



Highly Qualified Program Reimbursement Application and Guidelines*

Name of Employee: _____ Position Title: _____ Social Security No.: _____

Last Name, First Name, Middle Initial

School _____ Telephone _____ - _____ - _____ DCPS
Home address: _____ Email: _____

No and Street _____ City/State _____ Zip code _____

Complete Highly Qualified Activity Information

Test Prep Course _____ Test Prep Course Title _____ Course Start Date _____ Course End Date _____
Code/No.

Name of College/University/Institution _____ \$ _____
Cost of Tuition ONLY

Praxis Test No. _____ Praxis Test Name _____ Praxis Test Date _____ \$ _____
Cost of Registration

Certificate of Understanding

I have read guidelines (page 2). I hereby request reimbursement for the highly qualified activity above, and attest that I have not committed fraud, misuse or abuse of federal funds by requesting this reimbursement. I have read the guidelines for this program. I have not and will not submit this request for reimbursement through any other reimbursement program or process. If payment is approved, I understand that a check will be mailed to the home address provided above.*

Signature of Employee _____ Date _____

To be completed by Office of Human Resources

† Approved. Amount \$ _____ † Not Approved. (Reason: _____)

Signature of Program Administrator _____ Date _____

Highly Qualified Program Reimbursement Guidelines

The *No Child Left Behind Act of 2001 (NCLB)* requires school districts to ensure that all students are taught by teachers who meet federal standards in core academic subjects. The core academic subjects are *Elementary Education; English / Reading/ Language Arts; Mathematics; Science; Music; Social Studies; Foreign Languages; Music and Arts*. All instructional paraprofessionals must be highly qualified per *NCLB*.

Guidelines

- The test preparation coursework and/or the test should be the most expedient route towards becoming HQ.
- Acceptable coursework is classes in Praxis test preparation, provided by accredited college / universities.
- Acceptable tests are licensure tests accepted by the Office of the State Superintendent of Education (OSSE).
- Only tuition cost shall be reimbursed. Fees for books, supplies and travel are not reimbursable.
- HQ reimbursement funds are limited and will be distributed on a first-come first-served basis as long as funds are available.
- Test preparation coursework is to be taken after the employee's tour of duty.
- The teacher earns a letter grade of "B" or higher in each course for which reimbursement is sought and / or only successful test scores are eligible for reimbursement.
- A request for program reimbursement must be completed and submitted for approval within 15 school days after coursework / successful test completion.
- An applicant shall be reimbursed not to exceed \$1000 per fiscal year (October 1 – September 30). A request for reimbursement must be initiated by the employee.
- Incomplete applications will not be processed. The reimbursement shall be paid within sixty (60) school days from the complete application submission day.
- Use a separate form for each course / test.

Documents to be submitted with application:

- Original grade report or official transcript only. In case of praxis test, original/official score report
- Original, official bill/invoice for the reimbursable course with cost of course noted.
- Original, official proof of payment for the reimbursable course. (Canceled personal check, credit card receipt or bank statement showing proof of payment).