



Attracting Excellence to Teaching Program-Student Teaching Application Process

The Coordinating Commission for Postsecondary Education (CCPE) establishes the number of loan awards to each institution based upon Title II reports. Institutions can opt out of the Attracting Excellence to Teaching-ST program in writing, by certified letter, to the Executive Director of the CCPE.

1. CCPE emails an application packet to institutions. The institution disseminates information to candidates.
2. Institutions are responsible for the marketing and advertising of the program.
3. Candidate completes Section 1 of the application and submits to the teacher education department by a date determined by the administrator of the institution. The teacher education department selects eligible forgivable loan recipient(s) according to the number of allocated awards and in the order in which they were received.
4. Teacher education and financial aid departments complete Sections 2 – 3 of the application and submits the application to Kelcy Sass (ETA Coordinator) **by uploading complete applications to the google folder shared with IHE contacts by June 21.**

If needed, complete applications can be mailed to:
Nebraska Coordinating Commission for Postsecondary Education
PO Box 95005
Lincoln, NE
68509-5005
ATTN: Kelcy Sass (ETA Specialist)
or emailed to:
kelcy.sass@nebraska.gov

The deadline for submission of complete applications is no later than **June 21** to allow time to reallocate remaining funds to institutions that request additional funds.

5. CCPE approves the application.
6. CCPE sends an award email and Adobe sign contract to the recipient.
7. CCPE sends a letter to the Head of Teacher Education and the Certification Official at each institution with a list of the names and a copy of the notification email sent to the recipients by **August 9.**
8. CCPE will process institutional requests for payment at the point when all documents are received; payment can be requested on or after **September 3** if all components are assembled. It will take approximately two weeks from the point that all items are submitted to CCPE until payment is sent to the institution for distribution *.

- Nonpublic institutions submit a letter on institutional letterhead signed by an authorized individual, or an official email from an authorized individual, including the name of recipients and total number of awards.
- Public institutions submit an email including the name of recipients and total number of awards and an interstate billing transaction document.

CCPE will request updates on the candidates in October each year. Institutions will provide any changes in the candidate's status (change of address, name change, drop out of program, etc.) that are known to them.

CCPE will request lists of recipients that have completed a successful student teaching experience each December and May for LB1218 AETP \$1000 loan forgiveness.

CCPE is responsible for keeping track of award recipients after graduation.

*CCPE maintains that the Act and regulations do not provide authority for crediting the funds into a student account. Institutions will have to look to themselves, not CCPE, for guidance and authority to use that practice. Colleges may have policies that relate to the consent of students (incorporated into an enrollment contract, for example), that will provide the institution with flexibility to credit student accounts.