

EDUCATOR COMPENSATION REFORM PROGRAM FUNDING APPLICATION INSTRUCTIONS

The application procedure for public school districts is as follows:

- 1) Access the editable application form on the ADE website at <http://www.arkansased.gov/divisions/fiscal-and-administrative-services/educator-compensation-reform-program>.
- 2) Select your district from the dropdown list at the top of the form. The form will then pre-populate your district's FTE, ADM, and salary data.
- 3) The form will show you how much your district must increase base salaries each year to meet the minimum teacher compensation schedule for a bachelor's with zero (0) years of experience, as required by Ark. Code Ann. § 6-17-2403(b), as amended by Act 170 of 2019.
- 4) On the next part of the form, "District Actual Projections", fill in your projected base salary amount for bachelor's with zero (0) years of experience for each school year, beginning with 2019-20 and ending with 2022-23. The form will calculate the amount of Educator Compensation Reform Program Funds your district is eligible to receive each of the four years of implementation. Also, fill in your projected/anticipated FTEs for each of the four years of the program.
- 5) If a district chooses to request to receive funds on a schedule different than that calculated by the form, this request should be included in the "Additional Information" section of the application form. (For example, if the form calculates that a district is not eligible to receive funds in year one but is eligible in years two, three, and four, a district may request to receive a percentage of its funds in year one to increase salaries for master's.) The total amount of funds a district is eligible to receive will not change based on the adjusted disbursement schedule.
- 6) The "Additional Information" section of the application form should also include a brief narrative describing plans for implementing required salary increases and anticipated adjustments to staff. Attach additional pages, if necessary.
- 7) The superintendent should sign and date the bottom of the form.
- 8) E-mail the completed form to: ADE.ADEecrp@arkansas.gov.