****

**Office of Support for Teacher Education Programs and Global Student Teaching**

**Education Building – Room 108 – PO Box 7718, Ewing, NJ 08628**

**STIPEND PROCEDURES – FOR FACULTY PROVIDING FIELD (Clinical Experience) SUPPORT**

**& STUDENT TEACHING SUPPORT (CLINICAL PRACTICE I & II)**

***Stipends are paid to Cooperating Teachers for both Clinical Field Experience and Clinical Practice I & II (student teaching). The procedure for submission of stipend paperwork is described below.***

**Clinical Experience & Clinical Practice I:**

1. Faculty must submit a current and complete class/cooperating teacher list before any stipends can be processed. The STEP Office will not accept individual lists from cooperating teachers. (The above form can be emailed to the STEP Office ([step@tcnj.edu](mailto:step@tcnj.edu)), faxed (609-637-5196), or brought into the STEP Office.)
2. A W-9 form (updated version) should be distributed to all cooperating teachers for submission to the STEP Office. (The Cooperating Teacher must submit this form directly to the STEP Office via email, fax, mail, or in-person.)
3. Faculty are asked to remind cooperating teachers of the importance of promptly returning these documents for processing.

**Clinical Practice II:**

1. W-9 forms (updated version) should be distributed to all participating Cooperating Teachers along with a Clinical Practice II/Student Teaching form. These forms must be completed and returned directly by the cooperating teacher to the STEP Office by any of the methods mentioned above.

1. Faculty are asked to remind cooperating teachers of the importance of promptly returning these documents for processing.

**Please Note:**

***W-9s and Clinical Practice II forms should NOT be submitted through TCNJ students or faculty as they contain personal information. Stipends will be reviewed by the STEP Office on a monthly basis. No stipends for either Clinical Experience or Clinical Practice will be processed before mid-semester.***