Effective July 1, 2019, all stipend applications for Fall must be received by December 15th and Spring applications by May 15. Stipend applications will be processed at the conclusion of the semester.

[CP2 Fall Stipend Application](#) You will receive an email with the password to this survey. Please DO NOT share it. If you have not received the password email, please email us step@tcnj.edu.

Frequently Asked Questions on the 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 to 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. **Please do not give W-9 forms to your student teachers!**

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

It takes 2 weeks to process the paperwork for submission, after the December 15th and May 15th due dates. The stipend process that TCNJ follows means that you may not receive your stipend for 6-8 weeks after the December 15th and May 15th deadlines.

Please do not submit more than one stipend application online!

If you are not sure if we received your application: 1. Search your email history for the confirmation email that is sent when you complete the survey, or 2. Email the office.

Please do not submit more than one stipend application online!

How much is the stipend that I will receive?

This amount varies for mentor teachers hosting students for clinical experience (observation), clinical practice I (part time), and clinical practice II (full time).

In general, mentor teachers hosting CPII students in dual placements: Special Education, Music Education, Health and Physical Education, Art Education, Global/US, will receive a prorated stipend for the students they host, as these are shared placements.

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

Cooperating/Mentor 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).

For Global Mentor Teachers (Non-US Citizen): You will need to have correct IBAN, Swift, and bank account numbers. Please check these thoroughly or your money may be delayed.

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 is not clearn and acceptable by the Office of Finance and Business Services.

If you have questions or are experiencing problems, email the STEP Office (step@tcnj.edu) for assistance.