

ADMINISTRATIVE POLICY

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

CERTIFIED 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 certified employees may be reimbursed the cost of taking the Praxis examination for the purpose of verifying licensure standards. To qualify for reimbursement, the employee must be taking the test in an area the employee has not previously been endorsed, at the request of the district. Request for reimbursement, including proof of payment and a copy of the passing test score, must be forwarded to Human Resources for reimbursement through the system's reimbursement for expenses process.

Reimbursement for Training

Active certified 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 "difficult to staff position". The Senior Leadership Team identifies "difficult to staff" 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 "difficult to staff", 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 Human Resources Department. 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 certified employees may be reimbursed for tuition for courses needed to add an endorsement, for licensure advancement of an occupational education teacher, or to become endorsed to teach in an additional area. CMCSS will only reimburse educators for courses required for advancement of licensure. 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 "difficult to staff" position. The Senior Leadership Team identifies "difficult to staff" 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 "difficult to staff", 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.
2/18/13	E	Change "certificated" to "certified" throughout the document.
4/2/15		Reviewed, no changes
4/17/17	F	Replaced "highly qualified status" with "licensure standards" and "endorsed". Changed "hard to fill" to "difficult to staff" throughout policy.
9/24/18	G	Para. 1, removed "for the first time" and "An employee may also apply for reimbursement for a subsequent test if a qualifying score is achieved". Entered "passing" in front of test scores. Para. 3, changed "apprentice" to "an" and added "CMCSS will only reimburse educators for courses required for advancement of licensure.

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