

## **FORM C Instructions Release Time Claim Reimbursement Form**

Form C's are to be completed and turned in either at the end of each month or at the end of each semester, whichever is more convenient for you and your program.

**The minimum release time requirement is 16 hours per semester (1 hour per week) and the maximum is 96 hours per semester (6 hours per week).**

The amount of release time for which a scholarship recipient is eligible is dependent on the amount of credits they enroll in each semester. It is recommended that the recipient receive 1 hour of release time per credit hour per week, up to 6 hours of release time a week. For example if the recipient is currently enrolled in 5 credit hours for the semester, they are eligible (and it is recommended) to take 5 hours of release time per week. If they are enrolled in 3 credit hours they are eligible for 3 hours of release time per week and so on. If the recipient is taking over 6 credit hours in courses, they are still only eligible for 6 hours (the maximum) of release time per week; if the recipient is enrolled in 9 credit hours they may only claim 6 hours of release time per week (the maximum).

**T.E.A.C.H. Early Childhood ® Nevada will reimburse the center for 80% of the claimed release time at a rate of \$13.50 per hour.**

Release time may be taken by the recipient to attend class, study, or to attend to personal needs. How release time is scheduled is up to the recipient and their program, but it is mandatory that the recipient be given a minimum of 16 hours per semester.

Form C's can be completed by either the recipient or their program director, again whatever works best for your program. **The forms must be signed by the director and the recipient.**

*The funds to provide the scholarship are made possible by the Office of Early Learning & Development. Administration for the program is provided by The Nevada Association for the Education of Young Children. This scholarship program was developed to increase the educational level of childcare providers and to improve their compensation and recognition in the field.*

**Thank You for Supporting Our Early Childhood Community.**

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