

2004-2005

Assumption Program of Loans for Education

APPLE



**COORDINATOR'S GUIDE
AND FORMS**



Assumption Program of Loans for Education

APLE

TO: APLE Coordinators

FROM: California Student Aid Commission, Specialized Programs Branch

RE: Application/Nomination Packet for the 2004-2005 Academic Year

Priority Filing Date: June 30, 2004

The California Student Aid Commission (Commission) is pleased to announce the beginning of the 2004-2005 APLE application and selection cycle. The Commission distributes 7,700 allocations among California's 77 participating postsecondary institutions for the 2004-2005 academic year.

The following items are included in this packet to assist you in the nomination and application process. Please read all of the materials provided carefully.

- Coordinator's Guide
- Application and Selection Summary Sheet
- Reallocation Summary Sheet
- Application Packets:
 - ◆ APLE Brochure
 - ◆ APLE Application
 - ◆ APLE Reference Manual

The State of California is extremely interested in increasing the number of fully credentialed teachers, so it is important to distribute APLE information to all potential applicants. For your convenience, the Commission is providing you with enough Application Packets to accommodate all of your initial allocations. If you require additional applications, please photocopy the application provided in this packet or download the application from our website at www.csac.ca.gov.

The priority filing date for submitting applications is **June 30, 2004**. The Commission will continue to accept applications if unused allocations are available. Institutions should continue accepting eligible applications until notified by the Commission.

If you have any questions, please contact the Commission's Specialized Programs Branch toll free at (888) 224-7268 #3.

Thank you for your assistance in this important endeavor.

APLE

2004-2005 COORDINATOR'S GUIDE

Please refer to the following guidelines when reviewing, selecting, and submitting new applications for the 2004-2005 APLE. Additional information can be found in the APLE Reference Manual.

PROGRAM INFORMATION

The APLE is a competitive teacher incentive program designed to attract and retain outstanding students into California's teaching profession.

Under the provisions of the basic APLE, the Commission may assume up to \$11,000* in outstanding educational loans in return for four consecutive years of full-time eligible teaching service in a California K-12 public school. Participants must teach in either:

- ◆ A designated subject-shortage area identified annually by the State Superintendent of Public Instruction. Current subject-shortage areas include: math, science, reading and language arts, foreign language, and special education, or
- ◆ Schools serving a large population of students from low-income families as designated by the Superintendent of Public Instruction, or
- ◆ State special schools, schools serving rural areas, low-performing schools in the bottom 50 percentile of the Academic Performance Index (API), and/or schools having a high percentage of teachers holding emergency permits.

**APLE participants who agree to provide teaching service in math, science, or special education may receive up to \$1,000 of additional loan assumption benefits each year. Another annual \$1,000 of benefits may be received by persons teaching math, science, or special education in a school ranked in the lowest 20 percentile of the API for a maximum total of \$19,000.*

The Commission distributes 7,700 APLE applications to participating institutions. Each institution receives a minimum of one application. The remaining applications are distributed among eligible institutions based on the number of teacher candidates from each institution who were fully credentialed during the previous year, as reported by the Commission on Teacher Credentialing (CTC).

Selected participants must sign a Loan Assumption Agreement (LAA). The LAA stipulates that the Commission will authorize loan assumption payments if the participant (a) provides four consecutive years of service in the teaching area indicated on the LAA and (b) complies with all other program requirements. **The teaching service area on the LAA cannot be changed without the written approval of the Commission.**

ELIGIBILITY CRITERIA

New applicants must meet the following criteria:

- ◆ Be a U.S. citizen, or eligible non-citizen.
- ◆ Have completed a minimum of 60 semester or 90 quarter units prior to the 2004-2005 fall term.
- ◆ Be enrolled in a program leading to a baccalaureate degree or in an approved program of professional teacher preparation through at least the end of the 2004-2005 fall term.
- ◆ Be enrolled each term at least half-time in coursework required for a baccalaureate degree or an initial teaching credential.
- ◆ Have received, or been approved to receive, an educational loan to meet the costs associated with obtaining a baccalaureate degree or an initial teaching credential, through one or more of the following loan programs: the Federal Family Educational Loan program, Federal Direct Student Loan program, Federal Perkins Loan, or privately funded institutional education loans.
- ◆ Be in good standing with repayment of any state or federally funded educational grants and state or federally insured educational loans.
- ◆ Not have completed the coursework necessary to obtain an initial teaching credential. An initial teaching credential is defined as a preliminary or clear multiple or single subject teaching credential. For those participants who agree to provide teaching service in special education or as reading specialists, an initial teaching credential is defined as a specialist credential in special education or reading and language arts.

APPLICANT SELECTION

Institutions should allow all eligible juniors, seniors and credential/graduate program students to submit applications, if they meet the APLE eligibility criteria.

Institutions may develop their own selection criteria and procedures. Selection criteria should not be so restrictive that the initial allocation cannot be met.

The APLE guidelines require that in addition to meeting the eligibility criteria, selected applicants must be judged by the institution as having outstanding ability on the basis of criteria that may include, but need not be limited to, the following:

- ◆ grade point average
- ◆ test scores
- ◆ faculty recommendation
- ◆ interviews
- ◆ other recommendations

Coordinators should notify students of their institution's selection criteria, procedures, and all application deadlines.

After all applications are reviewed for accuracy and completeness, the Coordinators must list each selected applicant's name, social security number, and teaching service area on the reverse side of the Application and the Selection Summary Sheet. The same steps must be taken for the applications submitted for potential reallocation, using the Reallocation Summary Sheet.

SUBMITTING APPLICATIONS

Coordinators must submit all of the following documents:

- ◆ 2004-2005 Application and Selection Summary Sheet(s)
- ◆ APLE Applications—for each applicant listed on the summary sheet(s)
- ◆ Reallocation Summary Sheet (if applicable)

The Commission will issue a LAA to each eligible and selected applicant. The applicant **must** sign and return the LAA to the Commission to be certified as a participant in the APLE. Students who do not return the LAA will not be eligible to participate. The Commission will mail a list of participants to each institution after all the allocations have been filled.

REALLOCATION OF UNUSED APPLICATIONS

Expediting the reallocation process: If your institution utilizes its entire initial allocation and indicates additional need, you must submit a complete application for each of the additional applicants and a Reallocation Summary Sheet.

Applications submitted with the Reallocation Summary Sheet may also be used to replace ineligible applications submitted through the initial allocation process. All reallocated applications will be selected based on the priority listing indicated on the Reallocation Summary Sheet.

If you have any questions that are not clarified in this packet, please contact the Commission's Specialized Programs Branch at:

(888) 224-7268 #3 between 8:00 a.m. and 4:55 p.m.,

or write:

**Assumption Program of Loans for Education
P.O. Box 419029, Rancho Cordova, CA 95741-9029**

or e-mail:

specialized@csac.ca.gov



APLE

2004-2005 APPLICATION AND SELECTION SUMMARY SHEET

**TO BE COMPLETED BY THE APLE COORDINATOR
AND SUBMITTED WITH THE NOMINATED APPLICATIONS**

1. Indicate the number of students who **competed** for the 2004-2005 APLE: _____
2. Indicate the number of students who met your institution's selection criteria: _____
3. Indicate the number of students who were selected as applicants: _____

Be sure to list all selected applicants on the reverse side of this form and attach a complete application for each person.

4. To help determine the number of reallocation applicants, calculate the number of applicants who were listed in item #2 above, but not included in item #3, (i.e., subtract #3 from #2) and List the applicants on the "Reallocation List" (G-209R) and attach the applications to the form. Record here: _____

5. Indicate the criteria your institution used in selecting applicants: (Check all that apply)
 Test Scores Faculty Recommendations Other (specify) _____
 Interview Extra Curricular _____
 Essay Volunteer Work _____
 GPA _____

6. If your institution uses the grade point average as a selection criterion, please indicate the GPA cut off: _____

7. Indicate the types of teacher preparation programs your school offers: (Check all that apply)
 Commission on Teacher Credentialing (CTC) Approved Teacher Credential Program
 Internship Program which requires a CTC Internship Credential to teach
 Other _____

- ◆ I am enclosing an APLE Application for each applicant.
- ◆ I have verified that the applicants' academic majors and credential objectives are compatible with their designated teaching subject areas.
- ◆ I understand that these applications will undergo further review by the Commission and only those students who meet all program requirements will be permitted to participate in APLE.
- ◆ I have not nominated an applicant who already holds an initial teaching credential or is expected to complete the coursework necessary to obtain a preliminary teaching credential before the fall term, unless they are pursuing a Specialist Credential in Special Education or Reading and Language Arts.

Signature

Title

Print Name

E-mail Address

Telephone Number

Date

**RETURN THIS FORM AND THE APPLICATIONS TO:
CALIFORNIA STUDENT AID COMMISSION
ATTN: SPECIALIZED PROGRAMS
P.O. BOX 419029 RANCHO CORDOVA, CA 95741-9029**

APPLE

2004-2005 SELECTION SUMMARY SHEET (Please make additional photo copies as needed)

NAME	SOCIAL SECURITY #	TEACHING SERVICE AREA
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____
22. _____	_____	_____
23. _____	_____	_____
24. _____	_____	_____
25. _____	_____	_____
26. _____	_____	_____
27. _____	_____	_____
28. _____	_____	_____
29. _____	_____	_____
30. _____	_____	_____

APPLE REALLOCATION

G-209R

2004-2005 REALLOCATION SUMMARY SHEET

List those eligible applicants who are nominated for reallocation in priority order, with #1 being the highest priority. Be sure to include all applications. The Commission will select the applicants based on the priority you have assigned and the teaching service area indicated.

	NAME	SOCIAL SECURITY #	TEACHING SERVICE AREA
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____

2004-2005 ELIGIBLE POSTSECONDARY INSTITUTIONS

WITH APPROVED COMMISSION ON TEACHER CREDENTIALING PROGRAMS

CALIFORNIA STATE UNIVERSITY

Bakersfield	Hayward	Pomona	San Luis Obispo
Channel Islands	Humboldt	Sacramento	San Marcos
Chico	Long Beach	San Bernardino	Sonoma
Dominguez Hills	Los Angeles	San Diego	Stanislaus
Fresno	Monterey Bay	San Francisco	
Fullerton	Northridge	San Jose	

UNIVERSITY OF CALIFORNIA

Berkeley	Irvine	Riverside	Santa Barbara
Davis	Los Angeles	San Diego	Santa Cruz

INDEPENDENT INSTITUTIONS

Alliant International University	John F. Kennedy University	Point Loma Nazarene College
Antioch University	La Sierra University	Saint Mary's College of California
Argosy University	Loyola Marymount University	Santa Clara University
Azusa Pacific University	Mills College	Simpson College
Bethany College	Mount St. Mary's College	Stanford University
Biola University	National Hispanic University	The Master's College
California Baptist University	National University	University of La Verne
California Lutheran University	New College of California	University of Phoenix
Chapman University	Notre Dame De Namur University	University of the Pacific
Christian Heritage College	Nova Southeastern University	University of Redlands
Claremont Graduate University	Occidental College	University of San Diego
Concordia University	Pacific Oaks College	University of San Francisco
Dominican University of California	Pacific Union College	University of Southern California
Fresno Pacific University	Patten College	Vanguard University
Holy Names College	Pepperdine University	Westmont College
Hope International University		Whittier College

For additional APLE information please contact the:
Specialized Programs Branch
Telephone: 1(888) 224-7268, ext. 3
Fax: (916) 526-7977
Email: specialized@csac.ca.gov

You may access the Commission's Web site for further information
on this and other financial aid programs at:
www.csac.ca.gov

