

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

CERTIFICATED EMPLOYEE TESTING, TRAINING AND TUITION REIMBURSEMENT

Clarksville-Montgomery County School System reimburses eligible personnel for the costs of testing, training or tuition related to obtaining specific skills or verification of qualification status.

Reimbursement for Testing

Active certificated employees may be reimbursed the cost of taking the Praxis examination for the purpose of verifying Highly Qualified status. To qualify for reimbursement, the employee must be taking the test for the first time, in an area the employee has not previously been certified Highly Qualified, at the request of the district. An employee may also apply for reimbursement for a subsequent test if a qualifying score is achieved. Request for reimbursement, including proof of payment and a copy of test scores, must be forwarded to Human Resources for reimbursement through the system's reimbursement for expenses process.

Reimbursement for Training

Active certificated employees may be reimbursed for the cost of training to qualify for a new position or to enhance skills for the employee's current position. To qualify for such reimbursement, an employee must hold or be willing to accept a position that has been identified by the district's Senior Leadership Team as a "hard to fill position". The Senior Leadership Team identifies "hard to fill" positions at least annually during the first quarter of the academic year or more frequently as staffing and programmatic needs require. Upon a position or positions being designated as "hard to fill", employees may be notified individually or notification may be posted at work sites. Reimbursement must be approved prior to the employee beginning the training, and the training must be successfully completed before the employee is reimbursed for training costs. The employee is required to provide the original paid receipt for the costs of the training as well as proof of the successful completion of training to the Department of Human Resources. The cost of the training is reimbursed to the individual through the system's reimbursement for expenses process. Additionally, the employee must contractually agree to remain in the position for which they receive reimbursement for training for a period of at least three (3) years or reimburse the district for the full cost of training.

Reimbursement for Tuition

Active certificated employees may be reimbursed for tuition for courses needed to add an endorsement, for licensure advancement of apprentice occupational education teacher, or to become Highly Qualified to teach in an additional area. To qualify for such reimbursement, an employee must be willing to accept a position that has been identified by the district's Senior Leadership Team as a "hard to fill position". The Senior Leadership Team identifies "hard to fill" positions at least annually during the first quarter of the academic year or more frequently as staffing and programmatic needs require. Upon designating a position or positions as "hard to fill", employees may be notified individually or notification may be posted at work sites. The amount of tuition to be reimbursed and the classes to be taken must be pre-approved prior to registration with the higher-level academic institution. For reimbursement, proof of successful course completion as well as the original paid receipt for tuition costs must be provided to Human Resources for processing through the system's reimbursement for expenses process.

Additionally, the employee must contractually agree to remain in the position for which they receive reimbursement for training for a period of at least three (3) years following reimbursement or reimburse the district for the full cost of training.

Associated Documents: Contract for Testing, Training and Tuition Reimbursement ([HUM-F057](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/17/05		Initial Release
5/03/07	A	Remove reference to testing and charging current employees re Para-Pro Assessment
12/15/08	B	Add certificated employee to policy name and throughout policy, add "for licensure advancement of apprentice education teacher and following reimbursement under Reimbursement for Tuition.
3/25/09	C	Add associated document
6/21/10	D	Insert "at the request of the district" in the section for reimbursement for testing. Change "training" to "reimbursement" and add "the training" in the paragraph for reimbursement for training.

***** End of Policy *****