



## DIVISION OF ELEMENTARY & SECONDARY EDUCATION

### **Statement of Assurance and Request for Stipend**

I certify that I have completed all of the following criteria of the Division of Elementary and Secondary Education Stipend Program for Vision and Hearing Specialists to qualify for a stipend:

1. I completed one of the following qualifying programs of study: (1) Teachers of Students with Visual Impairment Certification Program at Texas Tech University, (2) Deaf and Hard of Hearing Certification Program at Texas Tech University, (3) Training Program for Professionals in Visual Impairment at Stephen F. Austin State University, or (4) Master of Science in Education of the Deaf at Texas Woman's University.
2. All coursework was completed with a grade of "B" or better.
3. I was employed on or before the first day of school, in my first year of employment, by an Arkansas public school district or education service cooperative, under a qualifying standard Arkansas teaching license, working directly with students with visual or hearing impairments.
4. I have a valid, current Arkansas teaching license and I am licensed as a Special Education--Visual Specialist or Special Education--Hearing Specialist by the Division of Elementary and Secondary Education.
5. I completed one full school year working directly with students with either visual or hearing impairments, as an employee of an Arkansas public school district or education service cooperative.
6. I have not received reimbursement or stipend funds from the Division, or the Arkansas Department of Education, or any Vision or Hearing specialist coursework or program of study.
7. I submitted the required Notice of Intent to Participate in this program.
8. I understand that stipends are contingent on the availability of funding and I am not entitled to a stipend.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

*Please complete this form and return it to the Division of Elementary and Secondary Education, Office of Special Education. All documentation must be received by July 30. Applicants found eligible to receive stipends will be notified within 30 days of submission of all required documents. All stipends are contingent upon available funds. In addition to this form, the applicant must provide the following documentation: (1) An official copy of his/her final transcript from Texas Tech University, Stephen F. Austin State University or Texas Woman's University reflecting satisfactory completion of one of the qualifying programs; (2) Proof of current, valid licensure by the Division as a Visual or Hearing Specialist; (3) Written verification from the District superintendent or Education Service Cooperative director that the applicant has been satisfactorily employed by an Arkansas public school district or education service cooperative, working directly with students with visual or hearing impairments, as an employee of the district or cooperative, for one full year immediately prior to the application for stipend; and (4) A completed IRS Form W-9.*