

## **CONTINUING EDUCATION SCHOLARSHIP FOR CREDENTIALLED CLASSROOM TEACHERS AND COUNSELORS**

Continuing Education Scholarships for Credentialed Teachers and Counselors for up to \$500.00 each are available from the California State PTA to elementary and secondary teachers and counselors employed in California public schools.

### **AVAILABILITY**

Scholarship funds are available from the California State PTA for continuing education use at an accredited college or university from January 1 through December 31. Courses must be completed by December 31 of the following.

### **APPLICATION AND DUE DATE**

An application (including two reference forms) may be obtained from the *California State PTA Toolkit*, the California State PTA office or on the website at [www.capta.org](http://www.capta.org). References are to be completed by applicant's present principal, PTA president, or their representative. Completed reference forms and letters should be given to the applicant in a sealed envelope to be included with the application packet. Reference form and letter must be written specifically for this scholarship application.

Completed application, a legible copy of applicant's current PTA/PTSA membership card on an 8-1/2 x 11 sheet of paper, an essay and the reference forms and letters in sealed envelopes, copy of applicant's current PTA/PTSA membership card on an 8-1/2 x 11 sheet of paper, and completed are to be mailed together in ONE envelope to the California State PTA. Application envelope must be received in the California State PTA office by close of business November 15. When November 15 falls on a weekend, applications are due in the State PTA office by close of business the following Monday. Postmarks will not be accepted. Application will not be considered if received after due date or if any of the required materials are missing. Original application and reference forms with letters must be mailed; facsimiles will not be accepted.

### **QUALIFICATIONS**

Scholarships are granted to credentialed teachers and counselors who were employed full time in the public schools in California during the preceding academic year, who have a minimum of three (3) years' teaching/counseling experience in California public schools, who have a full-time teaching or counseling contract for the current year and who plan to continue as a teacher or counselor. Applicants must be members of a PTA/PTSA unit in good standing and teach or have a counseling position at that PTA/PTSA school.

### **SELECTION**

Recipients are selected by representatives of the California State PTA Scholarship and Grant Committee. All applicants will be notified of their standing by letter in January. A check for the scholarship is sent to each recipient's district PTA president for presentation to the recipient. Proof of enrollment and completion of coursework are due to the California State PTA office by June 1.

# APPLICATION

## CONTINUING EDUCATION SCHOLARSHIP FOR CREDENTIALLED CLASSROOM TEACHERS AND COUNSELORS

*Course(s) must be completed by the following December 31*

Scholarship funds are available to credentialed teachers and counselors who have worked full time in the California public schools during the preceding academic year, who have a minimum of three (3) years' teaching/counseling experience in California public schools, who have a full-time teaching or counseling contract for the current year and who plan to continue as a classroom teacher or counselor. Applicant must be a member of a PTA/PTSA unit in good standing and teach or have a counseling position at that PTA/PTSA school.

### DUE DATE IN THE CALIFORNIA STATE PTA OFFICE — NOVEMBER 15 APPLICATION WILL NOT BE CONSIDERED IF RECEIVED AFTER DUE DATE

Please type or print **legibly**.

Last Name	First Name	Middle Name
Street Address	City/State	Zip Code
( ) Telephone	E-mail	

**Total number of years:**  
 as a credentialed teacher/counselor \_\_\_\_\_ credentialed teacher/counselor in California \_\_\_\_\_

Complete Name of School	Telephone
Street Address of School	City/State
	Zip Code

SIGNATURE of applicant (required) \_\_\_\_\_ Date \_\_\_\_\_

<p><b>List all credentials held:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>List course(s) selected for continuing education. If course schedule is not available, please indicate subject area/field of interest.</p> <p>_____</p> <p>_____</p> <p>Name accredited college or university you plan to attend.</p> <p>_____</p>	<p><b>PROVIDE THE FOLLOWING:</b> (MAXIMUM – two pages.)</p> <ol style="list-style-type: none"> <li>1. Describe your current teaching/counseling assignment.</li> <li>2. List other teaching/counseling assignments and dates of service.</li> <li>3. Describe how the above course(s) will improve your effectiveness as a teacher/counselor.</li> <li>4. Describe any PTA/school/student extracurricular activities in which you are involved.</li> </ol> <p><b>RETURN APPLICATION PACKET IN THE FOLLOWING ORDER, ATTACHING A PAPER CLIP TO THE UPPER LEFT HAND CORNER (DO NOT STAPLE):</b></p> <ol style="list-style-type: none"> <li>1. Complete application form</li> <li>2. Legible copy of your current membership card on 8-1/2" x 11" sheet of paper</li> <li>3. Essay response to information items 1-4, maximum two (2) pages</li> <li>4. Two (2) reference forms with letters, in sealed envelopes: one from the principal and one from the PTA president or their representative.</li> </ol>
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**RETURN TO:** California State PTA, 2327 L Street, Sacramento, CA 95816-5014  
**FACSIMILES WILL NOT BE ACCEPTED**

<b>OFFICE USE ONLY</b>	<input type="checkbox"/> Copy of current membership card	<input type="checkbox"/> Two (2) reference forms with letters
	<input type="checkbox"/> Unit ID Number _____	<input type="checkbox"/> Unit in good standing

## CONTINUING EDUCATION SCHOLARSHIP REFERENCE FORM

**DATE DUE TO CALIFORNIA STATE PTA OFFICE BY APPLICANT – NOVEMBER 15**

**CHECK APPLICABLE SCHOLARSHIP:**

- SCHOOL NURSES** — On a separate sheet, give an evaluation of the abilities and characteristics of the applicant, as well as comments regarding applicant's personal and professional qualifications. Include any of the applicant's PTA or other volunteer work of which you are aware. Information provided will be considered confidential. **Please limit letter to one page.**
- TEACHERS & COUNSELORS** — On a separate sheet, give an evaluation of the abilities and characteristics of the applicant, as well as comments regarding applicant's personal and professional qualifications. Include any of the applicant's PTA/school/student extracurricular activities of which you are aware. Information provided will be considered confidential. **Please limit letter to one page.**
- PTA VOLUNTEERS** — On a separate sheet, give an evaluation of the abilities and characteristics of the applicant, as well as comments regarding applicant's personal and professional qualifications. **Unit/council/district PTA president – describe applicant's PTA volunteer involvement.** Information provided will be considered confidential. **Please limit letter to one page.**

**RETURN REFERENCE FORM WITH LETTER IN A SEALED ENVELOPE  
DIRECTLY TO APPLICANT TO BE INCLUDED IN APPLICATION PACKET.**

**APPLICANT NAME** \_\_\_\_\_

Reference form completed by \_\_\_\_\_

Title/Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_