

2023 - 2024 Course Reimbursement and Praxis™ II and Pearson Exam(s) Reimbursement

We are excited that we have information for you regarding Course Reimbursement and Praxis™ II/Pearson test Reimbursement for the 2023 - 2024 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 the scheduled funding cycle deadline date.

- The 1st funding cycle ends on **October 1, 2023;**
- The 2nd funding cycle ends **February 1, 2024;**
- The 3rd funding cycle ends **May 15, 2024.**

Any coursework or testing completed after June 1, 2023 will be considered in the next school year. A new Course Reimbursement and Praxis™ II/Pearson test Reimbursement form for the 2023 - 2024 school year, must be submitted. Outdated forms will not be processed.

To qualify for this tuition/testing assistance, 2023-2024 candidates must meet one of the following four Focus Areas that are listed below in priority order.

Focus Area 1: Residency License/Residency 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 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 2023 - 2024 school year, the completed course reimbursement form and required documents must be submitted to the Director of Curriculum and Instruction/Designee by the dates noted below. **Electronic submissions will not be accepted.**

- Summer 2023 Semester courses:
Submit required documents no later than 3:00 p.m. on **October 1, 2023**. All attempts will be made to submit approved paperwork for reimbursement payment within the same month of the deadline.
- Fall 2023 Semester courses:
Submit required documents no later than 3:00 p.m. on **February 1, 2024**. All attempts will be made to submit approved paperwork for reimbursement payment within the same month of the deadline.
- Spring 2024 Semester courses:
Submit required documents no later than 3:00 p.m. **May 15, 2024**. The May 15, 2024 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 the final **deadline of June 1, 2024**.

- Classes completed after June 1, 2024, will be considered in the 2024 - 2025 school year pending availability of funding. A new Course Reimbursement and Praxis™ II/Pearson test Reimbursement form for the 2024 - 2025 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.

- Colby Wortham – Elementary
- Jamie Vela – Secondary

Materials submitted for licensure will not be used for reimbursement.

