



## MEMORANDUM

To: Principals and Teachers

From: Terry A. Crawley, Coordinator for School Planning and Professional Development

Date: February, 2017

Re: Checklist for PEIP

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Please make sure **EVERYONE** is aware that the PEIP program is available. Also, please make sure that they are aware of the programs being offered at Bellarmine that **are** and **are not** eligible for PEIP funding.

### PRINCIPAL:

1. Please place the application, brochure and this list on the teachers' bulletin board.
2. Please make an announcement that this information is available, so that all teachers are aware that it is time to apply.

### APPLICANT:

1. Please read the brochure for complete information.
2. There are three qualifying factors for completing the application: 1.) You must have two (2) years teaching and/or administrative experience in the Archdiocese of Louisville Catholic schools; 2.) You must be under full-time contract at a Catholic elementary or secondary school in the Archdiocese of Louisville; 3.) You must have demonstrated a dedication to Catholic education.
3. Be realistic about what courses you will actually take. There are a limited number of hours available per university, so you may not receive all the tuition discount credits you request.
4. **First-time applicants must send:** 1) three (3) letters of recommendation, 2) an official transcript in a sealed envelope and 3) a completed application to Debbie McGillicuddy, Office of Lifelong Formation and Education.
5. **Previous applicants must send:** 1.) an up-to-date, original, sealed transcript, and 2.) a completed application to Debbie McGillicuddy, Office of Lifelong Formation and Education.
6. **The entire PEIP packet is due at the Office of Lifelong Formation and Education by Friday, March 10, 2017.** (Any application received after that date is ineligible for the program.) If you have any questions please call Terry Crawley or Debbie McGillicuddy at (502) 448-8581.
7. Please keep a copy of your PEIP application packet.
8. After processing the applications, award notifications are sent in late April or early May 2017 in two document forms. One is the report of credit hours awarded and owed to PEIP. The second is a contract/agreement that must be signed and returned to Debbie McGillicuddy. **Failure to return the signed contract by the specified date will disallow the credit hours approved for the 2017 - 2018 year.** Contracts must be in the Office of Lifelong Formation and Education by on or before **Thursday, May 25, 2018.**
9. Approved tuition discount credits may be used for the 2017 summer/fall sessions or the 2018 spring session.
10. **Failure to keep the terms of the contract will result in the obligation to pay full tuition.**