



# EDUCATOR WORKFORCE PROGRAM REFERENCE GUIDE

**2022-23**

Washington Student Achievement Council | PO Box 43430 | Olympia, WA 98504-3430

[www.wsac.wa.gov](http://www.wsac.wa.gov)

## Washington Student Achievement Council

### Student Financial Assistance Staff

#### *EDUCATOR WORKFORCE PROGRAMS OPERATIONS – AWARDING, PAYMENTS, REPORTING, AND REPAYMENT*

---

<b>Nicole Witty</b> Program Manager	Phone (888) 535-0747, Opt. 6 E-mail <a href="mailto:teachers@wsac.wa.gov">teachers@wsac.wa.gov</a>
<b>Isabel Hernandez</b> Program Coordinator	Phone (888) 535-0747, Opt. 6 E-mail <a href="mailto:teachers@wsac.wa.gov">teachers@wsac.wa.gov</a>
<b>Neesha Griffiths</b> Receivables Coordinator	Phone (360) 753-7632 E-Mail <a href="mailto:neeshag@wsac.wa.gov">neeshag@wsac.wa.gov</a>

---

#### *MANAGEMENT – POLICY ISSUES*

---

<b>Becky Thompson</b> Director of Student Financial Assistance	Phone (360) 485-1301 E-mail <a href="mailto:beckyt@wsac.wa.gov">beckyt@wsac.wa.gov</a>
<b>Vacant</b> Associate Director Workforce Programs	Phone (360) 485-1316 E-mail <a href="mailto:teachers@wsac.wa.gov">teachers@wsac.wa.gov</a>

---

## Washington Student Achievement Council

917 Lakeridge Way SW  
PO Box 43430  
Olympia, WA 98504-3430

[www.wsac.wa.gov](http://www.wsac.wa.gov)

Portal: <https://portal.wsac.wa.gov>

WSAC Toll Free Line: (888) 535-0747 (option 6)

WSAC Local Number: (360) 753-7800

**Contents**

Program Descriptions ..... 3

- For all conditional scholarships ..... 3
- Alternative Routes Conditional Scholarship ..... 3
- Educator Retooling Conditional Scholarship ..... 4
- Pipeline for Paraeducators Conditional Scholarship ..... 4
- Student Teaching Grant ..... 5
- Teacher Shortage Conditional Scholarship ..... 5

Teaching Service Obligation ..... 6

- Additional terms and conditions for earning loan forgiveness ..... 7
- How to document teaching service ..... 7

Definitions ..... 8

Appendix A: 2021 Shortage Areas ..... 9

Appendix B: Approved Teacher Preparation Programs – 2021-22 ..... 10

Appendix C: Example of Teaching Service Verification Form ..... 11

## Program Descriptions

---

The Washington State Educator Workforce Program provides a suite of financial aid opportunities to develop and support the educator workforce, including conditional scholarships and grants. Conditional scholarship means a loan that is forgiven in whole or in part in exchange for service as a certificated employee at a public school in Washington State. A grant is financial support that does not need to be repaid. See the definitions section for more information.

These programs are administered by the Washington Student Achievement Council (WSAC). Please visit our [website](#) for more information, including updated application deadlines.

### For all conditional scholarships

- Award amounts can vary depending on enrollment, financial need, and funding.
- Priority is given to all applicants who are active duty or veterans of the U.S. Armed Forces or members of the National Guard, and who meet the program's eligibility requirements.
- Applicants must complete, or have already completed, a FAFSA or WASFA within 10 days of completing an application. The FAFSA or WASFA must be for the academic year they are seeking an award.
- Applicants must not owe a repayment to any state or federal grant or scholarship, nor be in default on a state or federal student loan. It is okay to have student loans so long as the applicant is in good standing.
- Applicants must not be pursuing a degree in theology.
- Washington State residency is not required. However, recipients must be confident they can fulfill the teaching service obligation at a public school in Washington State to avoid monetary repayment.

### Alternative Routes Conditional Scholarship

- **Purpose:** to provide financial assistance to encourage people to become teachers through alternative route programs<sup>1</sup>, and to retain these teachers in shortage areas.
- **Maximum period to receive scholarship:** up to two academic years
- **Maximum award per academic year:** \$8,000
- **Eligibility requirements:**
  - Be accepted into, and maintain enrollment in, an alternative route teacher certification program under [Chapter 28A.660 RCW](#) that is part of the Alternative Routes Block Grant program.
  - Intend to pursue an initial teacher certificate with an endorsement in a shortage area.
- **Awarding priorities:** awarding priorities vary and are determined by each college. Please contact the college programs to learn more.

---

<sup>1</sup> *Alternative route programs are partnerships between Washington professional educator standards board-approved preparation programs, Washington school districts, and other partners, as appropriate.*

- **Application deadline:** each program maintains its own deadlines. Please contact the college programs to learn more.
- **How recipients receive funds:** funds will be sent to financial aid offices for disbursement.

### **Educator Retooling Conditional Scholarship**

- **Purpose:** to increase the number of certificated public-school teachers with endorsements in shortage areas.
- **Maximum period to receive scholarship:** up to two academic years
- **Maximum award per academic year:** \$3,000
- **Eligibility requirements:**
  - Hold a current Washington teacher certificate (residency, professional, or continuing) or an expired Washington teacher certificate issued after 2005.
  - Pursue an additional endorsement in a shortage area (see [Appendix A](#)).
  - Take one of the following pathways to add the endorsement:
    - Endorsement test only.
    - Completion of an add-on endorsement program at a college or university (plus test). The program must be approved by the Professional Educator Standards Board and be approved to participate in state financial aid (see Appendix B).
- **Awarding priorities:**
  - Assigned to a school that is required under state or federal accountability measure to implement a plan for improvement.
  - Assigned to a school where enrollment of ELL students has increased an average of more than five percent per year over the previous three years.
  - Intending to complete an endorsement in a shortage area in one academic year or less.
  - Compelling evidence of high need for endorsement in district of employment.
  - Administrator letter of support that applicant has administrative support necessary to be successful, or Personal Statement (only if not employed by district).
- **Application deadline:** applications are accepted on a rolling basis each academic year.
- **How recipients receive funds:** funds will be sent directly to recipients as one, lumpsum payment.

### **Pipeline for Paraeducators Conditional Scholarship**

- **Purpose:** to support paraeducators who wish to become teachers by providing financial aid for the completion of an associate of arts degree.
- **Maximum period to receive scholarship:** up to four academic years.
- **Maximum award per academic year:** \$4,000

- **Eligibility requirements:**
  - Not have earned any college degree.
  - Provide documentation from district or building of one year of successful student interaction and leadership as a classified instructional employee; or completion of two years of a Recruiting Washington Teachers program.
  - Intend to pursue an initial teacher certificate with an endorsement in a shortage area (see [Appendix A](#)) by enrolling directly in an approved teacher preparation program after earning the associate of arts degree.
  - Be accepted into and maintain enrollment for no more than the equivalent of four full time years at a community and technical college in Washington State.
- **Awarding priorities:**
  - Applicants recruited and supported by their school districts to become teachers.
  - Applicants who completed two years of a Recruiting Washington Teachers program.
  - Applicants intending to complete an associate of arts degree in two academic years or less.
- **Application deadline:** applications are accepted on a rolling basis each year.
- **How recipients receive funds:** funds will be sent to financial aid offices for disbursement as one, lumpsum payment.

## Student Teaching Grant

- **Purpose:** to provide financial assistance for students who are student teaching in a Title I public common school.
- **Maximum period to receive scholarship:** Up to four academic years
- **Maximum award per academic year:** \$8,000
- **Eligibility requirements:**
  - Be accepted into and maintain enrollment in a State of Washington Professional Educator Standards Board approved teacher preparation program, leading to an initial teacher certificate.
  - Student teaching at a Title 1 public common school.
  - Have demonstrated financial need at or below the amounts specified on the [2021-2022 Washington College Grant Eligibility Chart](#).
- **Awarding priorities:** applicants with financial need according to their FAFSA or WASFA information.
- **Application deadline:** application cycles occur in April for the following academic year and October for the current academic year.
- **How recipients receive funds:** funds will be sent to financial aid offices for disbursement as one, lumpsum payment.

## Teacher Shortage Conditional Scholarship

- **Purpose:** to provide financial assistance to encourage people to become teachers and to retain these teachers in shortage areas.
- **Maximum period to receive scholarship:** up to four academic years
- **Maximum award per academic year:** \$8,000
- **Eligibility requirements:**
  - Be accepted into and maintain enrollment in a State of Washington Professional Educator Standards Board approved teacher preparation program, leading to an initial teacher certificate.
  - Intend to pursue an initial teacher certificate with an endorsement in a shortage area.
- **Awarding priorities:**
  - Underrepresented groups.
  - Financial need according to their FAFSA or WASFA information.
- **Application deadline:** application cycles occur in April for the following academic year and October for the current academic year.
- **How recipients receive funds:** funds will be sent to financial aid offices for disbursement each term during the academic year of the award.

## Teaching Service Obligation

---

A conditional scholarship is a conditional loan. To avoid repayment of the remaining amount (principal) plus interest and fees, recipients must:

- Complete the credential within the allowed time (extensions may be granted with prior approval from WSAC):
  - Educator Retooling Conditional Scholarship: complete the requirements of the endorsement in the equivalent of one full-time academic year.
  - Pipeline for Paraeducators Conditional Scholarship:
    - Complete an Associate of Arts degree at a community and technical college in four academic years or less.
    - Enroll and continue to make satisfactory progress in a teacher preparation program and earn the Washington State residency teacher certificate.
  - All other conditional scholarships: no time limit is required.
- Secure employment as a teacher or substitute teacher at a Washington K-12 public common school, charter schools, or tribal school within 6 months after completing their endorsement. Comparable employment in other instructional roles may be acceptable with pre-approval from WSAC.
- Fulfill the teaching service obligation of two full-time school years (360 full-time days) for each year of funding received. This obligation can be fulfilled in half the time, or one full-time school year (180 full-time days), for service in a shortage area (see [Appendix A](#)).

## **Additional terms and conditions for earning loan forgiveness**

- Borrowers can earn service credit for full-time or part-time positions so long as they teach for at least the minimum of 40 full-time days during the school year (i.e., no credit is earned for teaching fewer than 40 days/year). Partial days earn prorated service credit. For example, 80 half-time days equal 40 full-time days.
- Borrowers earn service credit for each day they teach from the minimum of 40 days up to the maximum of 180 days per school year.
- Borrowers are responsible for submitting documentation of teaching service to WSAC at the end of each school year. A form will be emailed to recipients each year that reporting is required.
- The information outlined in this section is a summary of the terms of the service obligation, which are outlined in more detail in the Promissory Note. Recipients are responsible for reviewing and understanding the Promissory Note.

## **How to document teaching service**

WSAC will contact participants towards the end of their academic program to verify when they will be certified. After receiving certification and becoming a teacher at an eligible school, participants must submit a yearly service form until their service is complete.

At the end of each academic year in June, WSAC will email a service form (see the [WSAC Teachers website](#) for the most updated form) that will be completed by the participant and signed by the participant's administrator by August 31. An example is included in [Appendix C](#) for reference.



## Definitions

---

### Conditional Scholarships

Conditional scholarships support individuals in pursuit of teaching in subjects or locations of high need, also known as “shortage areas” (see [Appendix A](#)). In return for the funding received, the recipient commits to teach at a Washington K-12 public common school for two years, or to fulfill the obligation in half the time by serving in a shortage area. If the recipient does not fulfill the teaching service obligation, the recipient must repay the conditional scholarship, adjusted for any service completed, plus interest and fees.

### Deferments

If special circumstances prevent the recipient from being able to continue in the preparation program or in teaching, the borrower may request, in writing, a deferment to temporarily postpone their obligation. Deferments must be pre-approved by WSAC and are only granted when the borrower’s circumstances qualify based on WSAC’s deferment policies.

### Grace Period

Borrowers are granted a single, six-month grace period before they must begin service or make repayments. For Pipeline for Paraeducators recipients, the grace period begins whenever the borrower leaves the program, drops below half-time enrollment, or earns the residency teaching certificate. For Educator Retooling recipients, the grace period begins when the borrower earns the new endorsement or an equivalent of one full-time academic year passes, whichever occurs first. No interest is charged during the grace period.

### Maximum Term

The borrower must fulfill the entire obligation, via teaching service or monetary repayment or a combination of the two, within ten years, not including the six-month grace period. The obligation can be cancelled only in the event of the borrower’s death or total and permanent disability.

### Monetary Repayment

If the borrower does not start teaching at an approved location or stops teaching prior to fulfilling the entire obligation and is not in an approved deferment or grace period, then the conditional scholarship converts to a loan and must be repaid. The amount due will be proportionate to the unsatisfied portion of the teaching service obligation, plus interest and fees. For example, if the borrower fulfills half of the obligation through teaching service, then the initial loan balance would equal the remaining half of the conditional scholarship award.

Borrowers in repayment status are expected to make monthly payments during the maximum term. Borrowers can make a prepayment or additional principal payments to potentially reduce the fee and interest charges and the time it takes to pay off the loan.

### Rolling Basis

For programs with applications on a rolling basis, applications may be submitted at any time. There is no deadline for applying.

### Promissory Note

A promissory note is a legal document that outlines the terms of the conditional scholarship, including the service obligation and the recipient’s responsibility to fulfill the conditions of the scholarship. All recipients of conditional scholarship must sign a promissory note to receive funds.

## Appendix A: 2022 Shortage Areas

---

The Educator Workforce Programs are designed to address areas of educator shortage. The establishing legislation defines “shortage area” as an endorsement or geographic area with a shortage of certificated employees. The areas are defined by the Washington Professional Educator Standards Board (PESB), in consultation with the Office of the Superintendent of Public Instruction, using quantitative and qualitative measures. \*

If you do not see your endorsement area listed, you may still qualify for consideration if you provide compelling evidence of a unique local shortage through the Administrator Letter of Support submitted with your application. A letter template is available in the Resources section at [www.wsac.wa.gov/teachers](http://www.wsac.wa.gov/teachers).

### Shortage Areas

- Computer Science
- CTE – Agricultural Education
- CTE – Business and Marketing Education
- CTE – Family and Consumer Sciences
- CTE – Technology Education
- Elementary Education (inclusive of early childhood education)
- ELL/Bilingual Education
- English Language Arts
- Health/Fitness
- History
- Mathematics (inclusive of middle level math)
- Music
- Visual Arts
- Reading
- Science (inclusive of middle level science and designated sciences)
- Social Studies
- Spanish
- Special Education (inclusive of Early Childhood Special Education)

Source: PESB, January 2022

\*Methodology: PESB calculates teacher shortage by adding the number of teachers teaching out-of-endorsement in a content area to the number of teachers with conditional certificates in that same content area. That sum is divided by the total teacher FTE in that geographical area. A full technical definition of this shortage calculation will be available on the PESB website.

## Appendix B: Approved Teacher Preparation Programs – 2022-23

---

The following programs are approved by the Washington State Professional Educators Standards Board and participate in state financial aid.

- Antioch University
- Bates Technical College
- Cascadia Technical College
- Central Washington University
- Centralia College
- City University of Seattle
- Columbia Basin College
- Eastern Washington University
- Educational Service District 101
- Educational Service District 112
- Gonzaga University
- Grays Harbor College
- Heritage University
- Highline College
- Lower Columbia College
- Northwest Educational Development
- Northwest University
- Olympic College
- Pacific Lutheran University
- Pierce College
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- South Seattle College
- The Evergreen State College
- University of Puget Sound
- University of Washington – Bothell
- University of Washington – Seattle
- University of Washington – Tacoma
- Walla Walla University
- Washington State University
- Washington State University – Tri-Cities
- Wenatchee Valley College
- Western Governors University – Washington
- Western Washington University
- Whitworth University
- Yakima Valley College

To find out which programs offer which endorsements, please visit [PESB's website: Find an endorsement offering](#).

## Appendix C: Example of Teaching Service Verification Form

### Teaching Service Verification Form

Email completed form to [teachers@wsac.wa.gov](mailto:teachers@wsac.wa.gov)

TO BE COMPLETED BY TEACHER													
<b>CONTACT INFORMATION</b>													
Name: Jane Doe													
Address: 555 112th Ave SE													
City: Olympia	State: WA	Zip: 98589											
Email: jane.doe@gmail.com		Phone: 360.555.6764											
<b>TEACHING INFORMATION</b>													
School Year (YY-YY): 2020-21	Start date: 9/1/20	End date: 6/15/21											
Name of District: (only one per form) Olympia School District													
Name of School: (if more than one, write "multiple") Madison Elementary													
WA Residency Teacher Certificate #:													
<b>TEACHING SERVICE</b>													
Teaching Service Days: Report full days of teaching for each endorsement area. Partial days earn prorated credit (e.g., report two half days as one full day).													
<table border="1"> <thead> <tr> <th>Endorsement Area:</th> <th>Teaching Days:</th> </tr> </thead> <tbody> <tr> <td>Elementary Education</td> <td>90</td> </tr> <tr> <td>Music</td> <td>90</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Endorsement Area:	Teaching Days:	Elementary Education	90	Music	90							<p><b>Total Teaching Days:</b> (Combined total for the year)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">180</div> <p>What type of teaching days does this include? (Check all that apply)</p> <p><input checked="" type="checkbox"/> Contracted</p> <p><input type="checkbox"/> Substitute</p> <p><input type="checkbox"/> Summer school</p>
Endorsement Area:	Teaching Days:												
Elementary Education	90												
Music	90												
<b>***** TO BE COMPLETED BY SCHOOL OR DISTRICT OFFICIAL *****</b>													
<b>EMPLOYER SERVICE VERIFICATION</b>													
By signing below, I certify that the teacher's assignment, endorsement(s), and days reported above are accurate and meet the program's definition of acceptable service (see definition on Page 1).													
<hr/> Signature of school or district official (not teacher listed above)		<hr/> Date											
Email Address:													