

# Paraeducator to Teacher Scholarship (PETTS) Program Information Sheet

## Utah State Board of Education Rules R277-321

### **Purpose:**

To distribute state appropriated funds to paraeducators seeking to become licensed educators and to establish application and accountability procedures to provide funding to prospective educators directly and fairly.

### **Definitions:**

“Paraeducator” means a school employee who:

- Delivers instruction under the direct supervision of a teacher; and
- Works in an area where there is a shortage of qualified teachers, such as special education, Title I, English as a second language, reading remediation, math, or science.

“Scholarship” means funds provided by the Board directly to a paraeducator to pay only for the actual and documented costs for tuition toward an associate’s or bachelor’s degree program to become a licensed teacher. Scholarships will be granted in the amount of up to \$2,000 per year for the actual cost of tuition.

### **A scholarship applicant shall:**

- Be employed for a minimum of 10 hours per week by a public school LEA at the time of application for the paraeducator scholarship or during the current school year
- Have earned a maximum of 60 credits and/or an associate’s degree
- Attach recent transcripts for all completed college classes
- Provide documentation of application or acceptance to a Utah institution for higher education
- Provide expected tuition cost information on the application based on the most recent information available from the Utah institution for higher education to which the applicant has either been admitted or completed an application.
- Write a letter to the PETTS committee describing your professional goals and why you want to become a teacher
- Provide two letters of recommendation:
  - One letter must be from your immediate supervisor
  - One from an individual of your choice familiar with your skills and qualifications
- Provide email for notification and accountability purposes.
- Complete application in its entirety
- Submit completed application, with all required documentation, to your principal for signature as verification of employment
- Preference will be given to those applicants who are currently working in a Special Education setting

**An LEA Principal shall:**

- Verify accuracy of employment information provided on the application, sign, and forward the application on to the USBE by 5:00 PM on May 15<sup>th</sup>
- Cooperate on any assessment required by the Board

**The PETTS committee shall:**

- Consist of one Board member, one representative of the Board of Regents, one representative of the UEA, and two additional representatives designated by the Board,
- Receive completed applications from LEAs
- Determine funding for applicants after considering the number of applications received and the amount of funding available
- Develop selection criteria considering the following:
  - Test scores and grades
  - Demonstration of ability to complete a teacher education program
  - Record of success as a paraeducator
  - Geographical distribution of recipients
- Provide names of scholarship recipients to the Board for review and comment by August, annually
- Provide a summary of results to the Board upon request

**A scholarship recipient shall:**

- Remain continuously employed a minimum of 10 hours per week by a public LEA during any year in which the paraeducator received the scholarship
- Provide documentation of progress toward graduation, e.g., grades and transcripts upon completion of funded courses
- Reimburse the Board for the amount of scholarship funding if he/she does not remain employed for the duration of the scholarship period or who does not satisfactorily complete funded courses
- Cooperate on any assessment required by the Board
- Use scholarship funds between July 1 and June 30 of the school year they were selected

**Timelines/Contact Information:**

May 15<sup>th</sup>                      Applications must be submitted to USBE by 5:00

June 1<sup>st</sup>                      Scholarship award recipients, and those not selected, are notified via email

**Email Application with documentation to:**  
[petscholarship@schools.utah.gov](mailto:petscholarship@schools.utah.gov)

**Refer Questions to:**  
Tanya Semerad  
801-538-7726  
[petscholarship@schools.utah.gov](mailto:petscholarship@schools.utah.gov)

ADA Compliant: October 31, 2018