



September 15, 2017

Dear Classified Employee,

Santa Clara County Office of Education has been awarded a special grant to support interested candidates in their pursuit of a teaching credential. If you are a classified employee who has a BA/BS degree *or* will be completing your BA/BS Degree in the next 1-2 years and you are interested in becoming a teacher---You are eligible to apply for this program, **Classified Staff Taking Action to Teach (Class ACT)**, which awards classified employees up to \$4,000 per year, for up to four more years, to complete their credential requirements. Funds are intended to support the cost of tuition, books, and exam fees.

The requirements for participation in Class ACT are as follows:

- Attendance and completion of all program and credential requirements through one of our designated partner institutions
 - San Jose State University (Already enrolled or scheduled to start coursework in Spring semester 2018)
 - National University (Accepts applications all year long)
 - Santa Clara County Office of Education Specialist Intern Program (Early Childhood Special Ed or Moderate-Severe) Enrollment is CLOSED for 2017-18)
- Upon completion, one year of service as a teacher with your current employer for each year of assistance provided by Class ACT.
- Attend CLASS ACT meetings scheduled by the SCCOE Program Administrator.

Interested applicants are required to:

- **Contact Norma Martinez-Palmer at Norma.Martinez-Palmer@sccoe.org or by calling (408) 453-4255 as soon as possible. There are a few slots left in the grant.**
- Complete a brief [online application](#)
- Send **ONLY** one email with all the following scanned documents attached to Norma.Martinez-Palmer@sccoe.org as soon as possible.
 - ✓ 1 signed letter of recommendation from a supervisor verifying your experience working with students or supporting your potential to become a teacher.
 - ✓ A statement of interest (1000 words, Times New Roman font, 1 inch margins) describing your professional goals and how this program can support you in reaching them.
 - ✓ 1 copy of unofficial transcripts that confirm your enrollment in a program leading to a BA/BS degree or to verify the award date of your Bachelor's degree if you have graduated.
 - ✓ Evidence that you have passed the CBEST or proof of registration for an upcoming exam (You may register at this [link.](#))

All applications received will be screened and a telephone interview will be conducted. Questions? Call Dr. Martinez-Palmer (408) 453-4299 or email.