Instructions for Stipend Application Form

All stipend applications must be received by May 15th. Stipend applications received after these dates may not be processed, as all stipends must be paid in the same year of service.

You will receive an email with the link and password from step@tcnj.edu.

Can I use the old paper version of the stipend form?

No. The old paper forms that were used to pay stipends are no longer accepted. All payments will be processed through this application system. We instituted this process to help reduce errors that would delay payment.

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 May 15th due date. The stipend process that TCNJ follows means that you may not receive your stipend for 6-8 weeks after the May 15th deadline.

Please do not submit more than one stipend application online!
If you are not sure if we received your application, search your email history for the confirmation email entitled: Confirmation of STEP Cooperating Teacher Stipend Application.

How much is the stipend that I will receive?

This stipend amount varies for mentor teachers and counselors hosting students for Clinical Practice I (part time), Clinical Practice II (full time), or counseling practicum

Mentor teachers hosting CPII students in dual placements (Special Education, Music Education, Health and Physical Education, Art Education) will receive a prorated stipend for hosting a student for half a semester (7-8weeks)

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:

Your personal contact information
- Name of the student(s)
- Name of TCNJ Field Supervisor Clinical 2 (Full Time Student Teacher)
- Name of TCNJ Course Professor for Clinical 1 (part time experience).

What should I do if I have a problem signing my W-9?

If you are experiencing issues signing the document, it could be the browser you are using. Try these options

- Use the Firefox browser to open the document. This will open the document in Adobe pdf.
- You can download the document and save to your desktop and open in Adobe to sign the form electronically.
- Last option (**please make this the last option**). Complete and sign the W-9. Take a close up, clear and bright picture on your phone and attach it. We will contact you if the copy is not clear 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.