

## **New! STEP Office Stipend Application Procedures for Cooperating Teachers**

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The STEP Office has implemented a NEW Stipend Application payment system that will help speed up the processing of payment checks to cooperating teachers. Cooperating teachers must complete the brief form and submit their W-9 forms through this link: [https://tcnj.co1.qualtrics.com/jfe/form/SV\\_1TyxqGREz2UN8BT](https://tcnj.co1.qualtrics.com/jfe/form/SV_1TyxqGREz2UN8BT) Cooperating teachers will receive an email with the password. If you have not received this email, please contact the office for the password.

### **Frequently Asked Questions on the New Stipend Application Form**

#### **Can I use the old paper version of the W-9?**

No! The old paper forms that were being used to pay stipends are no longer accepted. All payments will be processed through the system to reduce paperwork and streamline the payment process. We instituted this new process in an effort to reduce the amount of incorrectly submitted paperwork that would delay payment to teachers. We want to pay you in a more timely manner.

#### **Why haven't I received my stipend? I submitted my form weeks ago.**

If you were a cooperating teacher in the fall and we just received your paperwork, your stipend is processed on a monthly basis. If you are a cooperating teacher in the spring semester, your payment will not be processed until the end of the placement (split) or semester (full).

From start to finish the stipend process that we follow can take 4-6 weeks. First, we receive the W-9 and associated information through the stipend system. Next, we verify that all the information submitted is correct. If a student has more than one cooperating teacher, the stipend is divided evenly amongst the teachers. The payment list then is sent to the STEP Director and the Dean, School of Education for final review and approval before being sent to Business and Finance for payment.

#### **When will I receive payment for being a cooperating teacher this spring?**

With the piloting of this new system, all teachers submitting their information by the end of March will be processed for the batch to be sent in April. Teachers should see their check by mid-late May.

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### **What information do I need to have to apply through the Stipend System?**

Cooperating teachers will need the following information to complete the online application:

1. Your personal contact information
2. Certifications you have
3. Semester of supervision,
4. Name of the student(s)
5. TCNJ Field Supervisor
  - a. Name of the TCNJ Field Supervisor Clinical 2 (Full Time Student Teacher)
  - b. Name of TCNJ Course Professor for Clinical Experience (observations) and Clinical 1 (Part Time Student Teacher).
6. TCNJ Course number (i.e. ECE490, MUS394, SPED695). You can get this from the student.

### **I am having problems signing my W-9?**

If you are experiencing issues signing the document, it could be the browser you are using. You have a few options:

1. Use the Firefox browser to open the document. This will open the document in Adobe pdf.
2. You can download the document and save to your desktop and open in Adobe to sign the form electronically.
3. Last option (please make this the last option). Take a close up, clear and bright picture on your phone and attach it. We will contact you if the copy isn't sufficient for Finance and Business Services.

Any questions on the Stipend Application please call (609-771-2408) or email the STEP Office ([step@tcnj.edu](mailto:step@tcnj.edu))