We are excited that we have information for you regarding Course Reimbursement and Praxis™ II/Pearson test Reimbursement for the 2020 - 2021 school year. The sources of funding for these reimbursements are federal Title II funds. These funds are targeted to support and assist Teachers and Instructional Assistants who are seeking to gain and/or adding to a teaching license.

Please know that reimbursements will be provided based on the availability of funds. Because reimbursement is contingent on availability of funds, those seeking reimbursement are encouraged to apply as soon as the course and/or the Praxis™ II/Pearson examination is completed. Doctoral (Post Master Degree) work does not qualify for reimbursement.

There are three funding reimbursement cycles this school year. Paperwork must be submitted by scheduled funding cycle deadline date.

- The 1st funding cycle ends on October 1, 2020,
- The 2nd funding cycle end February 1, 2021, and;
- The 3rd funding cycle ends May 15, 2021.

Any coursework or testing completed after June 1, 2020 will be considered in the next school year. A new Course Reimbursement and Praxis™ II/Pearson test Reimbursement form for the 2020-2021 school year, must be submitted. Outdated forms will not be processed.

To qualify for this tuition/testing assistance, 2020-2021 candidates must meet one of the following four Focus Areas that are listed below in priority order.

**Focus Area 1:** Lateral Entry Licensed Teachers completing required coursework and/or the Praxis™ II or the Pearson exam(s) to meet licensure requirements

*Core areas include English Language Arts, ESL, Reading, Math, Science, Foreign Languages, Social Studies, Music, Visual Arts, Elementary and Exceptional Children (General Curriculum and Adapted Curriculum)*

**Focus Area 2:** Teachers seeking an additional licensure area by completing required coursework and/or the Praxis™ II or the Pearson exam(s) to meet licensure requirements in MCS identified Hard to Staff (HTS) academic areas

*Targeted Hard To Staff (HTS) academic areas of Mathematics, Science, and Exceptional Children (General Curriculum and Adapted Curriculum)*

**Focus Area 3:** Instructional Assistants seeking teacher licensure by completing required coursework and/or the Praxis™ II or the Pearson exam(s) to meet licensure requirements in specific core academic areas

**Core areas include English Language Arts, ESL, Reading, Math, Science, Foreign Languages, Social Studies, Music, Visual Arts, Elementary and Exceptional Children (General Curriculum and Adapted Curriculum)**

**Focus Area 4:** Teachers seeking additional licensure by completing required coursework and/or the Praxis™ II or Pearson exams to meet licensure requirement in other specific content areas.

***Other Core areas to include English Language Arts, ESL, Reading, Foreign Languages, Social Studies, Music, Visual Arts, and Elementary Education***
I. Reimbursement Eligibility Requirements

Coursework reimbursement:
- Must be currently employed full-time with Moore County Schools for a minimum of 100 days.
- Courses must be at the graduate or undergraduate level.
- Courses must be outlined as required for the assigned licensure area.
- Must earn a "B" or better in the course or "satisfactory" if the course is a non-graded course.
- Must provide a copy of the receipt or canceled check and a copy of the official transcript (a copy is adequate – originals are not required).
- Must complete the attached reimbursement request form. Incomplete forms will be returned.
- Courses must have been taken at a regionally accredited college or university.
- Student Loans do not qualify for reimbursement.
- Doctoral (Post Master Degree) work does not qualify for reimbursement unless it is written in your employment contract.

Praxis II™ and Pearson Licensure Test reimbursement:
- Must be taking Praxis II™ and/or Pearson tests to meet Lateral Entry or Highly Qualified requirements; or Pearson test in the areas of Exceptional Children (General and/or Adaptive Curriculum) and to fulfill Elementary Education license requirements.
- Must be taking Praxis™ II and/or Pearson tests for add-on licensure in a core area. (Teachers with one clear area of licensure in one teaching area may now add a teaching area of licensure simply by satisfying Praxis™ II requirements in that content area.)
- Teacher must earn a passing score on the Praxis II™ and/or Pearson test to be eligible for reimbursement.
- Teacher must provide a copy of the receipt or canceled check for the fee and a copy of the Praxis II™ and/or Pearson test scores (front and back).

II. Reimbursement Amounts

A maximum expenditure of $1000.00 per employee per academic year for will be reimbursed for:
- The cost of “out of pocket” tuition expenses ONLY (student/material/technology, university fees will not be reimbursed),
- The cost the Praxis II™ and/or the Pearson test (when tests have multiple parts, there is only the one reimbursement), or
- A combination of the cost of tuition and the cost Praxis II™ and/or the Pearson examination.

III. Reimbursement Process

To be reimbursed for courses taken during the 2020 - 2021 school year, the completed course reimbursement form and required documents must be submitted to Director of Curriculum and Instruction/Designee by the dates noted below. Electronic submissions will not be accepted.

- Summer 2019 Semester courses:
  Submit required documents no later than 3:00 p.m. on October 1, 2020. All attempts will be made to submit approved paperwork for reimbursement payment within the same month of the deadline.
- Fall 2019 Semester courses:
  Submit required documents no later than 3:00 p.m. on February 1, 2021. All attempts will be made to submit approved paperwork for reimbursement payment within the same month of the deadline.
- Spring 2019 Semester courses:
  Submit required documents no later than 3:00 p.m. May 15, 2021. The May 15, 2021 submission is required to meet year end close out and continue all attempts to submit approved paperwork for reimbursement payment within the same month of the final deadline.
  - Final grades may be submitted through final deadline of June 1, 2021.
- Classes completed after June 1, 2021, will be considered in the 2021 - 2022 school year pending availability of funding. A new Course Reimbursement and Praxis™ II/Pearson test Reimbursement form for the 2021 - 2022 school year, must be submitted. Outdated forms will not be processed.

Please remember that deadlines are not negotiable and that incomplete submissions of materials will be returned and will not be processed if not submitted by the deadlines above. The information in this letter may also be found on the MCS Curriculum and Instruction Support Services webpage, under the Professional Development heading and on the Human Resources page.

Please also, note that submission of materials for reimbursement do not substitute for submission of documentation for licensure purposes. Teachers who must submit materials for licensure purposes must submit those separately to the employee’s respective employment/licensure contact, in Human Resources.

- Cassie Strong – Elementary
- Tracie Fette – Secondary

Materials submitted for licensure will not be used for reimbursement.
Process for reimbursement:
1. Complete ALL fields in the form below. Incomplete forms will be returned and will not be processed if not complete by the deadlines.
2. Attach a copy of your transcript (original is not required) or PRAXIS™ II and/or ALL Pearson examination scores.
3. Attach a copy of bill or receipt that itemizes tuition costs or copy of invoice from ETS (PRAXIS™ II) and/or Pearson examination scores.
4. Attach a copy of your paid receipt/invoice or canceled check
5. Electronic submissions is not be accepted.

Licensure Requirements:
Submission of materials for reimbursement does not substitute for submission of documentation for licensure purposes. Teachers who must submit materials for licensure purposes must submit those separately to the employee’s respective employment/licensure contact, in Human Resources. Materials submitted for licensure will not be used for reimbursement.

Reimbursement will only be made for courses taken during the summer 2020, fall 2020 and spring 2021.

Submit this original form to the Director of Curriculum and Instruction/Designee by 3:00 p.m. on the following dates:
- Summer 2020 Courses/Praxis™ II: October 1, 2020
- Fall 2020 Semester Courses/Praxis™ II: February 1, 2021
- Spring 2021 Semester Courses/Praxis™ II: May 15, 2021

Employee Legal Name: ________________________________ Date of Hire w/MCS: ________________________________

(Employee ID# = the last 4 - 6 digits of employee’s social security number - if not known, see school bookkeeper)

Address: __________________________________________
School: __________________________________________

Grade/Content Area(s) of Assignment: ________________________________

Licensure Sought: __________________________________________

Type of Reimbursement Sought:

- Focus #1 – Lateral Entry Coursework
- Focus #1 – Lateral Entry Praxis™/Pearson
- Focus #2 – Add-on Licensure HTS Core Areas
- Focus #2 – Add On Licensure HTS Core Areas Praxis II™/Pearson tests scores
- Focus #3 – Instructional Assistant Coursework
- Focus #3 – Instructional Assistant Praxis™/Pearson
- Focus #4 – Additional Core Licensure Coursework
- Focus #4 – Additional Core Licensure Praxis II™/Pearson tests scores

Employee Signature: __________________________________________
Principal Signature: __________________________________________

Verification of Employee Start Date: [ ]

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<tr>
<th>Course Name and Number or Praxis™</th>
<th>University/College</th>
<th>Tuition or Test Cost</th>
<th>Grade Received</th>
<th>Beginning &amp; Ending Dates of Course</th>
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Donna Gephart, Amanda Dixon,  
Director for Curriculum and Instruction/Designee  
Director for Grants, Federal Programs and Career and Technology Education/Designee