



# Participation Agreement

## Apprenticeship Program

**The applicant's program director, owner, or authorized representative must sign this agreement.**

The T.E.A.C.H. Early Childhood® Minnesota Apprenticeship program offered through Child Care Aware of Minnesota requires the support and participation of the sponsoring child care program (employer) and the apprentice applicant (employee). **Please provide the name of the person who will be the apprentice applicant's mentor below.** By signing this agreement, the employer is agreeing to sponsor the applicant for a T.E.A.C.H. scholarship. In the event that the applicant is awarded a scholarship, the employer and the applicant understand and agree to the following conditions:

**Apprentice applicant (employee) agrees to all of the following:**

- Pay T.E.A.C.H. for 10 percent of the cost of tuition and books. This cost will be calculated after all other financial aid award(s) (excepting loans) have been applied. T.E.A.C.H. scholarships cover approved courses the recipient is enrolled in during the apprenticeship year.
- Submit all required paperwork (including grades) by established deadlines and pay all bills in a timely manner.
- Communicate regularly with T.E.A.C.H. counselor (e.g., class changes, employment status changes, etc.).
- Successfully complete the minimum required credits (9 semester/12 quarter) during the apprenticeship year.
- Commit to employment at sponsoring child care program (current employer) for one additional year beyond the apprenticeship year.
- Remain employed at the sponsoring program (current employer) for 30-40 hours per week during the apprenticeship year.
- Apply for financial aid through FAFSA prior to the start of each academic year.
- Pay the college directly for any tuition or courses that are not approved by the T.E.A.C.H. office.
- Meet and communicate regularly with their assigned mentor.

**Sponsoring child care program (employer) agrees to all of the following:**

- Pay T.E.A.C.H. for 5 percent of the cost of tuition and books for each approved course the employee is enrolled in during the apprenticeship year (minimum of 9 semester/12 quarter credits).
- Provide paid release time to the employee; up to six hours of paid time off per week each week that classes are in session. (T.E.A.C.H. will reimburse the program for a portion of release time hours.)
- **By the end of the scholarship year**, provide additional compensation to the scholarship employee in the form of a \$1.00 raise. *Raise must be above and beyond any normally expected raise.*

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Apprentice Applicant Name

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Mentor Name

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Apprentice Applicant Signature

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Date

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Employer Signature

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Date

**Please include this completed and signed form with your application.**