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Centers for the Re-Education and Advancement of Teachers in Special Education and Related Services Personnel

## **POLICIES & CONDITIONS**

1. To qualify for course scholarship funds through CREATE, participants must be employed full-time in a South Carolina public or charter school for the duration of the semester (or school year) in which they are awarded scholarships funds, and must remain full-time employed until completion of their licensure program.
2. CREATE is not a vehicle for renewing SCDE licensure, adding another area of licensure for personal preference, or for continuing/personal professional development (i.e., obtaining master's degrees). Individuals considering a career change into special education (SpEd), Board Certified Behavior Analyst (BCBA), or speech-language pathology (SLP), however, are eligible. CREATE exists solely for the purpose of growing a highly qualified special education teacher and related services personnel workforce in South Carolina's public and charter schools.
3. Participants must be qualified each year (after July 1) for course scholarships. Documentation for programs leading to add-on or initial teaching licensure in SpEd, BCBA, and SLP, including worksheets and acceptance letters/programs of study, need to be submitted only once. Employment Agreements need to be submitted once, unless the participant's employment changes (i.e., position and/or school district/charter school affiliation) in which the Employment Agreement must be submitted again. Restricted alternative certificates (RAC) and PACE-ED enrollment must be verified annually. **All participants must submit an updated CREATE application annually for purposes of updating contact information.**
4. CREATE operates on limited funds each year; therefore, course scholarships are awarded on a first-come basis. As funds allow, the goal is to award qualified participants one or two three-credit course scholarships per semester, which underwrites course tuition and textbook costs. If there are carryover funds from previous semesters, participants may receive additional course awards.
5. Upon completion of a SC licensure program funded through CREATE, the participant must remain employed in a position reflecting her/his newly-obtained certification area in a South Carolina public or charter school for a minimum of three (3) years, or be subject to a reimbursement penalty to the South Carolina Department of Education for all project-sponsored courses in which the participant received scholarship funds.
6. Participants will give SCDE authorization to use information from their CREATE application and from completed course work for evaluation and research purposes, with the understanding that the participant will never be named personally or identified publicly in any presentation or written report.
7. All course work sponsored through colleges/universities in the CREATE consortium have received prior approval from the SCDE Licensure Office for purposes of initial or add-on licensure.
8. Participants seeking add-on licensure are responsible to complete and submit to SCDE the [Request for Change](#) form. In addition, participants will obtain and pay for their own official transcripts of course work completed from the respective college/university and submit to the SCDE Licensure Office. Participants are responsible to pay non-degree/degree application fees to the college(s) in which they are taking scholarship course work.

9. CREATE cannot guarantee that courses taken for add-on or PACE-ED purposes will count concurrently toward master's/graduate degree program requirements at any of the CREATE consortium or other colleges. Participants may either seek pre-approval through their college program advisors for licensure courses to be applied toward their master's/graduate degree program, or they may submit transcripts of completed licensure courses to their respective college for transfer consideration, at which time the appropriate college officials will make a determination on whether the course can be applied toward the candidate's degree program. The goal of CREATE is assisting individuals with obtaining add-on or initial licensure, not an advanced degree, unless the advanced degree leads to initial licensure.
10. CREATE officials retain the right to refuse course scholarship funds to any potential or qualified participant who exhibits unprofessional or unethical behavior, or who causes the project to unnecessarily forfeit grant funds through withdrawal from, or failure/unsatisfactory grades in, coursework in which they received CREATE scholarship funds. Participants who earn Incomplete grades will be placed on inactive status until such time as they replace the Incomplete grade with a satisfactory final grade.
11. Participants who accept course scholarship funds and complete course credits, and who subsequently renege on their commitment (per signed Employment Agreement) to complete their licensure program, or who fail to return three years of service in SC public/charter schools in the field of completed licensure, both of which effectively suggest that the participant may have accepted CREATE funds for personal professional development or advancement (which is not allowed per these Policies & Conditions; see provision #2), are subject to reimbursement to the SC Department of Education for all scholarship funds received for coursework.
12. Participants who choose, or are unable, to return at least three years of service to the State in their newly-obtained licensure area, subsequent to completion of their program, or who fail to complete their licensure program (per provision #10 above), and, thus, subject to reimbursement for CREATE scholarship funds received (per these Policies & Conditions; see provision #11), must complete and submit a hardship/forbearance form to SCDE (see <http://www.sccreate.org/hardship.form.revised.S15.pdf>).