Professional Support Stipend

HawaiiUSA Federal Credit Union recognizes the need within our educational community to provide support to professional and para-professional educators. Through a common commitment and desire, HawaiiUSA FCU and the Hawai'i Department of Education's (DOE) Personnel Development Branch (PDB) formed a partnership to extend opportunities for career enhancement for DOE personnel. Funds targeted specifically for professional growth have been awarded to PDB from the proceeds of the Credit Union's annual golf tournament. This generous proposal fosters the commitment to professional growth by both parties and enhances the partnership between PDB and the Credit Union.

This year the form is in a fillable format and available by downloading at
http://rrsc.k12.hi.us/stipend/index.html

Stipend Information: **Maximum of $499.00 per individual for**

- Professional Development (PD) Credits or
- University (Academic) Coursework Credit

Eligibility Criteria: **Applicant must be**

- A primary member of HawaiiUSA Federal Credit Union.
- Employed by the Hawai'i Department of Education as a professional or paraprofessional educator. (Emergency hires & substitutes are not eligible).
- Coursework must have been completed between January 1, 2012 and December 31, 2012.

Selection Criteria:

Academic:

- Proof of enrollment & successful completion of course (evidence: receipt of tuition payment and a passing grade on PD credit slip or university transcript).
- Individuals showing progress towards an Associate, Bachelor, Masters or Ph. D. degree shall receive additional consideration.

Merit:

- Rationale for taking course: integration in teaching, professional focus planning and development.
- DOE shortage areas (special consideration will be given)
- Longevity as a credit union member

Application Requirements: Check then submit.

- Completed application form* (Incomplete or alteration of application form will be voided)
- Attach proof of payment for course by receipt, check or charge slip - must include course title or number.
- Submit **cost of tuition** only. (Subtract all fees added in registration fee to the tuition)
- Attach PD credit slip or transcript. (Proof of successful completion of PD Credit or university course)
- Mail all of the above to:

  Professional Support Stipend
  680 Iwilei Road, Suite # 485
  Honolulu, HI 96817
  Attn: P. Tomiyama

Professional Support Stipend Information available at
HawaiiUSA FCU website (Darren Wong (808) 844-8027)
or
Hawaii DOE PDB website (Penny Tomiyama (808) 586-4077, x. 228)
Applications and supporting documents will be accepted between January 1 and February 28, 2013 only.
Postmark deadline: February 28, 2013
Awardees will be notified. Selection committee decisions are final.

Hawai'i Department of Education
Personnel Development Branch

HawaiiUSA FEDERAL CREDIT UNION

Application for Professional Support Stipend

(Submit one application for each course)

_____ _____ _____ ☐ Ms. ☐ Mr.

(Print) Last Name First Name Middle initial (Check title)

_____ _____ _____ _____

Street Address City State Zipcode

I have been employed by the Hawaii Dept. of Ed. For _____ years as _____ *(job title)*

and assigned to _____School / Office in the district and complex checked below:

Central		Honolulu		Leeward		
☐ Aiea	☐ Leilehua	☐ Farrington	☐ Kaimuki	☐ Campbell	☐ Nanakuli	☐ Pearl City
☐ Moanalua	☐ Mililani	☐ Kaiser	☐ McKinley	☐ Kapolei	☐ Waianae	☐ Waipahu
☐ Radford	☐ Waialua	☐ Kalani	☐ Roosevelt			
Windward				**Hawaii**		
☐ Castle	☐ Kalaheo	☐ Hilo	☐ Honokaa	☐ Kau	☐ Keaau	☐ Kealakehe
☐ Kahuku	☐ Kailua	☐ Kohala	☐ Konawaena	☐ Laupahoehoe	☐ Pahoa	☐ Waiakea
Maui			**Kauai**			
☐ Baldwin	☐ Hana	☐ Lanai	☐ Kapaa			
☐ Kekaulike	☐ Lahaina	☐ Molokai	☐ Kauai			
☐ Maui			☐ Waimea			

Public Charter School

Name of School:

As Principal or Administrator, I verify that the above named individual is employed at my school / office.

_____ _____ _____

(Print) Name of Principal / Administrator Signature of Principal / Administrator Date

I have been a primary member of HawaiiUSA Federal Credit Union for _____ years.

My HawaiiUSA FCU Account No. is _____ *(Verification of applicant as member. Joint members are not eligible.)*

I am submitting the identified course below for stipend consideration:

Course No._____ Course Title:_____

Tuition paid for the course $_____ *(Tuition only. Fees paid to the institution do not qualify for the stipend.)*

at _____ ☐ College / University ☐ Other

Course completion date: ☐Winter '12 ☐Spring '12 ☐Summer '12 ☐Fall '12 ☐ ____/____/____

I am attaching the following to the application as evidence of completion and my personal payment:

Course credit:	☐ college / university transcript	☐ PDE3 transcript (*Professional Development Experiences that Educate and Empower*)	
Tuition payment:	☐ tuition payment receipt from institution	☐ cashed check from institution	☐ institution's fiscal office official payment verification

(Grants and scholarships are presented prior to the course, stipends are reimbursements made after completion of the course.)

I certify that all information provided on both sheets of the application for the course and payment information is accurate.

_____ _____ _____ ☐

Date Signature of Applicant email address Adm. use or

Directions: All essays submitted must be typed. Essays on additional pages or handwritten disqualifies the stipend application. *Complete and print this fillable Portable Document Format (PDF) form THEN mail in before the deadline. DO NOT SUBMIT ELECTRONICALLY as account number can be compromised while being transmitted.*

Course No: _____	**Course Title:_____**

Check type of course: ☐ **Professional Development** ☐ **College / University** **Credits earned:** ☐ **1** ☐ **2** ☐ **3** ☐ ___

1. Describe how this course impacts student learning and achievement. Provide specific examples as evidence.

2. Describe how this course will (or has) benefit your work, yourself as a professional, and the Department of Education.

FOR STIPEND PROCESSING ONLY. DO NOT WRITE IN THIS SPACE.

Applicant #:	**HawaiiUSA FCU member for _____ years**		**DOE Employee for _____ years**		
Qualifying Area	**0**	**5**	**10**	**20**	**TOTAL**
Benefit to students:	**0**	**5**	**10**	**20**	
Professional Development:	**0**	**5**	**10**	**20**	
DOE Shortage Area:	**0**	**5**	**10**	**20**	
HawaiiUSA Credit Union member	**0**	**5**	**10**	**20**	