

**2024-2025 DPP Director Achievement Awards**  
**(Effective for Achievements Earned September 2024 – August 2025)**

The Denver Preschool Program recognizes the time and effort it takes to build early childhood professional knowledge and skills. The Director Achievement Awards detail the achievements critical to meeting DPP’s core values of intentional teaching, highly effective teachers, and positive teacher-child interactions as well as the awards a lead director or assistant director of a DPP Program can earn for completing each one.

**Eligibility Requirements:** Director must work at a DPP Program located in Denver County.

Achievement (Must occur between September 2024 – August 2025)	Award	Verification	Frequency Director Can Earn
<b>Coaching in Classrooms:</b> Director’s program participates in an <b>average</b> of four DPP-funded coaching sessions OR an <b>average</b> of six DPP-funded coaching hours <b>per preschool classroom</b>	\$195	DPP will verify from coaching logs	Once per school year
<b>Additional Coaching in Classrooms:</b> Director’s program participates in an <b>average</b> of four <b>additional</b> DPP-funded coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an <b>average</b> of six additional DPP-funded coaching hours <b>per preschool classroom</b> (12 total hours per classroom on average)	\$205	DPP will verify from coaching logs	Once per school year
<b>Colorado Early Childhood Coaching Credential:</b> Director earns Colorado EC Coaching Credential: <a href="#">Click here to learn how to earn the credential</a>	\$375	DPP will verify from the copy of the coaching credential certificate	Once per school year
<b>DPP Featured Training Series:</b> Director attends a complete DPP Featured Training Series during the school year	\$325	DPP will verify from the training logs	Once per school year
<b>Good to Great or PLC Training Series:</b> Director attends at least three sessions in a DPP-funded Good to Great module training series or four DPP-funded Professional Learning Community (PLC) trainings	\$290	DPP will verify from the training logs	Once per school year. <b>Only one of these types of series awards can be earned per person per school year.</b>
<b>Total Maximum Director Award for September 2024 – August 2025</b>	<b>\$1,390</b>		<b>To be provided via a personal check</b>

**Timeline for receiving your check:** In order to begin processing your achievement as quickly as possible, DPP must receive all required documentation including the completed payment form, W9 and any additional attachments listed on the payment form. **Please send all required documents within two months of earning your achievement. All payment forms/required documents are due no later than October 31, 2025.** DPP will review data and mail checks on a monthly basis. Due to the large amount of forms received, it could take up to 90 days to review all documentation and mail the check. **After you receive your check** it will be valid for six months, so please claim your Award by cashing the check within this time period. If you have not cashed the check within six months from the date of issue, we will assume you no longer wish to participate in the Achievement Awards, and we will cancel the check.

**Eligibility Requirements:** Director must work at a DPP Program located in Denver County.

## 2024-2025 DPP Director Achievement Payment Form

**(Effective for Achievements Earned between September 2024 – August 2025)**

Congratulations and thank you for applying for a DPP Teacher Achievement Award! In order to receive payment, please complete this form – **all info below, a completed W-9 Form and any additional attachment listed are required** - and have your program's lead director sign and date where indicated. Your check will be mailed to the address listed after we verify completion of the achievement. **Please upload your completed payment form, W-9 Form and any required attachments listed below to the following link: <https://www.dropbox.com/request/wfP68VQVcZILv2Lyle9M>**

Alternatively, if you do not want to upload them to Dropbox, you can email them to [achievement@dpp.org](mailto:achievement@dpp.org). Any missing information will delay processing. **Please send all required documents within two months of earning your achievement. All payment forms/required documents are due no later than October 31, 2025.** Due to the large number of forms received, it could take up to 90 days for you to receive your check after sending all required information. If you do not receive a confirmation email within 30 days of sending your form, W-9 and any required attachments, please email [achievement@dpp.org](mailto:achievement@dpp.org).

### **Director Information - all info required. To be completed by the director who earned the achievement.**

**Director's Legal Name** (as it will appear on your check and W9): \_\_\_\_\_

**Nickname** (if your name might be listed differently on coaching logs, etc.): \_\_\_\_\_

**Mailing Address** (for check delivery): \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Email** (so we can verify info/follow up if needed): \_\_\_\_\_

**Phone** (so we can verify info/follow up if needed): \_\_\_\_\_

**Preschool Name:** \_\_\_\_\_

### **Achievement Earned Between September 2024 - August 2025** (please check all that apply):

- Director's program participates in an **average** of four DPP-funded coaching sessions OR an **average** of six DPP-funded coaching hours **per preschool classroom** (\$195) **(no attachment needed except W9)**
- Director's program participates in an **average** of four additional DPP-funded coaching sessions per preschool classroom (eight total sessions per classroom on average) OR an **average** of six additional DPP-funded coaching hours **per preschool classroom** (12 total hours per classroom on average) (\$205) **(no attachment needed except W9)**
- Director earns the Colorado EC Coaching Credential (\$375) **(must attach copy of the credential certificate and W9)**
- DPP Featured Training Series (\$325) **(must attach copies of the complete DPP Featured Training Series certificates between Sept. 2024-Aug. 2025 and W9)**
- Good to Great **or** PLC Training Series Completion (\$290) **(must attach copies of the training certificates and W9)** Only one of these awards can be earned. Please fill in only one circle below for the training series award for which you are applying.
  - Good to Great Series (director attends three DPP-funded Good to Great trainings between Sept. 2024-Aug. 2025)
  - Professional Learning Community (PLC) (director attends four DPP-funded PLCs between Sept. 2024-Aug. 2025)

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### **Lead Director Verification – all info required. To be completed by the Program's director.**

By signing below, I, \_\_\_\_\_ (lead director's printed name), verify that I am the lead director at \_\_\_\_\_ (name of preschool) and the person listed in the Director Information section is either the lead or assistant director at this preschool.

\_\_\_\_\_  
(Director's Signature)

\_\_\_\_\_  
Date of Signature

