

**\*REVISE AS NEEDED\***

**Memorandum of Understanding (MOU) Between  
[LEA Name] (hereinafter referred to as the "LEA"),**

**the "Program")**

**Effective:**

**[MOU effective date range]**

This MOU outlines the agreement between the "LEA" and the "IHE," an approved New York State institution offering registered certification programs through its School of Education, jointly referred to as the "Partnership." The purpose of the "Partnership" is to prepare qualified educators in the "LEA," leading to education degrees at the "IHE," and New York State certification in areas of shortage within the "LEA."

The "Program" will emphasize Grow your Own (GYO) strategies in on-site models that address "LEA" staffing needs and improves diversity among its teacher workforce. The "Program" will be carried out in

**\*REVISE AS NEEDED\***

- E. Design paraprofessional responsibilities to align with "Program" guidelines in order to allow candidates to fulfill candidate responsibilities while maintaining full time employment.
- F. Invoice the "IHE" and disburse funds to candidates each year.
- G. Continue to develop the "Program" and support the development of alumni teaching in the LEA.
- H. Work with the "IHE" within the "LEA" to provide candidate support for state-required testing, admissions procedures, and financial aid prior to and during the "Program."
- I. Facilitate space use in the "LEA" for the "Program" at no cost to the "IHE."
- J. Guarantee that certified "Program" alumni are given an interview and consideration for "LEA" positions.

**The "IHE" will:**

- A. Offer a [degree] in addition to a recommendation for a [certification]. The courses will be offered from [date range].
- B. Provide key faculty member(s) to implement the "Program."
- C. Distribute grant funding to the "LEA" and scholarships to candidates.
- D. Advise students on admissions requirements, financial aid opportunities, scholarship opportunities, use of library and other university resources, and other administrative details.
- E. Identify a key faculty adviser who will work directly with the "LEA" and various departments at the "IHE" as "Program" Director.
- F. Report and provide documentation of "Program" progress to interested parties from the "IHE," "LEA," community, NYSED and the legislative body.
- G. Provide the "LEA" with promotional brochures and student orientations to assist with "Program" recruitment.
- H. Work with the "LEA" to ensure adequate mentoring/advising/tutoring and other support are provided.
- I. L4

**\*REVISE AS NEEDED\***

In order to accomplish the objectives of this MOU and meet "Program" outcomes, the "LEA" and "IHE" shall perform the specific duties as outlined in this document. The understanding is that the information may be subject to change based upon "Program" needs, agreed upon by all partners.

<b>Activity</b>	<b>Start date</b>	<b>End date</b>	<b>Responsibility</b> <i>(Indicate if it is "LEA," "IHE," mentor, candidate, etc. and indicate the name, organization, and title as applicable.)</i>
Candidate recruitment			
Candidate screening			
Candidate selection			
Field placement			
Student teaching placement			
Mentor selection			
Mentor training			
Course delivery			
Candidate advisement			
<b>[Add rows as needed]</b>			

**Financial arrangements**

**[IHE or LEA]** will act as the "Program's" fiscal coordinator to distribute all funding.

<b>Expense</b>	<b>Cost</b>	<b>Disbursement Date</b>	<b>Responsibility</b> <i>(Name and Title)</i>
Mentor Stipends			

\*REVISE AS NEEDED\*

**Tuition Comparison**

The total tuition and campus-based fees for other "IHE" certification degree programs for [number of semesters] and [number of credits] is [total tuition costs for non-Program candidates].

Item	Cost	Paid By <i>(Indicate if it is "LEA," "IHE," candidate, loan funding, etc.)</i>
Registration fee		
Application fee		
"Program" tuition		

**\*REVISE AS NEEDED\***

Name	Title	Signature	Date