

A black and white photograph of two women sitting at a table, looking at a document together. The woman on the right is pointing at the document. The background is a bright window with some foliage visible outside.

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2025–26 Grow Your Own Registered Teacher Apprenticeship Program

Funding Opportunities Webinar
June 27, 2025



FLORIDA DEPARTMENT OF
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CAREER AND ADULT EDUCATION

Webinar Agenda

- To inform potential eligible applicants about the Grow Your Own (GYO) – Pathways to Career Opportunities Grant (PCOG) program, requirements, timelines and expectations and to answer questions about the project concept posed by attendees.

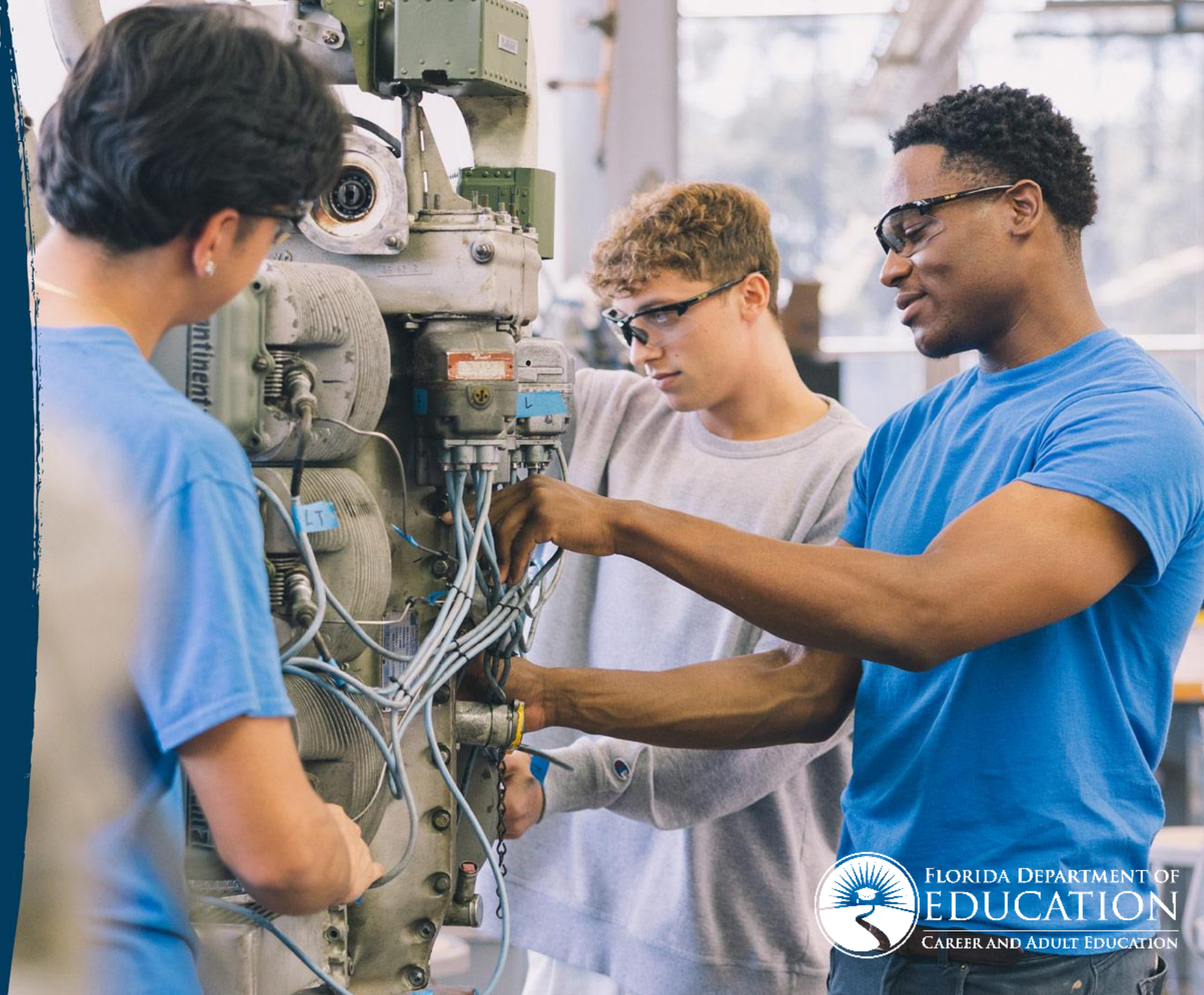
Webinar Purpose

- Welcome and Purpose
- Background — 2025 Legislative Overview
- Funding Purpose and General Information
- Overview of Project Concept Requirements
- Project Concept Excel Workbook Tutorial
- Submission and Review of the Project Concept
- Questions and Answers

2025 Legislative Overview

**Dr. Josey McDaniel,
Chief
Bureau of Educator
Recruitment, Development
and Retention**

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Teacher Apprenticeship Program

Section (s.) 1012.555, Florida Statutes (F.S.), Teacher Apprenticeship Program

- Aligns the requirements for a teacher who serves as a mentor in the apprenticeship program to s. 1012.56(7), F.S.
- A person who is issued a temporary certificate must be assigned a teacher mentor for a minimum of 2 school years after commencing employment. Each teacher mentor selected by the school district, charter school, or charter management organization must:
 1. Hold a valid professional certificate issued pursuant to this section;
 2. Have earned at least 3 years of teaching experience in prekindergarten through grade 12; and
 3. Have earned an effective or highly effective rating on the prior year's performance evaluation under s. 1012.34, F.S.

Funding Purpose and General Information

Division of Career and Adult Education

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Specific Funding Source

- The Legislature appropriated a \$5 million sub-initiative for the Grow Your Own Teacher Registered Apprenticeship Program Expansion in the 2025 General Appropriations Act (GAA).
- The total amount of funds available for the PCOG General Release and PCOG-GYO set-aside is contingent upon the Governor signing the GAA.
- An individual applicant may not receive more than 10 percent of the total amount appropriated for PCOG.

Eligible Applicants and Target Population

Eligible applicants:

- Florida College System institutions
- State University System institutions
- Independent Colleges and Universities of Florida institutions
- Must have a baccalaureate-level state-approved educator preparation program approved by the Florida Department of Education and a planned partnership with a Florida school district to create an innovative partnership for a no-cost pathway to the teaching profession for registered teacher apprentices.

Target Population:

- Apprentices registered in the FDOE-sponsored teacher apprenticeship program.

The Process

- The Division of Career and Adult Education (DCAE) announced the PCOG-GYO funding opportunity on **June 18, 2025**.
- Project Concept — eligible applicants may submit high-level Project Concepts by 5:00 Eastern Time on **July 28, 2025**.
- Project Concept Internal Review — all project concepts received on or before the published deadline will be evaluated by FDOE professional staff, who will prioritize project concepts and make funding recommendations to the Commissioner. The Commissioner will identify final project concepts that will move forward for funding through the request for application process.
- Request for Application (RFA) — DCAE will publish an RFA that will include an allocation of funded project concepts. Select eligible applicants will submit the RFA (anticipated in **September 2025**) in order to receive a project award notification that will identify the project's performance and budget period.

Funding Purpose

- The purpose of the PCOG-GYO grant is to create a teacher pipeline for Florida's school districts and to encourage innovative partnerships between education preparation programs and participating school districts to provide innovative, no-cost pathways to the teaching profession by increasing the supply of qualified teachers.
- The program encompasses concepts and grants to support the costs of related instruction for upper division coursework toward the award of a baccalaureate degree in education. This program solely encompasses support for scaling the elementary and secondary teacher occupations.

Key Information

- The PCOG-GYO program will require commitments from both the eligible applicant and the partnering school district(s). Submissions must include letter(s) of support from school district partner(s) that commit to participating in the FDOE teacher apprenticeship program and agree to have their identified teacher apprentices receive related instruction from the eligible applicant at no cost to the teacher apprentice.
- This is a core condition of this grant opportunity and partnering school districts must sign participating employer agreements with the FDOE-sponsored teacher apprenticeship program within 120 days of the applicant's receipt of a grant award notification.
- As a condition of participating in this grant program, no costs for participation shall be passed along to a participating teacher apprentice (i.e., instructional materials, tuition or fees if applicable).
- Funded projects may be required to use grant funds for technical assistance and support available through the National Center for Grow Your Own, a 501(c)(3) non-profit organization which provides technical assistance to entities interested in launching "Grow Your Own" (GYO) programs in partnership with educator preparation providers.

Key Information

FDOE seeks projects that emphasize the following funding priorities:

- Project plan produces qualified graduates to meet the needs of participating school district(s).
- Project plan identifies more than one certificate subject that will prepare teacher apprentices in partnering school district(s) through this funding opportunity or targets certification in an identified high demand area.
- Project plan conveys strategic and innovative partnership between the eligible applicant and partnering school district(s).
- Project plan accounts for academic credit that will be awarded toward the baccalaureate degree for the teacher apprentice's on-the-job training.

Key Information

- Project plan incorporates the use of evidence-based instructional materials that are grounded in the science of reading.
- Project plan demonstrates project sustainability after the grant period ends.
- Project plan reduces the cost of obtaining teaching certificate.
- Project plan provides flexibility to participating districts, including allowing districts to work with multiple eligible applicants.

Key Information

PCOG-GYO funds may be used for the following:

- Instructional costs such as curriculum design, development and delivery.
- Academic and professional supports to ensure teacher apprentice success.
- Teacher apprentice onboarding and orientation.
- Credentialed faculty to teach the coursework.
- Florida Teacher Certification Examination (FTCE) costs.
- FCS, SUS or ICUF institution-developed boot camps for FTCE licensure preparation for teacher apprentice candidates identified by partnering school district(s).

Key Information

- Conduct authentic assessment and alignment of on-the-job training (OJT) competencies and related technical instruction.
- Identify the amount of college credit that will be awarded for OJT toward the award of a baccalaureate degree.
- Provide cost of instruction for teacher apprentices as well as textbooks. Registered apprentices are exempt from the payment of tuition and fees under s. 1009.25, F.S.
- Develop eligible applicant-developed professional development for teacher apprentice mentors.

Data, Monitoring and Compliance

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Enrollment

- A good-faith enrollment effort is expected. Performance must be reported.
- In the PCOG Project Concept Excel Workbook, potential awardees will project the number of apprentices or preapprentices who will register and the number who will complete the program.
- Awardees will provide updated registration and program completion numbers in their quarterly and final PCOG reports.
- If preapprentices/apprentices enroll at a public Local Education Agency (LEA) to receive program instruction, **the LEA must complete public agency data reporting.**
- If selected for Monitoring and Compliance survey, the awardee will verify enrollment numbers.
- The next slides will clarify a few of these processes.

Monitoring and Compliance

- Monitoring and Compliance ensures that funds have been used and reported correctly.
- If awardees are selected for monitoring, after the end of the award they must complete a brief enrollment survey, among other steps for monitoring and compliance.

Local Education Agencies

- Under 1011.80 F.S (9), LEAs that provide related technical instruction (RTI) must follow state data reporting requirements.
- LEAs will use the appropriate reporting system — Community College and Technical Center Management Information System (CCTCMIS), the Workforce Development Information System (WDIS) or the PK-12 Education Information Services (EIS).
- For state reporting questions, please contact the Division of Career and Adult Education, Office of Research & Evaluation.

Consistency

- Enrollment numbers reported for apprenticeship/preapprenticeship registration, the PCOG team, the FDOE Monitoring and Compliance and the Office of Research & Evaluation need to match.

Overview of Project Concept Requirements

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Project Concept

The Project Concept Excel Workbook may be downloaded from:
<https://www.fldoe.org/pathwaysgrant/index.shtml>.

Updates

- Consolidated Workbook
- Updated questions
- Minimum total amount of funds that may be requested in the Project Concept
- Additional budgetary guidance
- Please allow time to read carefully the guidance provided in the Project Concept Excel Workbook

Awards and Amounts

- Submission of a Project Concept does not guarantee an award.
- Submit thoughtful, quality Project Concepts. **Request the amount appropriate for your program** for the award year (July 1–June 30).
- **The minimum request for each Project Concept starting in 2025–26 is \$15,000. No applicant may receive more than 10 percent of total PCOG amount appropriated.**
- If a Project Concept is designated at the discretion of FDOE Leadership to receive a project award, FDOE will invite the subrecipients to submit a Request for Application (RFA).

Awards and Amounts

- There is effort to respect the amount requested. Though not guaranteed and depending on available funds, after the initial round of selections, additional awards may be granted (fully or partially), or established projects may be offered an increased award. There is precedent for awarding less than the requested amount, especially for unallowable expenses, though effort is made to minimize this.

Project Concept

PCOG-GYO Instructions

- Font: Calibri, 12 pt.
- Written responses should be clear and concise.
- Please follow directions on character limits.
- Please limit attachments only to letters of attestation/support and, for non-public entities, your chart of accounts.

Project Concept

PCOG-GYO General Information Tab Highlights

- Provide contact information, including e-mail.
- Identify the program code, program level, program title and expiration date for each baccalaureate-level state-approved education provider program that is a part of this project concept.
- Identify the corresponding certificate subject(s) a teacher apprentice will qualify for at the completion of the teacher apprenticeship program.
- Identify the school district partner(s) that will participate in the state-sponsored teacher apprenticeship program in accordance with s. 1012.555, F.S., and agree to have their teacher apprentices receive the education-related baccalaureate coursework (related technical instruction) from the applicant.
- A minimum of one letter of attestation from each partnering school district(s) must be included with this Project Concept and submitted as an attachment.

Project Concept

PCOG-GYO Fiscal Information Tab Highlights

- Provide information about funding justification.
- Provide response to additional prompts, including on financial sustainability and the effective use of funds.

Project Concept

Program Summary Highlights

- Please limit all responses to the space provided in the Excel workbook. Do not add attachments.
- Where prompted, discuss the program's financial sustainability after the grant period ends.
- Plan to award academic credit toward the award of a baccalaureate degree for a portion of the OJT learning component of an apprenticeship; the anticipated amount of credit to be awarded and the names of the courses credit will be awarded based on the local credit evaluation and assessment.
- Describe any planned sub-contractors of the eligible applicant (If applicable); the role the sub-contractor will play in carrying out components of the Project Concept; and the anticipated amount and percentage of grant funds to be allocated to the sub- contractor(s).
- **Contracting with a sub-contractor is not required to receive a grant.**

Project Concept

Program Summary Highlights (Continued)

- The goal of the project plan is to reduce the costs of obtaining educator certification.
- Provide the strategic and innovative nature of the partnership between the applicant and the partnering school district(s) that demonstrates an assurance the partnering school district(s) will participate in the FDOE teacher apprenticeship program.
- Ensure that the program will incorporate the use of evidence-based instructional materials that are grounded in the science of reading.

Project Concept

Enrollment Tab

Identify the anticipated enrollment outcomes for participating registered apprentices by certificate subject that your program will prepare teacher apprentices for that will be offered using this funding opportunity.

Graduates/Completers Tab

Identify the anticipated number of graduates for participating registered apprentices by certificate subject.

Project Concept

Program Deliverables

Identify 5 deliverables to be achieved during the grant period using the criteria outlined below.

- The program deliverables are aligned with the purposes/priorities of this funding opportunity.
- The objectives are measurable, qualitative, challenging, yet achievable and support the associated deliverables.
- The milestones and timeframes are specific and realistic in order to achieve the program goal.
- The specific role, activities and expected contributions of each of the partners should be included whenever possible to show the strength of support for the program.
- Outcomes beyond the grant period should not be included.

Project Concept

Budget Tab

- Present a budget that reflects the objectives and proposed costs of the program.
- ***Separate salary from benefits.***
- Be detailed and specific in the narrative.
- The cells will expand to accommodate text length (no character limit here).
- If you need additional space, contact the grant manager.
- No ***Indirect*** or ***Administrative Costs***.
- All amounts must be rounded to the nearest whole dollar amount.

Project Concept

Budget Tab

Proposed expenditures must meet the following criteria to be considered for approval:

- The proposed expenditures must be reasonable, necessary and allocable.
- The proposed expenditures must follow the allowable/unallowable guidance.

Important note:

- If you are invited to submit an RFA, once the budget has been approved, any line-items overages must be resolved with an amendment.

Project Concept

Budget Tab

- Unallowable line items may be removed from the budget and the award amount determined based only on the allowable line items requested.
- Budget instructions and budget examples tabs are provided in the workbook.
- Every line item requested in the budget should provide an explanation and justification.
- Personnel line items should indicate if they are a salary or contractual position. Include a narrative outlining the job duties for the position.
- Note that software and subscription-based line items can only be claimed for the grant period regardless of coverage period.

Project Concept

Budget Tab

- Provide enough information so that allowability can be determined.
- Avoid being overly specific with purchases. A particular brand, for example, may not be available.
- Remember that FDOE funds positions, not people by name.
- See the Budget Notes of the Project Concept Excel Workbook for additional guidance.

Examples of Allowable Costs

- Instructional materials
- Instructional personnel
- Curriculum development
- Supplies and consumables for instructional purposes
- Industry certification examinations
- Recruitment and orientation activities
- Basic literacy/skills assessments
- Personnel who provide student services (explain the services provided)
- Equipment used for instructional purposes
- Note that out-of-state travel must receive FDOE pre-approval
- Consultants/contracted services like GYO Center for allowable expenses, upon FDOE's approval

Unallowable Expenditures

Unallowable Expenses

- Funds may not be used for indirect or administrative costs
- Office supplies
- Pre-award costs
- For more examples and details, refer to the Project Concept Excel Workbook

Examples (this is not an exhaustive list)

- Building construction
- Proposal preparation (cost to develop, prepare or write the proposal)
- Clothing or uniforms (non-instructional)
- Tuition and fees

Projected Equipment Purchases

- The projected equipment purchases form must be used for all equipment items to be purchased that have a projected unit value of \$5,000 or more. Refer to Florida CFO Memo 13 and Chapter 69I-72, Florida Administrative Code.
- This capitalized equipment must appear both on the budget form and the projected equipment form.
- If you have no relevant equipment purchases, please indicate this by marking the appropriate box at the top of the form.

Florida Department of Education Projected Equipment Purchases Form								
<input type="checkbox"/> Check this box if no relevant equipment to report.								
								TAPS #26B152
A) Name of Eligible Recipient/Fiscal Agent								
B) Project Number (DOE Use Only)								
Subrecipients are accountable for all equipment purchased using project funds.								
This form will round to the nearest dollar. Information provided must be in agreement with the DOE101S.								
Use this form for equipment with a projected, per-unit value of \$5,000 or more and useful life of one year or more. Include bundled or items otherwise directly related to a piece of equipment on the same line, such as non-construction installation (no building modifications). These should be listed in the description and included in the total item cost.								
List items as they appear on the Proposed Budget Form, DOE101S.								
If your threshold is less than \$5,000, use the lower amount.								
A Line Number	B Function Code	C Object Code	D Account Title	E Description	F Location Name/ Program	G Number of Items	H Item Cost (\$)	I Total Amount (\$)
1								
2								

Project Concept Tutorial

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Project Concept Tutorial

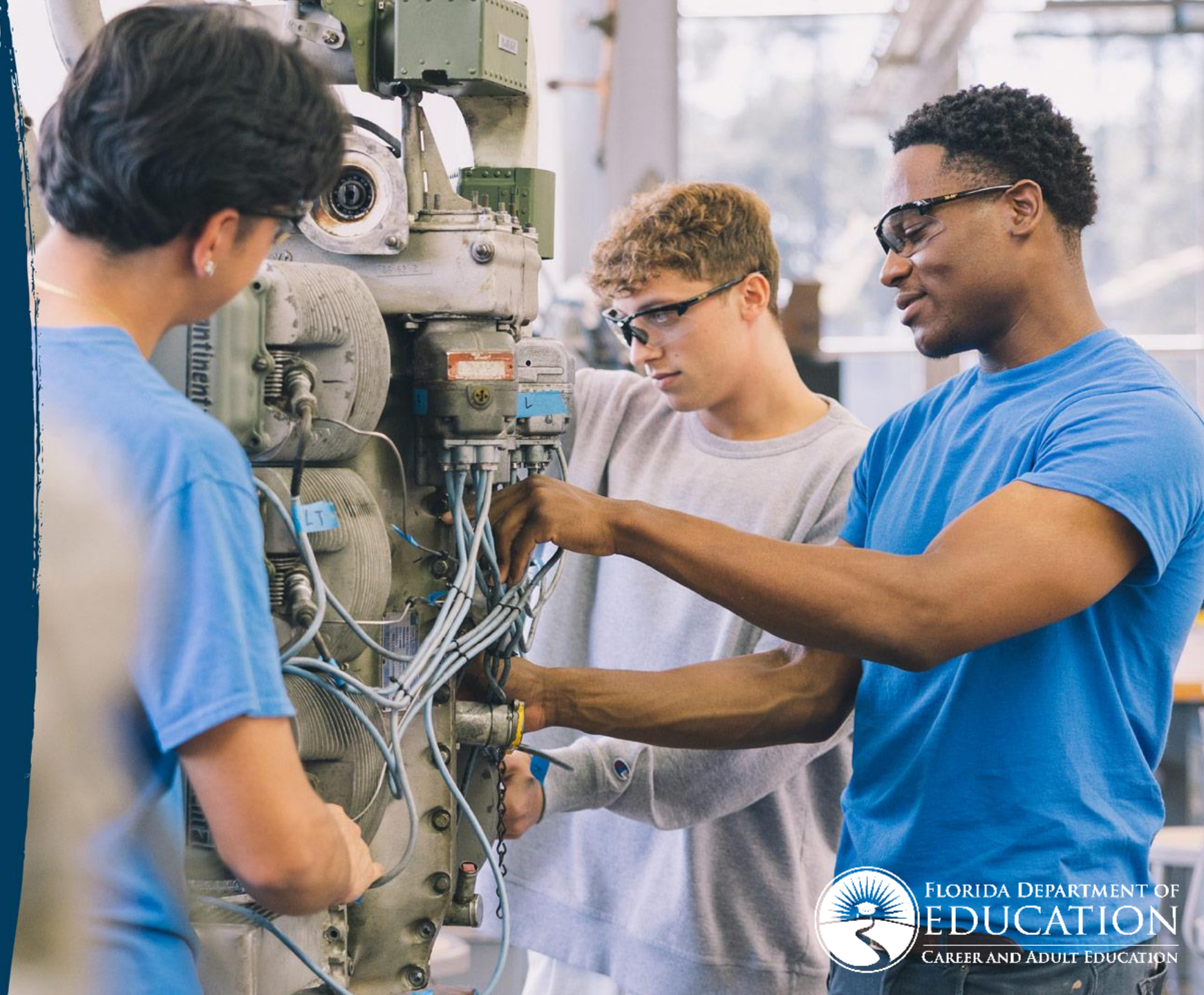
- The Project Concept can be found on the PCOG site:
<https://www.fldoe.org/pathwaysgrant/index.shtml>
- You can navigate to this page by going to fldoe.org -> Division of Career and Adult Education -> Registered Apprenticeship -> Pathways to Career Opportunities Grant.
- For 2025–26, instructions, FAQs and Project Concept forms have been combined into a single Project Concept Excel Workbook.
- This Excel Workbook includes a checklist of submission items. There are several informational tabs (green). These include instructions and examples for specific forms.
- Please allow yourself time to read the instructions carefully. Ask questions if you are unsure of how to complete the required materials.

Project Concept Tutorial

- Please follow along during this tutorial of the Project Concept Excel Workbook.
- If you experience technical difficulties or have questions when completing the Workbook, contact the PCOG team at PCOG@fldoe.org.

Submission and Review of the Project Concept

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Submitting the Project Concept

Review the entire Project Concept Excel Workbook including the instructions and key terms tab prior to submission. Correct submission of the workbook will consist of:

- All narrative boxes are completed.
- All drop-down lists are completed.
- A minimum of one letter of attestation from partnering school district(s) must be included with this Project Concept and submitted as an attachment.
- Any permitted attachments (letters of support/attestation, chart of accounts if a non-public entity).

If there are technical difficulties with the form, reach out to the Grant Manager at PCOG@fldoe.org.

Submitting the Project Concept

E-mail the completed Project Concept to:

PCOG@fldoe.org

by 5:00 Eastern Time on July 28, 2025.

Use the subject line, “2025–26 PCOG-GYO Concept,
[Applicant Name].”

Use the fiscal agent as the applicant’s name.

Method of Review

- Screening will be done by FDOE staff to ensure conditions for acceptance are addressed and determine eligibility.
- Proposals that meet the conditions for acceptance will be evaluated and the programs selected by the Commissioner will be invited to submit an application.
- Awards are subject to the availability of funds.

Program Performance Period

- July 1, 2025 to June 30, 2026
- Sub-recipients awarded for the 2025–26 program period are NOT guaranteed any additional funds beyond the 2025–26 grant year.
- Programs should anticipate operating within the grant period ending June 30, 2025; an extension is not guaranteed.

Payment Methods

Quarterly Advance to Public Entity:

Quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) are made in accordance with the authority of the General Appropriations Act. Disbursements must be documented and reported to FDOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final FDOE financial report.

Advance Payment (Non-Public):

Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, at least 90% of amount advanced must be reported on the DOE 399 and supported by appropriate documents, including copies of invoices, timesheets, receipts, etc.

Contact Information, Questions and Answers

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Frequently Asked Questions

Q: What is the start and end date of this grant opportunity?

A: Regardless of the award date, the grant period for this funding opportunity is July 1, 2025, through June 30, 2026. Allowable pre-award costs dating back to July 1, 2025, are permitted and must be accounted for in your budget.

Q: Are amendments retroactive?

A: No. Discuss amendments with the PCOG Team.

Q: Tuition and fees are not allowable costs?

A: “Tuition” and “fees” are not allowable under PCOG; however, some of the costs that make up tuition such as equipment, materials and instructor salary are allowable.

Additional FAQs

A list of FAQs may be found in the Project Concept.

Contact Information

Thank you for attending!

If you have additional questions after today's webinar, refer to the information below.

1. Teacher Apprenticeship questions: TeacherApprenticeship@fldoe.org
2. General registered apprenticeship questions: Apprenticeship@fldoe.org. Your apprenticeship and training representative (ATR): Map and contacts are displayed at the end of the Registered Apprenticeship 101 section. Kathryn Wheeler, Director of Apprenticeship: Kathryn.Wheeler@fldoe.org
3. Grant questions, technical support and general questions. The PCOG Team: PCOG@fldoe.org, Dr. John Nelzén, PCOG Manager: John.Nelzen@fldoe.org
4. Data. The contact list for FDOE's Division of Career and Adult Educations' Research and Evaluation Staff may be found on the FDOE web site: <https://www.fldoe.org/academics/career-adult-edu/research-evaluation/>