

OSSE Adult Educator Professionalization: Scholarships
Application for 2023-24 Offerings
Closing Date – March 20, 2023

The paramount role of adult and family education in preparing adult learners, including vulnerable populations, to meet education, skills and credential requirements for sustainable jobs with career paths is recognized nationally, by the District of Columbia, and is an overarching premise of the Workforce Innovation and Opportunities Act (2014). To assist adult education practitioners, who already hold a baccalaureate or post-baccalaureate degree(s) in their content area(s), to meet that expanded and growing responsibility, the District of Columbia (DC) Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE), forged a collaboration with the University of the District of Columbia (UDC), on a program specifically designed and aligned to meet the continually evolving needs of its sponsored adult educators. OSSE AFE also assists the participation of eligible adult educators with scholarships to the program. Set out below are specifics about the education and training the OSSE AFE/UDC collaboration offers; the scholarships that are available to eligible applicants; scholarship eligibility criteria (education, employment, residency, commitment agreement), the application and selection processes, and the timeline/critical dates.

I. EDUCATION AND TRAINING OFFERED

The OSSE AFE/UDC collaboration offers options through which adult education practitioners may augment their skills. Opportunities range for those with a baccalaureate degree or higher, to enroll in an OSSE-accredited Graduate Certificate program (24 credit hours), or a Master of Arts in adult education program, to which completers of the Graduate Certificate program may also transition. It also hosts professional development (PD) institutes, workshops and seminars that count toward the 120 PD hours or 8 credit hours of coursework required every 4 years for teacher license renewal. For a detailed list of education and training opportunities offered by the OSSE AFE/UDC collaboration, please see [Attachment I](#).

II. SCHOLARSHIPS PROPOSED FOR ACADEMIC YEAR 2023-24

Funding availability permitting, in the 2023–24 academic year, OSSE plans to offer:

- A. **Adult Education Teacher Licensure and Certification scholarships:** to support eligible adult educators to pursue academic opportunities that culminate in licensure and/or license renewal. OSSE will pay applicable tuition and fees, at UDC’s graduate resident or metro rate¹, for a set quota of qualifying adult educators who:
1. **hold an undergraduate degree or higher and are admitted by UDC to the Graduate Certificate program**, in Fall 2023, to pursue their education at a rate of **6 credit hours** of coursework each semester (including summer sessions).

¹ Please see [Attachment II](#) UDC’s Schedule of Graduate Tuition and Fees- AY 2023-24

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2. **hold an undergraduate degree or higher and are admitted by UDC to the Graduate Certificate program**, in Fall 2023, to pursue their education at a rate of **3 credit hours** of coursework each semester (including summer sessions) and/or at a rate of **one thematic module** (1 credit) every 6 weeks.
3. **hold an earned Master’s degree**, and the analysis of whose transcript(s) determine that they require some coursework to meet appropriate qualifications for licensure.
4. **participate in professional development (PD) workshops/seminars** provided under the partnership—for skills augmentation or accumulation of PD hours or credits to meet license renewal requirements.

Please see [Attachment I](#) for details on the UDC Adult Education program, and requirements for above offerings.

III. **SCHOLARSHIP ELIGIBILITY CRITERIA:**

- A. To be eligible for a **scholarship to assist preparation for adult education State licensure**, applicants must meet the following criteria:

a. **Education:**

1. Hold an undergraduate degree or better from an accredited university.
2. Meet UDC’s admissions requirements² for the Graduate Certificate program.
3. Adhere to the teacher preparation program requirement of passing scores on Praxis Core (Math, Reading, and Writing) to participate in more than nine credit hours of coursework.
4. Comply with/exceed the university’s retention standard of a “B” or higher in each course (3.0 GPA or above), to retain a scholarship.

b. **Employment:**

1. For **scholarships to credit-bearing Graduate Certificate and/or Professional Development Modules:**
 - priority will be given to adult educators employed in key positions in adult education programs funded by OSSE AFE,
 - if space is available, consideration will then be given to adult educators who work in other adult education programs in the District of Columbia.
2. For **OSSE AFE-sponsored professional development workshops/seminars (non-credit)**

² Please see Attachment I: OSSE AFE/UDC Partnership Education & Training Opportunities

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- priority will be given to adult educators, volunteers, tutors and/or staff who work in adult education programs funded by OSSE AFE,
- if space is available, consideration will then be given to adult educators, volunteers, and tutors and/or staff who work in other adult education programs in the District Columbia.

c. Residency.

1. For scholarships to credit-bearing Graduate Certificate/Professional Development Modules:

- priority will be given to adult educators who reside in the District of Columbia and who are employed in key positions in adult education programs funded by OSSE AFE,
- priority will next be given to adult educators who are employed in key positions in adult education programs funded by OSSE AFE, but reside outside of the District of Columbia, and
- if space is available, consideration will then be given to adult educators who reside within or outside of the District of Columbia and who work in other adult education programs in the District of Columbia.

2. For OSSE AFE-sponsored professional development workshops/seminars (non-credit):

All adult educators working or volunteering in adult education programs in the District of Columbia are eligible to participate in professional development institutes/workshops/ seminars regardless of residency. However,

- priority will be given to adult educators, volunteers, tutors and/or staff who work in adult education programs funded by OSSE AFE,
- consideration will then be given to adult educators, volunteers, tutors and/or staff who work in other adult education programs in the District Columbia.

IV. COMMITMENT AGREEMENT

1. Recipients of **Adult Education Teacher Licensure and Certification scholarships** must commit to:

- a. taking the necessary steps to become licensed within 6 months of successfully completing the necessary academic requirements.
- b. working with adult learners in an OSSE AFE funded program or another adult education program in the District of Columbia for no less than two years after graduation.

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- c. uploading, into their LACES (Literacy, Adult and Community Education System) staff folder, their program completion and licensure information.

V. APPLICATION AND SELECTION PROCESSES

To apply for a scholarship, eligible candidates must complete an OSSE AFE Scholarship Application online, on TK20. Please see guidelines in **Attachment III** for:

- ✓ creating a TK20 admission account to access the Scholarship Application.
- ✓ completing an OSSE AFE Scholarship Application.
- ✓ the list of documents that must be uploaded with your OSSE AFE Scholarship Application.

VI. TIMELINE/CRITICAL DATES

A. Adult Education Teacher Licensure/Certification scholarships – Closing March 20, 2023.

1. Monday, **March 20, 2023**: OSSE's Scholarship application process **closes at 11:00 p.m.** Please submit your complete scholarship application package on or before that date. Note: Applications will be reviewed in the order received. Application packages that are not fully completed will be relegated a lesser priority.
2. Between **March 21-24, 2023**, applicants who have been selected as potential candidates may be interviewed by a Scholarship Selection Committee.
3. By **March 24, 2023**, OSSE AFE/UDC will inform successful candidates of the potential award of a Scholarship, predicated on their successful admission to UDC.
4. By **April 15, 2023**, potential scholarship recipients must submit online to UDC an Admission application to be admitted to the Fall 2023 cohort. You are encouraged to submit your application to the university well in advance of this date to ensure that you are within the university's admission schedule.

Note: Applications submitted by April 15, 2023 will be permitted to provide later any documents not uploaded at submission. Applicants may plan ahead by requesting that all colleges they attended send to UDC's WebAdmit portal their official transcript(s) that show all course work, grades, degrees conferred, date(s) of graduation or last date of attendance.

5. Non-Scholarship Recipients, who will be paying their own tuition and fees, may also follow the above schedule, should they wish to apply to be part of the UDC Fall 2023 cohort. Please refer to Attachment II– UDC 2023 Tuition and Fees Schedule. Financial aid is available for the Graduate Certificate and MA programs.

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ATTACHMENTS:

- I: OSSE AFE/UDC Partnership – Education and Training Offered**
- II: Schedule of UDC’s Graduate Tuition Fees – AY 2023–24**
- III: Scholarship Application Process (TK20)**
- IV: Some Helpful Tips for Navigating TK20**
- V: OSSE ADULT EDUCATION PROGRAM: Guidelines for Letters of Recommendation**
- VI: OSSE ADULT EDUCATION PROGRAM – Employment Verification Form**

OSSE AFE/UDC PARTNERSHIP -
EDUCATION AND TRAINING OPPORTUNITIES OFFERED

To provide education and training opportunities to adult educators, OSSE AFE/UDC Partnership offers:

A. to applicants with an undergraduate degree or higher:

- A. an online **Graduate Certificate Program** (24 credit hours)—OSSE AFE offers scholarships for tuition and fees to cover participation in this program to meet DC licensure requirements. This continues to be the only adult education State-approved program for licensure preparation in the DMV metropolis.
- ✓ The program of study comprises seven 3-credit courses (21 credits) on the foundations and methods of adult learning, and one practicum/reflective seminar (3 credits).
 - ✓ UDC permits applicants with a graduate degree or higher, to transfer in a maximum of 9 credit hours of relevant coursework completed successfully at a prior university.
 - ✓ Adult educators, with a history of relevant experience teaching adult learners, may request and be granted a waiver for the 3-credits Practicum experience.
 - ✓ UDC waives the Graduate Record Examination (GRE) requirement for applicants to the Graduate Certificate program.
 - ✓ Classes are hybrid--held online using the Blackboard Learning Management System, to which all enrollees are granted access (synchronously and asynchronously) and place-based- - one day per week, Monday-Friday, from 6:00 to 9:00 pm.
 - ✓ Students have the option of matriculating thru the program at the rate of 2 courses (6 credit hours); 1 course (3 credit hours) every semester, including summer, or taking one course module (1 credit hour) of coursework, during a 6 weeks' time span, when the course is offered. Each core course is sub-divided into 3 thematic modules.
 - ✓ Program completers earn a Graduate Certificate, conferred by the university. UDC also allows them to transfer 21 credit hours, earned in the Graduate Certificate program, to the Master of Arts in Adult Education degree, which they could earn with 15 additional hours.

Performance Incentives: Based on the availability of funding, OSSE AFE incentivizes the progression of eligible students to complete their steps toward program completion:

- \$100 on successful completion of 12 credit hours (persistence)
- \$150 on successful completion of 18 credit hours (milestone)
- \$250 on successful completion of 24 credit hours (milestone)
- \$250 on submission of application for licensure (milestone)
- \$250 on receipt of Licensure in AE (completion)

Total \$1000

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B. to Applicants seeking professional development or academic training to meet requirements for state licensure and/or license renewal (120 Professional Development hours or 8 credit hours of coursework every 4 years):

- **enrollment in Graduate Certificate program modules**--each core course is sub-divided into 3 thematic modules (each module is 1 credit hour/15 instructional hours).
 - Students may enroll in one module during the regular offering of course during the semester in which it is offered (one day a week from 6:00 – 9:00 p.m.), for instance for the first 3-credits course, the schedule could be:
 - Module 1: Foundations of Adult Education – Fall (August 2023)
 - Module 2: Orientation to the Adult Learner and Adult Learning – Spring (January 2024); and
 - Module 3: The Role of the Adult Educator as a Leader for Change Summer (May 2024).
 - Students may enroll in one module to be offered 2 days per week (1.5 hours each day) or 1 day per week (3.0 hours) for instance:
 - 1 module (1 credit/15 instructional hours) – **Foundations of Adult Education – (Fall – August 2023)**;
 - **Orientation to the Adult Learner and Adult Learning (Spring – January 2024)**; and
 - **The Role of the Adult Educator (Summer – May 2024)**

C. For a post-baccalaureate degree, the University offers a **Master of Arts in Adult Education** (36 credit hours).

- ✓ Completers of the Graduate Certificate program may transition to the MA program with a transfer of 21 credits earned in that program, with an additional 15 credit hours of coursework required to earn a degree.
- ✓ Students without a post-baccalaureate degree, must meet the GRE graduate admission requirement to enter the MA Program. That includes completers of the GCP who transfer into the MA program. **Currently, the GRE requirement is waived for the GCP and MA programs.**
- ✓ The program offers a Capstone option of a Master research thesis or a Comprehensive exam.
- ✓ OSSE AFE does not offer scholarships for tuition and fees for participation in the MA part of the program.

SCHEDULE OF UDC’S GRADUATE TUITION AND FEES – AY 2023-24**Graduate Resident Tuition – Fall 2023**

Credit Hours	Tuition	Fees ¹	Total
1	\$513.00	\$430.00	\$943.00
2	\$1,026.00	\$430.00	\$1,456.00
3	\$1,539.00	\$430.00	\$1,969.00
4	\$2,052.00	\$430.00	\$2,482.00
5	\$2,565.00	\$430.00	\$2,995.00
6	\$3,078.00	\$430.00	\$3,508.00
7	\$3,591.00	\$430.00	\$4,021.00
8	\$4,104.00	\$430.00	\$4,534.00
9 or more	\$4,617.00	\$430.00	\$5,047.00

Graduate Metro Tuition – Fall 2023

Credit Hours	Tuition	Fees ¹	Total
1	\$580.00	\$430.00	\$1,010.00
2	\$1,160.00	\$430.00	\$1,590.00
3	\$1,740.00	\$430.00	\$2,170.00
4	\$2,320.00	\$430.00	\$2,750.00
5	\$2,900.00	\$430.00	\$3,330.00
6	\$3,480.00	\$430.00	\$3,910.00
7	\$4,060.00	\$430.00	\$4,490.00
8	\$4,640.00	\$430.00	\$5,070.00
9 or more	\$5,220.00	\$430.00	\$5,650.00

Graduate Non-Resident Tuition – Fall 2023

Credit Hours	Tuition	Fees ¹	Total
1	\$986.00	\$430.00	\$1,416.00
2	\$1,972.00	\$430.00	\$2,402.00
3	\$2,958.00	\$430.00	\$3,388.00
4	\$3,944.00	\$430.00	\$4,374.00
5	\$5,930.00	\$430.00	\$5,360.00
6	\$5,916.00	\$430.00	\$6,346.00
7	\$6,920.00	\$430.00	\$7,332.00
8	\$7,888.00	\$430.00	\$8,318.00
9 or more	\$8,874.00	\$430.00	\$9,304.00

SCHOLARSHIP APPLICATION PROCESS

To apply for a scholarship, eligible candidates must:

A. Complete online on TK20 an OSSE, AFE 2023-24 Scholarship Application:

Please click [here](#) to access the OSSE, AFE 2023-24 Scholarship Application and follow the guidelines below. If you need assistance, please contact Ayanna Kelley (ayanna.kelley@udc.edu or 202-423-8890) with a cc to Dr. Heather Bruce (heather.bruce@udc.edu). Also, please see Attachment IV for useful tips for navigating Tk20.

To Create a TK20 Scholarship Admissions Account

1. Once on the website, under Helpful Resources (located to the right of the split screen) click on the **admissions tab to create your account**.
2. Create an account by clicking on the link. Click [here](#) to create your account.
3. Complete the required fields (*) Name, Email, Address, Password—which MUST consist of 6-12 letters, and Security Question. **Please be sure to save the password, which must be used for all future activities on Tk20.**
4. Complete the captcha (fill in the word) as directed; then click on Create My Account.
5. Once you have created your account, your username will automatically populate in the field: Enter your password >.
6. Click on Login.

To Complete an OSSE AFE 2023-24 Scholarship Application

1. Once you login (using your admission account username and password), click on **Create New Application**.
2. Click on the drop-down menu and select “2023-24 OSSE Scholarship”.
3. Click on **Continue**.
4. You will see general information and, if applicable, any checklist items that are required. Click on **Next** to continue to the next page.
5. Complete the Application. All fields with an asterisk (*) must be filled in before the system will let you submit. Click on **Next** when ready to proceed to the next page. See Attachment IV for **additional tips on navigating Tk20**.
6. On the last page, you will see > **Submit Application Now**. **Please be sure to upload all required documents (listed under B below)**.

- B. Attach all required documents:** The following documents **must accompany your completed OSSE AFE Scholarship Application**: Note: applications without these documents are **classified as “incomplete”** and will be considered only when all documents are received:

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1. **A copy of your transcript(s)**—for your undergraduate and graduate degree(s). **Note: For your UDC Application for Admissions package—WHICH IS SEPARATE AND ADDITIONAL TO YOUR OSSE AFE SCHOLARSHIP APPLICATION PACKAGE--, you will need to submit an official transcript from every university you attended—irrespective of whether a degree was awarded or not. To avoid UDC admission delays, we recommend that you request all your official transcripts now.**
 2. **An autobiographical and philosophical statement** of 500 words or less about your academic and professional goals, research interests, relevant prior experience, motivation for graduate study in adult education, and any other information you believe will assist the consideration of your suitability for a scholarship and admission to a graduate program. **Note:** You may also submit this autobiographical statement as part of your UDC Admissions package to satisfy the university’s essay requirement.
 3. **Two Letters of Recommendation** from professionals who can provide candid information relevant to your abilities to pursue graduate study in adult education. Guidelines for the Preparation of Letters of Recommendation are provided as Attachment V- Note: You may also submit these letters as part of your UDC Application for Admission package.
 4. A completed Employment Verification Form. See Attachment VI - OSSE Employment Verification Form.
 5. Your current resume.
- C. To Apply to UDC for Program Admission:** The award of an OSSE scholarship is predicated on the candidate’s admission to UDC. Potential scholarship recipients must complete and submit online a UDC Admissions application package by the following firm deadlines:
- April 15, 2023, for admission in Fall semester 2023 (August – December) or
 - September 15, 2023, for admission in Spring semester 2024 (January – May)

To complete a UDC Application for Admission on the university’s online Web Admit portal, please:

1. Go to the university’s website³;
 - Click on **APPLY**; then
 - Click on **GRADUATE**. You will be taken to this link:
<https://www.udc.edu/admissions/graduate>
 - Scroll down to **COLLEGE OF ARTS AND SCIENCE**, then
 - Click on **“CLICK HERE TO APPLY TO THE ABOVE PROGRAMS”**
 - Click on the **ADULT EDUCATION** option, to go to the Web Admit portal
 - Select **Fall 2023; or Spring 2024** (when access is granted) then
 - **CREATE AN ACCOUNT**.

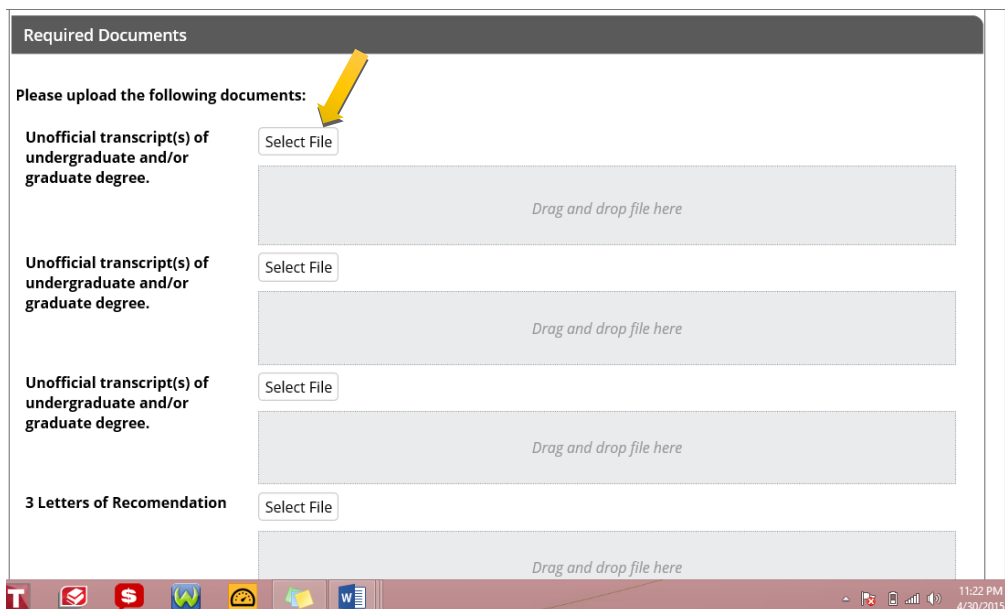
³ www.udc.edu/admit/apply_now

SOME GENERAL HELPFUL TIPS FOR NAVIGATING Tk20

- + Back will take you to the previous page.
- + Save Changes and Exit: allows you to save your work and come back at a later time.
- + Submit Application Now: submits your application for review.
- + Cancel: deletes any work that had been started.
- + If an application has a picture of a lock, it has already been submitted and will need to be recalled or re-opened for editing by an administrator.
- + To Return to a Saved Application:
 1. Login to your server. This will display a list of all application forms you have created.
 2. Click on the name of the application you wish to edit.
 3. When finished editing, click **Save** or **Submit**.
- + To Upload Documents with your Application:

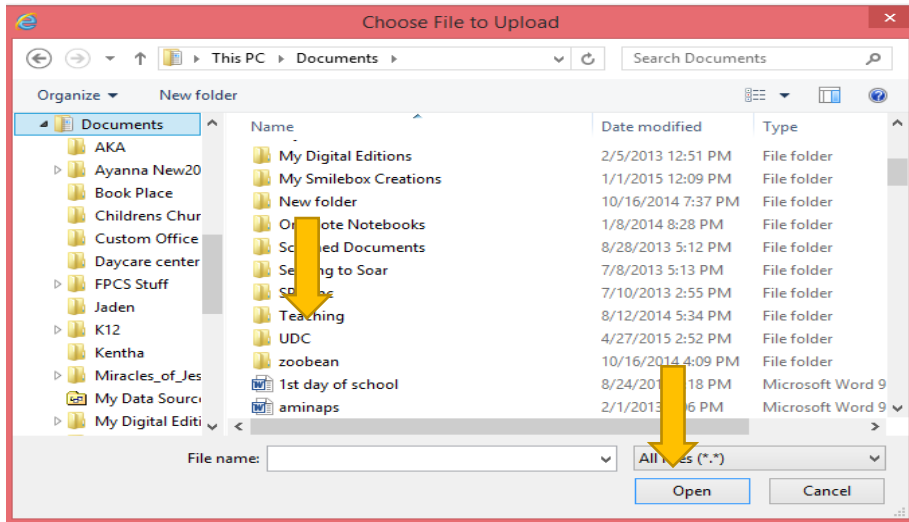
The following steps will assist you with uploading the required documents to Tk20.

Step I: Click on Select File under the required document section.



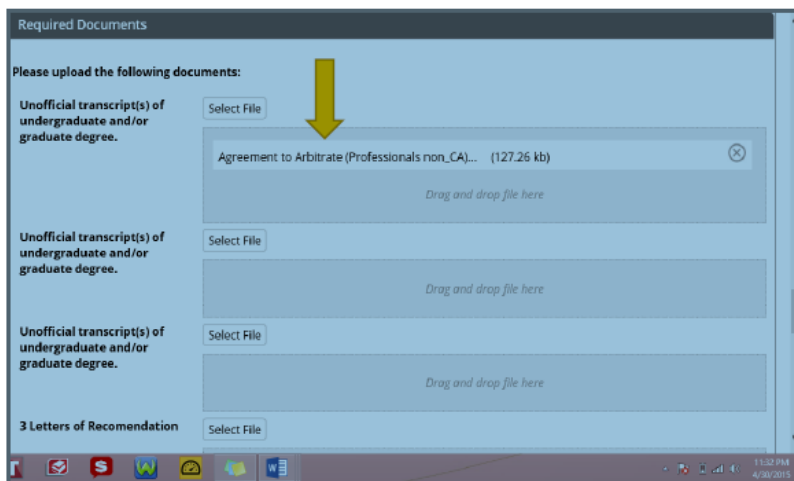
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Step II: Choose the appropriate file from your saved documents and click open.

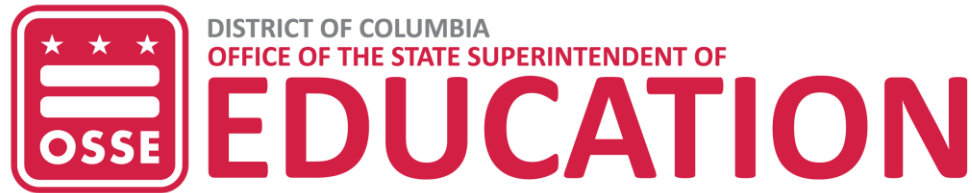


The name of your file will show in the application if it is successfully attached.

Step III: Click Save.



 **Help Resources - Online Tutorials:** Tk20 has step-by-step tutorials, which can be accessed by clicking on Help located in the upper right corner of the screen (except the login page). Click on the role that best describes your responsibility. Clicking on a role helps you view all resources.



**OSSE Adult Educator Scholarship Program
Guidelines for Letters of Recommendation**

As part of your scholarship application package, OSSE requires you to provide two Letters of Recommendation from individuals who know you in a professional capacity and who can provide candid information relevant to your abilities to pursue graduate studies in adult education. When you submit your application for an OSSE Adult Educator Scholarship, you are required to upload into Tk20 two Letters of Recommendation

To be acceptable, Letters of Recommendation must:

1. Be typed on the professional/agency's letterhead of your personal reference provider.
2. Include the name of the professional reference provider, his/her title, institution, department address, telephone and email address.
3. Reference your name in the caption.
4. State how long your referees have known you and in what capacity (e.g., supervisor, manager, teacher, etc.)
5. Discuss your suitability for graduate studies in Adult Education, addressing specifically the following aspects of your competence:
 - a) Your intellectual potential and ability to meet the high expectations of a rigorous program geared towards the development of scholar practitioners.
 - b) Your ability to stay the course and complete the program within a specified timeframe.
 - c) How they would describe you and your philosophy of adult education.
 - d) How you demonstrate your ability, as an educator, to work with adults with varying learning needs.
 - e) Your level of facility with oral, written and interpersonal communication skills.
 - f) How you have displayed mature judgment.
 - g) Your motivation and capability to engage in self-directed and active learning.
 - h) Your ability to be a positive contributor and change agent in a vibrant cohort of adult educators.



**OSSE Adult Educator Scholarship Program
Employment Verification Form**

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ (work) _____ (cell)

Email Address: _____

Agency/Program Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ (work) _____ (cell)

Current title/position: _____

Full-time _____ Part-Time _____ Volunteer _____ OSSE Funded position: Yes _____ No _____

How long have you been working in this position? _____ (number of years/months)

Have you worked in other positions in the agency? Yes _____ No _____

If yes, please list the other positions that you have held: _____

Employee's Signature

Date

Supervisor's Name: _____

Supervisor's Phone Number: _____ Email Address: _____

Supervisor's Signature

Date

Before signing, be sure to answer every question.