



UNITED INDEPENDENT SCHOOL DISTRICT

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 Standard certification**. 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 current U.I.S.D. teacher that has completed all requirements for a Standard Certificate.

Reimbursement Guidelines

- It is the responsibility of the teachers to file all documentation required for certificate reimbursement.
- Reimbursements will only be provided for **initial Standard** 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.
 - ✓ Copy of certificate fee to State Board for Educator Certification (SBEC). **Copy of Standard Certificate must 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 Teresa H. Ramos, NCLB Coordinator, at 473-6453 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 and a copy of their virtual certificate. 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
Street Address		
City	State	Zip Code

Social Security Number
Home Telephone Number (____) _____
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:			

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 and a copy of my virtual certificate issued by the State. Also, I verify that the above information is true.**

_____ Date

Teacher's Signature

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

_____ Date

Signature of Human Resources Administrator

It is the policy of the United Independent School District not to discriminate on the basis of race, color, national origin, sex, or disability in its Educational programs, services or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.