET tuition reimbursement program is intended to help a PEA in its recruitment efforts to increase the number of highly qualified special education teachers. The PEA should demonstrate thoughtful consideration in the selection of a candidate who will successfully complete the educator preparation program (EPP) and teacher certificate requisites and assume special education teacher responsibilities.

1. What methods were used to solicit your eligible candidate? Why was the candidate selected? Cite multiple sources. Some considerations may have been the review of:
 - a. The recommendation provided by the candidate's direct supervisor.
 - b. Performance evaluations (e.g., instructional effectiveness, use of differentiated instruction, collaboration with education professionals).
 - c. Expressed desire to move into special education and career objective(s).
 - d. Interactions with school staff.
 - e. Rapport with the students, especially with students with disabilities, who are served by this general education teacher.

You may also review additional data, information, or criteria used to evaluate the candidate's abilities and potential to succeed in this tuition assistance program.

Supports for Successful Outcomes

The PEA is responsible for ensuring the success of the candidate.

2. What support mechanisms will the PEA have in place to promote the candidate's successful completion of the program? What supports are currently or will be in place to ensure the candidate's retention in special education?

Supports for successful completion:

Supports to ensure retention in special education:

Other Factors

3. Please list any other factors about the PEA or community that are relevant to this application.

PEA ACCOUNTABILITY PLAN

Please describe the accountability measures that the PEA will have in place to track and monitor the completion of program requirements in the white text cells below each question.

NOTE! The white text cells will expand as you type.

1. Outline the procedures that demonstrate good faith efforts of accountability (examples you may wish to include are a description of any forms that will be created or used or acceptable methods of communication for confirmation of the classes that the teacher will enroll in for each semester, education preparation program grade notices, and any other accountability procedures not covered here).

2. Who will ensure that the participant's transcript indicating degree completion will be forwarded to the GETSET program coordinator or designee after the award (name, title, email address)?

3. Who will ensure that a copy of the special education teaching certificate will be forwarded to the GETSET program coordinator or designee after it is awarded and within six months of graduation (name, title, email address)?

4. Who will complete follow-up surveys once the candidate has graduated (name, title, email address)?

CANDIDATE EDUCATION PLAN

Candidate Eligibility Criteria

The candidate must:

1. Hold a general education teaching certificate.
2. Have been employed by the PEA for two full school years by June 30, 2023.

Certifications that Satisfy the Application Requirements

The candidate may select a special education teacher certificate plan from the following categories:

- [Early Childhood Special Education, Birth–Grade 3/Age 8](#)
- [Mild/Moderate Disabilities, K–12](#)
- [Moderate/Severe Disabilities, K–12](#)
- [Visually Impaired Special Education, Birth–Grade 12](#)
- [Hearing Impaired Special Education, Birth–Grade 12](#)

Candidate Information
Please complete the following table with information about the candidate.
Candidate's name:
Candidate's race/ethnicity:
Current job title/position:
Grades served in current position:
Dates of current employment at the PEA (month/year–month/year): ¹

Previous College or University Coursework
Please complete the following table with information if applicable.
Name of college or university previously attended:
Number of credits completed for each college or university:
Current GPA:

Community College or University Information
Complete this section with information about the State Board of Education-approved college or university that the candidate plans to attend to complete special education teacher certification.
Community college or university name:
Anticipated degree:
Pathway to special education certification (e.g., intern, post-bac/MA):
Website showing degree course requirements:
Tuition and fees schedule website:
Anticipated number of college or university semester credit hours to be completed during the first year of the program:
Total number of college or university semester credit hours that will be paid for by this program:

Estimated First-Year Funding Needs
Based on the information provided in this Candidate Education Plan, estimate the total amount of funds that will be needed for this candidate's first-year tuition, fees, and textbooks.
Estimated first-year funding needs:

¹ The teacher must have been employed by the PEA for two years by June 30, 2023, to be eligible for this tuition reimbursement program.