

## 2024-2025 DPP Teacher Achievement Awards

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

The Denver Preschool Program recognizes the time and effort it takes to build early childhood professional knowledge and skills. The DPP Teacher 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 teacher or assistant teacher in a DPP classroom can earn for completing each one.

### Eligibility Requirements:

- Teacher must work at a DPP Program located in Denver County **and** be a lead or assistant teacher exclusively assigned to a preschool classroom (infant and toddler classroom teachers are not eligible)

Achievement (Must occur between September 2024 – August 2025)	Award	Verification	Frequency Teacher Can Earn
<b>Coaching:</b> Teacher participates in four DPP-funded coaching sessions OR six DPP-funded coaching hours	\$295	DPP will verify from coaching logs	Once per school year
<b>Additional Coaching:</b> Teacher participates in four additional DPP-funded coaching sessions (eight total sessions) OR six additional DPP-funded coaching hours (12 hours total)	\$300	DPP will verify from coaching logs	Once per school year
<b>Colorado Early Childhood Coaching Credential:</b> Teacher earns Colorado EC Coaching Credential: <a href="#">Click here to learn how to earn the credential</a>	\$200	DPP will verify from the copy of the coaching credential certificate	Once per school year
<b>DPP Featured Training Series:</b> Teacher attends a complete DPP Featured Training series during the school year	\$325	DPP will verify from Featured Training certificate copies	Once per school year
<b>Good to Great or PLC Training Series:</b> Teacher attends at least three sessions in a DPP-funded Good to Great training series <b>or</b> four DPP-funded Professional Learning Community (PLC) trainings during the school year	\$290	DPP will verify from the training certificate copies and director confirmation the teacher works in a classroom with DPP children	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 Teacher Award for September 2024 – August 2025</b>	<b>\$1,410</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.

\*Denver Preschool Program Child Development Scholarship Cohort Recipients are eligible for an additional achievement award of \$400 if they earn their CDA Credential between September 2024 - August 2025. DPP CDA Scholarship recipients will be emailed directly by DPP with more details about this opportunity. DPP CDA Scholarship recipients earn their CDA Credential by completing all of the following: receiving the DPP CDA Scholarship, successfully completing the CDA training hours facilitated by Mile High Early Learning, applying for their CDA Credential, preparing their CDA portfolio and successfully completing the CDA Verification Visit and CDA Exam, and receiving their CDA Credential.

**Eligibility Requirements:**

Teacher must work at a DPP Program located in Denver County and be a lead or assistant teacher exclusively assigned to a preschool classroom (infant and toddler classroom teachers are not eligible)

**2024-2025 DPP Teacher 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).

**Teacher Information - all info required. To be completed by the teacher who earned the achievement.**

**Teacher'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:** \_\_\_\_\_

**What Preschool Age Groups Do You Teach?**

- Younger Preschoolers (3 – 4 year-olds)  
 Older Preschoolers (4 – 5 year-olds)  
 Mixed-Age Preschoolers (3 – 5 year-olds)

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

- Teacher participates in four DPP-funded coaching sessions OR six DPP-funded coaching hours (\$295) **(no attachment needed except W9)**
- Teacher participates in four additional DPP-funded coaching sessions (eight total sessions) OR six additional DPP-funded coaching hours (12 hours total) (\$300) **(no attachment needed except W9)**
- Teacher earns the Colorado EC Coaching Credential (\$200) **(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 (teacher attends three DPP-funded Good to Great trainings between Sept. 2024-Aug. 2025)
- Professional Learning Community (PLC) (teacher 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.** (If you teach at

Denver Public Schools, then the info can be completed by the principal/assistant principal or DPS ECE regional specialist).

By signing below, I, \_\_\_\_\_ (director's printed name), verify that

\_\_\_\_\_ (teacher's printed name) currently works exclusively as a lead teacher or assistant teacher in a preschool classroom (infant and toddler classroom teachers are not eligible) at

\_\_\_\_\_ (name of preschool)

\_\_\_\_\_

(Director's Signature)

Date of Signature

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
			-					
<b>or</b>								
<b>Employer identification number</b>								
			-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.