



CERTIFICATE REIMBURSEMENT - ELIGIBILITY GUIDELINES

Purpose

As of January 2003, for all qualifying personnel, the Human Resources Department will reimburse the costs associated with the successful completion of **initial certification** exams for the following areas: Math, Science, Special Education, EC-4 Generalist, Generalist 4-8, Social Studies Composite, Foreign Language, Technology Applications, Physical Education, Music, Language Arts, Reading, Professional Development, and Pedagogy and Professional Responsibilities. Upon successful completion of **all** requirements, certification fees will be reimbursed by the Human Resources Department. Reimbursement is contingent upon the availability of funds. Therefore, it is on a first come first serve basis.

Qualifying Personnel

- Any U.I.S.D. teacher that is **currently** on an emergency teaching permit, non-renewable permit, one-year permit, or probationary permit for any of the above mentioned areas.

Reimbursement Guidelines

- It is the responsibility of the teachers to file all documentation required for certificate reimbursement.
- Reimbursements will only be provided for **initial** teaching certificates. To qualify for certificate reimbursement, a teacher must fulfill **all** certification requirements and be a current employee of the district.
- Teachers must complete a "Certificate Reimbursement" application at the Human Resources Department with the following items attached:
 - ✓ Copy of each test result and evidence of each test fee paid (confirmation receipt) can be obtained through the ETS website at www.texas.ets.org. For further information contact Educational Testing Service (ETS) at 1-866-902-5922 for a receipt.
 - ✓ After an application for certificate is completed on-line, submit a check or money order for the certification fee to SBEC (State Board for Educator Certification). **Copies of checks or money orders used to pay for certificate plus the remittance form need to be attached.**
- Upon completion of all requirements, the Human Resources Department will make arrangements for test fee and certificate fee reimbursement within budget timelines for the school year.

Please contact the NCLB Coordinator, at 473-6495 for additional information.

APPLICATION FOR CERTIFICATE REIMBURSEMENT

Part I: TO BE COMPLETED BY APPLICANT

In order to process the application in a timely manner, it is incumbent upon the applicant to submit proof of completion of **all** required exams. In addition, teachers must submit evidence of fees paid (copies of checks, money orders, etc.) with the application. Eligibility for reimbursement is based on *Certificate Reimbursement Guidelines*.

Last Name	First Name	Middle Initial	Social Security Number
Street Address			Home Telephone Number (____) _____
City	State	Zip Code	Campus

List all exams you are required to take for certification, dates exams were taken, and cost of exams.

Required Exams	Exam Dates	Cost of Exams	Office use only: The date results are submitted to Human Resources Dept.
Totals:			

Have you been reimbursed for any of the test required for certification or for the certificate fee required by SBEC?
 NO _____ YES _____

If yes, please list the fees reimbursed.

I hereby certify that I understand that in order to be reimbursed for my exam fees and teacher certificate fee, I must provide **proof of successfully completing all exams for certification. I understand that I am required to apply for my certificate on-line and submit a copy of the check or money order as proof that I have applied for my certificate. Also, I verify that the above information is true.**

 Teacher's Signature _____
 Date

STOP: PLEASE FORWARD THIS APPLICATION TO THE HUMAN RESOURCES DEPARTMENT.

PART II: TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

1. Does the applicant qualify for exam fee reimbursement? ____ yes Amount \$ _____
 If no, indicate reason:

2. Does the applicant qualify for certificate fee reimbursement? ____ yes Amount \$ _____
 If no, indicate reason:

3. Has the applicant applied for his/her teaching certificate and provided a copy of the check or money order to the Human Resources Department? ____ yes ____ no

Certification: I hereby certify that the above information is true to the best of my knowledge

 Signature of Human Resources Administrator _____
 Date