

## **EDUCATIONAL SUPPORT PROFESSIONALS (ESP) TEACHING CERTIFICATION SCHOLARSHIP**

The Educational Support Professional (ESP) Teaching Certification Scholarship (see Appendix G of the ESP Collective Bargaining Agreement (CBA) is a collaboration between the Northshore School District (NSD) and the Northshore Education Association (NSEA). Its purpose is to recognize, encourage and support ESP members who are pursuing certification in the field of education at the undergraduate or graduate level. It is only available to those members who are in good standing and verified members for a minimum of three (3) school years. **DEADLINE: Monday, April 18, 2022 at 5:00pm.**

The scholarship fund for each school year is \$10,000.00. Scholarship awards will be a minimum of \$2,000.00 per school year. Members may apply and receive one scholarship per year for a **maximum of three years**. Scholarship awardees will be **REIMBURSED** for previously paid tuition expenses via a [Northshore School District Travel and Expense Reimbursement Claim Form](#).

### **ELIGIBILITY and CRITERIA:**

Applicant must provide the following:

1. Letter of application stating why you would like to be considered for this scholarship.
2. Verification of ESP membership for the past three consecutive school years. To get this the applicant must contact the Cascade Uniserv Council (which coordinates NSEA membership) at 425-486-7101 and ask for Verification of ESP membership for the past three consecutive school years
3. Verification of declared major in education on letterhead from the applicant's college/university.
4. Verification of junior credit equivalent or higher on letterhead from the applicant's college/university.
5. Verification of **current** college/university enrollment, including an outline of a comprehensive education plan leading to certification.
  - a) If your coursework is online, you must obtain a letter verifying that you are currently enrolled at this college/university.
  - b) The letter must be **SIGNED BY THE REGISTRAR OR ACADEMIC ADVISOR** on letterhead from the applicant's college/university.
6. Complete the **Educational Support Professionals (ESP) Teaching Certification Scholarship Application**.

**APPLICATION DEADLINE IS MONDAY, APRIL 18, 2022 at 5:00pm.**

### **SELECTION PROCESS:**

1. The NSEA Scholarship Committee will meet to determine acceptance or rejection of each application within 30 days after the deadline.
2. Applications received after the deadline date or applications that are not complete ***will not be considered.***
3. If more than five qualified applications are submitted, the following criteria will be used as deciding factors:
  - ESP Seniority Date, and
  - Date and time received.
  - **DEADLINE: Monday, April 18, 2022 at 5:00pm.**

### **AWARD PROCESS:**

1. This scholarship is **REIMBURSEMENT ONLY.**
2. Awardees are compensated in one payment after documentation of previously paid tuition expenses is submitted to the Northshore School District Accounts Payable Department.
3. Documentation consists of:
  - Completed NSD Travel and Expense (“T&E”) Reimbursement Claim [Form](#)
  - Original tuition payment receipt(s).
4. If your application is approved, all scholarship monies will be deposited directly into the recipient’s bank account on file with the district.

***Educational Support Professionals Teaching Certification - Scholarship Application Form***

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Application Date \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Job Title \_\_\_\_\_

Home Email \_\_\_\_\_ Work Email \_\_\_\_\_

College/University Attending \_\_\_\_\_

Name of Education Advisor \_\_\_\_\_

College/University Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant's Signature:**

\_\_\_\_\_ Date \_\_\_\_\_

**Please include the following with this application:**

- Letter of application stating why you would like to be considered for this scholarship.
- Verification of ESP membership for the past three consecutive school years (contact CUC office manager at 425-486-7101).
- Documentation and verification of declared major in education related field.
- Documentation and verification of junior credit equivalent or higher.
- Verification of current college/university enrollment, including an outline of a comprehensive education plan leading to certification.
  - If your coursework is online, please obtain a letter, SIGNED BY THE REGISTRAR OR ACADEMIC ADVISOR, on university letterhead, verifying that you are currently enrolled at this college/university.
- Completed scholarship application form (above).

**Please make a copy of your completed application and all attached documents for your records.**  
Submit application and all original documents to **Robbi Reed, [robbi.reed@washingtonea.org](mailto:robbi.reed@washingtonea.org)**.

**APPLICATION DEADLINE IS MONDAY, APRIL 18, 2022 at 5:00pm.**