



General Education Teacher to Special Education Teacher (GETSET) Application

Tuition reimbursement for general education teachers to become special education teachers

DESCRIPTION:

The GETSET program provides funding to Public Education Agencies (PEAs) for tuition reimbursement to general education teachers that leads to the [Standard Teaching Certificate](#) or the [Full Special Education Teaching Endorsement](#) in the area of mild/moderate disabilities, moderate/severe disabilities, deaf/hard of hearing, visually impaired, or early childhood special education. While participants may choose to pursue a Standard Teaching Certificate in early childhood special education, the endorsement is not available in this area. See the [Special Education Teacher Certification Pathways](#) for more information. Candidates must hold a general education teaching certificate and have been employed by the PEA for two (2) full school years by June 30, 2025, to be eligible for the program. Teachers who receive tuition reimbursement must commit to working for the PEA in a professional special education capacity for a minimum of two (2) full years upon completion of the program and receipt of the special education teacher certification or endorsement.

DIRECTIONS:

Complete the entire application for the general education teacher candidate to be eligible for tuition reimbursement to become a special education teacher. Submissions are limited to one application per PEA. Applications must be submitted no later than 5:00 p.m. on **Friday, February 21, 2025**. Late or incomplete applications (including those without all required signatures and unofficial transcripts) may not be considered.

Complete the [GETSET Application Form](#) and email the completed application cover page (found in this document on page 2) and an unofficial transcript(s) to the [Educator Recruitment and Retention Inbox](#), using the subject line [Your District or Charter Name]: 2transc025 GETSET Application. Applications will be reviewed by a team of evaluators. Those earning the highest scores in the evaluation process will be approved until the funding that is set aside for the program is depleted. Questions regarding the application should be directed to [ESS Recruitment and Retention Inbox](#).

EXCEPTIONAL STUDENT SERVICES
PROFESSIONAL LEARNING AND SUSTAINABILITY

“Grow-Your-Own” Program
Special Education Director Signature General Education to Special Education Teacher
(GETSET) Tuition Reimbursement Program

Application

COVER PAGE

PEA Name:	CTDS#:	
Superintendent:	Email:	Phone:
Special Education Director:	Email:	Phone:
Project Coordinator:	Email:	Phone:
Finance Contact:	Email:	Phone:
Supervisor/Mentor Teacher/Instructional Coach:	Email:	Phone:
Candidate:	Email:	Phone:
Certificate Desired:		

Signatures: By signing this cover sheet, each signer agrees to the terms and conditions of this tuition assistance opportunity, including all assurances, agreements, and requirements outlined in this application and in any PEA revisions to this document in response to reviewer questions/comments prior to the candidate’s acceptance into this tuition assistance program.

 Superintendent/Charter School Administrator

 Special Education Director

 Supervisor/Mentor Teacher/Coach

 Candidate

GETSET TUITION ASSISTANCE PROGRAM REQUIREMENTS

The signers of this application, including the candidate, agree to comply with the following:

1. The general education teacher meets the following eligibility criteria:
 - a. Holds legal Arizona resident status
 - b. Holds an Arizona general education teaching certificate
 - c. Has worked as a certified general education teacher in the PEA for a minimum of two school years by June 30, 2025.
 - d. Meets all necessary college or university requirements and prerequisites and will be accepted into an appropriate program that offers the coursework required for a special education teaching certificate.
2. The teacher shall enroll in an Arizona State Board of Education-approved educator preparation program (EPP) that leads to special education teacher certification ([view the list of approved programs that lead to special education certification](#)). Funds may not be used to pay for additional classes.
3. The teacher will complete a minimum of six (6) to nine (9) semester credit hours for each full program year until the certificate plan requirements are met.
4. The teacher will complete the EPP within two (2) to five (5) years.
5. The teacher will maintain a minimum 3.0 cumulative grade point average (GPA) at the end of the program year. If the teacher fails to meet the grade requirement, he or she will not be reimbursed for the course.
6. Funding shall not exceed \$20,000 per year for the cost of tuition and fees for credit hours toward degree completion. Textbook reimbursement is limited to \$1,000 per year.
7. The following documents must be submitted at the completion of each semester: (a) course tracking tool provided by ADE, (b) unofficial transcript, (c) receipts for the purchase of books, and (d) receipts for tuition payments or other documentation itemizing tuition payments.
8. GETSET is a tuition reimbursement program. Potential expenses are pre-approved and reimbursement is provided after each semester is completed and program requirements are met.
9. The teacher must remain employed by the PEA while in the program. If he or she quits or is terminated for failure to meet the PEA's employment expectations, the PEA may be required to repay all funds spent during the program year.
10. A copy of the GETSET participant's transcript indicating degree completion shall be forwarded to the ADE GETSET program coordinator or designee after the award.
11. The PEA GETSET program coordinator will send the Educator ID number from the Special Education Teacher Certificate to ESSRandR@azed.gov within six months of the candidate's graduation.
12. Upon completion of the college or university special education EPP and receipt of the special education teacher certificate, the teacher shall work for the PEA in a professional special education capacity for a minimum of two (2) full years.
13. The teacher will complete a follow-up survey within one month of completion of the degree program. The PEA will complete follow-up surveys for two consecutive years after graduation to report the employment status of the participant in the PEA.
14. The PEA understands that the tuition assistance program will provide funding for the cost of tuition, fees, and books if these occur: (a) Federal IDEA funds are available to support this program, (b) the PEA maintains its commitments by adhering to these Assurances, and (c) the teacher continues to be eligible to receive the benefits of this funding as defined.
15. If the teacher is unable to meet the minimum course requirements during any program year, he or she must submit a written petition for consideration by the GETSET program coordinator and receive written confirmation of approval. This petition shall describe why the minimum course requirements cannot be met and shall indicate the number of credit hours that will be completed. Failure to do so will result in the cancellation of the program and the return of all funds spent during that program year. Classes that start but are not completed during the program year shall not be reimbursed by GETSET funds. (Acceptable reasons for an inability to fulfill the annual minimum semester credit hour requirements are for health reasons or emergency situations only).

16. The PEA must meet all special education process, procedure, and funding requirements: (a) the PEA has special education policies and procedures that have been approved and adopted by the local governing board, (b) the special education policies and procedures are on file at the PEA's administrative office, (c) the PEA has notified ADE/ESS/Program Support and Monitoring of any current revisions made to the special education policies and procedures, and (d) the PEA is in good standing and in full compliance with the State Board of Education or the Arizona State Board for Charter Schools and the Arizona Department of Education regulations and administrative requirements.
17. The PEA understands that if this application has been accepted for funding and there are current issues of non-compliance with IDEA, funds from this program will be withheld until issues are resolved. If there is no resolution, funding may be withheld and repayment required.
18. The PEA understands that if this application has been accepted for funding and there are outstanding unpaid registration fees from previous ESS trainings, conferences, or institutes, funds from this program will be withheld until the outstanding unpaid registration is paid. If fees are not eventually paid by the time the project closes, funding will be void and repayment required.
19. The PEA confirms that accountability measures to ensure the teacher's success will be practiced by: (a) tracking and monitoring the teacher's progress to ensure fiscal and programmatic accountability, and (b) by providing support, such as face-to-face meetings with a mentor and initiating other support procedures as needed.
20. The PEA will continue to employ the teacher until he or she completes the program requirements and for a minimum of two (2) years after obtaining the Standard Teaching Certificate or Full Special Education Endorsement unless the teacher quits or fails to meet employee expectations and is released from employment. If the teacher quits or is terminated for failure to meet the PEA's employment expectations, the PEA may be required to repay all funds spent during the program year.
21. The PEA will employ the candidate as a special education professional for a minimum of two (2) years after completing his or her special education certificate coursework and receiving the special education teacher certification.

GETSET Application Preview

Use this application preview as a note-taking guide before completing the [GETSET Application Form](#). Please note that all responses must be submitted in the [GETSET Application Form](#).

Contact Information

1. Provide the name of the public education agency.
2. Provide the name of the special education director.
3. Provide the email address of the special education director.
4. Provide the phone number of the special education director.
5. Provide the name of the GETSET project coordinator.
6. Provide the email address of the GETSET project coordinator.
7. Provide the phone number of the GETSET project coordinator.

Candidate Selection

The GETSET tuition reimbursement program is intended to help a PEA in its recruitment efforts to increase the number of highly qualified special education teachers. The PEA should demonstrate thoughtful consideration in the selection of a candidate who will successfully complete the educator preparation program (EPP) and teacher certificate or endorsement requisites and assume special education teacher responsibilities.

8. Describe the methods used to solicit your eligible candidate. Explain why the candidate was selected. Cite multiple sources. (250 word maximum). Some considerations may have been the review of:
 - The recommendation provided by the candidate's direct supervisor.
 - Performance evaluations.
 - Work record and attendance.
 - Previous college experience or specialized training and licenses or certificates.
 - Interactions with school staff.
 - Rapport with the students, especially with students with disabilities, who are served by this candidate.
9. Please list any other factors about the PEA or community that are relevant to this application. (250 word maximum)

Candidate Information

The candidate must hold a general education teaching certificate and have been employed by the PEA for two full school years by June 30, 2025.

10. Provide the GETSET candidate's name.
11. Provide the GETSET candidate's job title/position.
12. Provide the GETSET candidate's email address.
13. Provide the GETSET candidate's phone number.
14. Provide the grades served by the GETSET candidate in their current position.
15. Which current Arizona Teaching Certificate does the candidate currently hold?
16. Enter the dates the candidate has been employed at the PEA (month/year-month/year).

Candidate Narrative

17. To be completed by the candidate: In no more than 500 words, describe why you are pursuing a career in special education and your plans and goals as a special education teacher following your graduation and certification.

Previous College or University Coursework

18. Please indicate the college or university degree already attained. Attach an unofficial transcript(s) with application cover page.
 - Bachelor's degree
 - Master's degree
19. Does the candidate have previous coursework to apply toward this degree? If yes, please include an unofficial transcript(s) with application cover page.
 - No
 - Yes

Anticipated College or University Educator Preparation Program of Attendance

Complete this section with information about the Arizona State Board of Education-approved college or university that the candidate plans to attend to complete special education teacher certification.

20. Provide the college or university name(s) the candidate plans to attend.
21. Provide the name of the degree the candidate plans to pursue.
22. Provide the website showing degree course requirements.
23. Provide the tuition and fees schedule website(s) from the college or university the candidate plans to attend.

Certification

24. Please indicate the appropriate Standard Teaching Certificate the candidate will be pursuing below.
 - Standard Certificate-Early Childhood Special Education, Birth Grade 3
 - Standard Certificate-Mild/Moderate Disabilities, K-12
 - Standard Certificate-Moderate/Severe Disabilities, K-12
 - Standard Certificate-Deaf/Hard of Hearing, Birth-Grade 12
 - Standard Certificate-Visually Impaired, Birth-Grade 12
 - Full Endorsement-Mild/Moderate Disabilities, K-12
 - Full Endorsement-Moderate/Severe Disabilities, K-12
 - Full Endorsement-Deaf/Hard of Hearing, Birth-Grade 12
 - Full Endorsement-Visually Impaired, Birth-Grade 12

PEA Accountability Plan and Supports for Successful Outcomes

This section is to be completed by the GETSET project coordinator at the district or charter. Please describe the accountability measures that the PEA will have in place to track and monitor the completion of program requirements.

25. The PEA is responsible for ensuring the success of the candidate. Describe the support mechanisms the PEA will have in place to promote the candidate's successful completion of the program and ensure the candidate's retention in special education. (250 word maximum).
26. Describe the plan for monitoring the candidate's academic progress to ensure that grade requirements are met (minimum B grade for each core class; minimum C grade for all other classes; minimum 3.0 GPA) and the resources that will be available to the candidate if he or she struggles with the content of a class. (250 word maximum).
27. Describe the arrangements for the completion of the student teaching experience. (250 word maximum)
28. Provide the name, title, and email address of the person who will complete the follow-up survey and ensure that a copy of the GETSET candidate's transcript indicating degree completion and the Educator ID number from ADE Certification are sent to ADE/ESS.