



Teaching to Teach Apprenticeship Tuition Reimbursement Program

The Teaching to Teach Apprenticeship Program is a strategic initiative designed to prepare work-ready teachers through existing employment at an eligible school district, technology center, or early learning center, aiming to increase the number of certified teachers and address education workforce shortages. A partnership between Oklahoma CareerTech and the Regional University System of Oklahoma (RUSO), the Teaching to Teach Apprenticeship Program will provide eligible participants with tuition and books reimbursement. By participating as an apprentice in the Teaching to Teach Apprenticeship Program, apprentices complete education training from one of the six regional universities and complete on-the-job training under a mentor at their school district, technology center, or early learning center.

Program Information

- The Teaching to Teach Apprenticeship Program is available for the 2025 – 2026 academic year and eligible apprentices can participate in an apprenticeship during a single semester (fall or spring only) OR throughout both fall and spring semesters.
 - A separate application will be required for each semester.
- Participants must:
 1. Successfully pass their enrolled coursework at their RUSO university **and**
 2. Complete the apprenticeship requirements with their employer.
- This scholarship will be applied to your bursar balance upon the successful completion of your apprenticeship AND passing of your coursework. Therefore, this scholarship will be applied to your bursar account AFTER you complete your semester.
 - Keep in mind that you may be required to follow your university's payment deadline schedule. You will likely be required to pay your outstanding student bursar bill up-front and wait for reimbursement upon successful completion of the semester.
- Coursework and the apprenticeship must be completed in the same semester.
- This scholarship is intended to reimburse you for out-of-pocket costs associated with pursuing your education requirements. The amount will vary depending on the remaining tuition and books balance.
 - All other applicable financial aid (excluding student loans) must be applied to bursar balance prior to reimbursement being dispersed.
 - No cash refunds in excess of your out-of-pocket costs will be issued.
 - No fees will be covered.
 - Books must be charged to university bursar balance to be eligible for reimbursement.
- Preference may be given to applicants who are on track to obtain standard certification within 24 months.
- The number of approved applicants will vary depending on available project funding.
- Failure to fully complete program requirements and provide requested supporting documentation will result in scholarships not being applied to student's bursar account.

Eligibility Requirements

- Actively employed (full or part-time) at an Oklahoma school district, technology center, or early learning center
 - Participation requires employer commitment to support apprenticeship on-the-job learning and mentorship
 - Individuals applying through an early learning center must be employed at a facility (i.e. HeadStart) requiring teachers to obtain the Four-Year-Olds and Younger Teaching Certification
- Pursuing alternatively certified, emergency certified, and/or traditional teacher certification through Oklahoma State Department of Education
- Enrolled in (by the start of the upcoming semester) at an approved Regional University System of Oklahoma (RUSO) university in an education/teacher preparation degree or certification program. Approved RUSO universities include:
 - East Central University (ECU)
 - Northeastern State University (NSU)
 - Northwestern Oklahoma State University (NWOSU)
 - Southeastern Oklahoma State University (SEOSU)
 - Southwestern Oklahoma State University (SWOSU)
 - University of Central Oklahoma (UCO)
- Minimum 2.0 grade point average (GPA)

Application Submission Requirements

Email the following required documentation to apprenticeships@careertech.ok.gov by Friday, October 31, 2025. Incomplete applications will not be reviewed for consideration. **Applications must include all required signatures prior to application submission.**

- ✓ Completed “Attachment A: Program Application” signed by apprentice
- ✓ Completed “Attachment B: Apprenticeship Agreement” signed by employer, apprentice, and RUSO university
- ✓ Completed “Attachment C: On-the-Job Learning Competencies” agreed upon by employer and apprentice.
- ✓ Copy of university transcript (May be unofficial)

CareerTech staff will reach out with program acceptance determinations no later than Friday, December 12, 2025.

For additional questions about the Teaching to Teach Apprenticeship Program, please visit our [webpage](#) or email apprenticeships@careertech.ok.gov.

Attachment A: Program Application – Spring 2026

Contact Information

First Name: _____ M. I.: _____

Last Name: _____ Date of Birth: _____

Personal email: _____

Work email: _____ Phone: (____) _____

University Information

Which RUSO enrolled in (Or seeking enrollment to) (Select one):

☐ ECU ☐ NSU ☐ NWOSU ☐ SEOSU ☐ SWOSU ☐ UCO

Degree or Certification program enrolled in (Or seeking to enroll in): _____

Spring 2026 Expected Enrollment Hours: _____

Cumulative Grade Point Average (GPA): _____

Current Teacher Certification Pathway (Select one):

- ☐ Traditional pathway
- ☐ Emergency certification pathway
- ☐ Alternative certification
- ☐ I have not been approved to pursue a teacher certification pathway.
- ☐ Other: _____

Hours needed to obtain standard certification: _____

Anticipated semesters until certification is obtained: _____

Do you have a bachelor's degree? ☐ Yes ☐ No

Financial Aid

Do you anticipate any other financial aid or scholarships? (PELL, VA, Oklahoma's Promise, etc.)

☐ Yes ☐ No

If yes, explain: _____

Employment

Where are you currently employed? _____

What is your current position/title at your school district, technology center, or early learning center? (I.e. Paraprofessional, teacher, aide., etc.) _____

Beginning wage: \$ _____

Ending wage: \$ _____

Employer contact name (Superintendent or principal): _____

Employer email address: _____

Employer phone: (_____) _____

By signing this application, I confirm the accuracy of the information and understand that any false or misleading statements will invalidate my application. I understand that any scholarships are dependent on my successful completion of the apprenticeship and the passing of my required coursework at the RUSO university.

Applicant's Signature

Date

Attachment B: Apprenticeship Agreement

Purpose: The purpose of this Teaching to Teach Apprenticeship agreement is to outline the roles and responsibilities of the Employer and the Apprentice in the establishment, management, and completion of the apprenticeship program in compliance with Oklahoma CareerTech standards. The program will provide apprentices with structured on-the-job learning (OJL) and related instruction (RI) through a Regional University System of Oklahoma education program, ensuring successful completion of the Teaching to Teach Apprenticeship requirements.

This Teaching to Teach Apprenticeship Agreement is entered into by and between

_____ (employer)

and _____ (apprentice)

is entered into on _____, 2025.

Employer Responsibilities

_____ (employer) agrees to:

1. On-the-Job Learning (OJL):
 - a. Develop and implement a plan for apprentices to achieve required OJL objectives and competencies.
 - b. Assign and oversee qualified mentors to oversee and support apprentices.
 - c. Designate a mentor to teach OJL objectives
2. Oversight and Evaluation:
 - a. Monitor the progress and performance of apprentices during OJL.
 - b. Provide regular evaluation and feedback to the apprentices.
 - c. Address performance issues, as necessary.
3. Compliance:
 - a. Ensure all workplace policies and program standards comply with applicable laws and regulations, including wage, safety, and labor standards.
4. Recordkeeping:
 - a. Maintain accurate documentation of apprentice attendance, work hours, and performance during OJL and share relevant records with Oklahoma CareerTech or appropriate RUSO, as needed.

Apprentice Responsibilities

_____ (apprentice) agrees to:

1. Complete Related Instruction:
 - a. Complete required coursework provided by RUSO towards obtaining a standard teaching certificate as approved of OSDE.
 - b. Maintain passing grades.
2. On-the-Job Learning:
 - a. Achieve required OJL objectives and competencies as designed through collaboration with the Employer.
 - b. Engage in mentorship to receive feedback and support.
 - c. Participate in regular evaluation and performance monitoring.
3. Recordkeeping:
 - a. Maintain accurate documentation of OJL work hours completed and share relevant with Oklahoma CareerTech or appropriate RUSO, as needed.
 - b. Maintain accurate documentation of RI completed

RUSO University Responsibilities

_____ (RUSO university) agrees to:

1. Provide Related Instruction
 - a. Deliver high-quality training aligned with the employer needs, industry standard, and the apprentice's OJL objectives.
 - b. Utilize qualified instructors to teach required skills and knowledge.
2. Track Completion of Program Requirements
 - a. Maintain accurate records of apprentices' progress in RI including attendance, course performance, and completion of all program requirements.
 - b. Share regular updates with (employer) or Oklahoma CareerTech regarding apprentices' progress, as needed.
3. Certificate of Completion
 - a. Report to Oklahoma CareerTech apprentices who successfully meet all RUSO education/teacher preparation degree or certification program requirements.
4. Program Support
 - a. Designate a RUSO university point of contact
 - b. Collaborate with Oklahoma CareerTech to ensure alignment towards Teaching to Teach program objectives.
 - c. Provide information as needed to process and disperse scholarships including (but not limited to):
 - i. Verification of student enrollment

- ii. Transcript (Must verify courses completed and final grades; May be unofficial)
- iii. Student bursar statement showing remaining unpaid balance

EMPLOYER (Signed by superintendent or principal)

School District: _____

Printed Name: _____

Title: _____

Signature: _____ Date: _____

RUSO UNIVERSITY (Signed by university education department)

University Name: _____

Printed Name: _____

Title: _____

Signature: _____ Date: _____

APPRENTICE

Printed Name: _____

Signature: _____

Date: _____

Attachment C: On-the-Job Learning Competencies

The apprenticeship program consists of two components: 1) On-the-Job Learning (OJL) and 2) Related Instruction (RI). The RI is the curriculum provided and delivered by the RUSO university to meet teacher certification requirements. The OJL includes a list of competencies that the employer is responsible for teaching the apprentice through hands-on work. To establish a formal apprenticeship, the employer and apprentice must identify a competency list that the employing schools will be responsible for imparting to the apprentices.

Directions: Identify at least 10 competencies to be completed through on-the-job learning throughout during the Teaching to Teach apprenticeship by placing an “X” in the cells next to the selected competencies. These competencies must be mutually agreed upon by the employer AND the apprentice. For any desired competencies not listed, you may add below under “Other”.

On-the-Job Learning Competencies	
Prepare materials and classrooms for class activities	
Observe and evaluate students’ performance, behavior, social development, and physical health.	
Prepare, administer, and grade tests and assignments to evaluate students’ progress	
Assign lessons and correct homework	
Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage	
Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies	
Administer standardized ability and achievement tests, and interpret results to determine student strengths and needs	
Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students	
Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools	
Establish and enforce rules for behavior and procedures for maintaining order among students	
Assign lessons and correct homework	
Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate	
Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors	
Organize and supervise games and other recreational activities to promote physical, mental, and social development	
Meet with other professionals to discuss individual students’ needs and progress	

Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems	
Meet or correspond with parents or guardians to discuss children's progress and to determine priorities and resource needs	
Enforce all administration policies and rules governing students	
Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations	
Adapt teaching methods and instructional materials to meet students' varying needs and interests	
Assist students who need extra help, such as by tutoring and preparing and implementing remedial programs	
Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks	
Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs	
Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula	
Use computers, audio-visual aids, and other equipment and materials to supplement presentations	
Provide students with disabilities with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms	
Guide and counsel students with adjustment or academic problems, or special academic interests	

EMPLOYER (Signed by superintendent or principal)

I understand that I will be responsible for imparting the above competencies to my apprentice.

School District: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

APPRENTICE

I understand that I will be responsible for learning the above competencies during my apprenticeship.

Printed Name: _____

Signature: _____ Date: _____