

MEMORADUM OF AGREEMENTS AND UNDERSTANDINGS  
For  
**Certificates of Value Program**

The purpose of this memorandum is to summarize and document the series of conversations I had with you during the late summer and early fall regarding the implementation of the "Certificate of Value" program. The Code of Iowa, Chapter 262.75(2001) (Incentives for cooperating teachers) serves as the authorizing legislation for the University of Northern Iowa to issue Certificates of Value in "lieu of payment" to cooperating teachers.

The program proposal and specifics of the Certificate of Value options (copy attached) started with the faculty of Department of Teaching and then presented to Dean, Tom Switzer and subsequently to Provost Aaron Podolefsky who in turn was responsible for informing President, Robert Koob and the Board of Regents, State of Iowa Office. Prior to the implementation of the project in October, approval and support was gained from the following: Jim Bondensteiner, Dean of Continuing Education, Eunice Dell, Interim Vice President for Administration and Finance, Gary Shontz, Controller, Tim McKenna, Operations Auditor, and Phil Patton, Registrar.

Input received from the individuals consulted became a part of the Certificate of Value program.

The points approved and endorsed by the above named individuals were the following:

1. Authorization in the Code of Iowa 262.75 states that, "A cooperating teacher... shall receive from the institution either a monetary recompense or a reduction in tuition for graduate hours of coursework equivalent to the value of the monetary recompense, rounded to the nearest whole credit hour."

Note: The "Certificate of Value" will be issued ONLY to cooperating teachers serving student teachers under the placement and supervision of the University of Northern Iowa program.

2. The cooperating teacher will elect the Certificate of Value at the time the cooperating teacher selects payment option. This usually occurs during the first 3 or 4 weeks of each student teaching placement period.
3. The Certificate of Value "coupons" are numbered and signed by the UNI Controller and are sent to the cooperating teachers at the end of the student teaching period or upon the completion of the assigned responsibilities.

4. The Certificate of Value carry a value equal to the cost of one UNI graduate credit hour at the time the Certificate of Value is redeemed.
5. Single and multiple certificates may be redeemed in the following manner, based on credit hour load: One (1) certificate for a 1-4 credit hour load; Two (2) certificates for a 5-6 credit hour load; Three (3) certificates for a 7-8 credit hour load; Four (4) certificates for a 9 or more hour load.
6. The Certificate of Value is redeemable for any UNI graduate credit offered anywhere and in any way under the auspices of the University of Northern Iowa.
7. The Certificate of Value is issued to the assigned cooperating teacher, and NOT transferable in accordance with a provision provided in the Code of Iowa 262.75 (2001) for services rendered as a cooperating teacher for a UNI student teacher.
8. The Certificate of Value is redeemed by the holder at the time the holder pays the tuition bill received from the University of Northern Iowa.
9. The Certificate of Value is issued with an expiration date of three years from the date of issue. This will allow for periodical review of the program and allow for a decision to continue or drop the program.
10. The Certificate of Value is for tuition reduction only and not any other fees or charges assessed to students as part of enrollment at UNI.
11. Quarterly, the Office of Field Experiences will report the numbers and names of cooperating teacher to whom Certificates of Value were issued.
12. The savings created in the account used to pay cooperating teachers will be used to offset inflationary cost of operating the field network.
13. The Controller's Office and the Vice President for Administration and Finance have endorsed the program and will set up the accounting procedures to appropriately debit the Certificate of Value account or fund for services and credit tuition to the same account or fund.
14. It was agreed that the account or fund would be a University account or fund with the liability of the Certificate of Values debited that account and the increase tuition dollars generated by the additional students will be credited to that account. The potential of imbalance of this account during its first year of issue will be handled by an accounting procedure determined by the Vice President for Administration and Finance and the Controller.
15. The tuition income dollars would be treated as other university tuition income.

Roger Kueter

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