

2022-2023 (\$800 per school year)

PLEASE BE SURE TO READ THE GUIDELINES BEFORE COMPLETING

Richmond Public Schools Talent Office

Application must be submitted 30 days in advance of the class/test.

EMPLOYEE DATA (Type or Print)

EMPLOYEE # \_\_\_\_\_ NAME \_\_\_\_\_ HOME/CELL PHONE \_\_\_\_\_

HOME ADDRESS (Include City, State, & ZIP) \_\_\_\_\_

WORK LOCATION \_\_\_\_\_ WORK PHONE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL \_\_\_\_\_

COURSE/CLASS INFORMATION (One class per form) Date of Registration \_\_\_\_\_

Name of University \_\_\_\_\_ Class Starts \_\_\_\_\_ Class Ends \_\_\_\_\_

Course Number \_\_\_\_\_ Title \_\_\_\_\_ Credit Hours \_\_\_\_\_ Total Cost \_\_\_\_\_

Type of Education/Training program: \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Vocational/Technical \_\_\_\_\_

TEST/ASSESSMENT INFORMATION ONE TEST PER FORM (UP TO \$400 DOLLARS CAN BE USED FOR TESTING FEES)

Name of Test \_\_\_\_\_

Date of Test \_\_\_\_\_ Location \_\_\_\_\_ Score \_\_\_\_\_

TEST REGISTRATION INFORMATION MUST ACCOMPANY THIS FORM

I HAVE READ THE GUIDELINES PERTAINING TO THE COMPLETION OF THIS APPLICATION. I UNDERSTAND AND AGREE TO COMPLY WITH ITS PROVISIONS. I ALSO CERTIFY THAT THE INFORMATION ABOVE IS CORRECT AND WILL CONTACT THE TEACHER AND LEADER PATHWAYS OFFICE IF ANY INFORMATION ON THE FORM CHANGES. (PAGE 1 OF THIS FORM MUST BE SUBMITTED IN ITS ENTIRETY TO THE TEACHER AND LEADER PATHWAYS OFFICE 30 DAYS PRIOR TO THE START DATE OF CLASS/TEST.)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

DIRECTOR/PRINCIPAL/SUPERVISOR OR DESIGNEE'S SIGNATURE OF APPROVAL TO TAKE ABOVE COURSE/TEST:

Signature of Director/Principal/Supervisor or Designee \_\_\_\_\_ Date \_\_\_\_\_

Talent Office Approval \_\_\_\_\_ Denial \_\_\_\_\_ Title II \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_ Signature \_\_\_\_\_

REIMBURSEMENT REQUEST SUMMARY (For Office Use Only)

This portion to be filled in by the Director/Principal/Supervisor or Designee AFTER the applicant completes class/conference/workshop and then sent to Department of Finance, 16th Floor.

Date Application Received from Talent Office \_\_\_\_\_ P.O. #: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Title II, Part A Amount Approved: \_\_\_\_\_ Grants Authorization/Signature: \_\_\_\_\_

Date Applicant turned in receipt(s)/documentation: \_\_\_\_\_ Applicant's Final Grade / Proof of Attendance: \_\_\_\_\_

Date Submitted to Finance: \_\_\_\_\_ Tuition Reimbursement Invoice #: \_\_\_\_\_

Signature of Director/Principal/Supervisor or Designee \_\_\_\_\_ Date \_\_\_\_\_

BY SIGNING THIS, YOU CERTIFY THAT YOU HAVE REVIEWED ALL RECEIPTS AND DOCUMENTATION PERTAINING TO THIS APPLICATION FOR REIMBURSEMENT. SUBMIT APPLICATION, RECEIPT(S) AND DOCUMENTATION TO THE DEPARTMENT OF FINANCE.

**PURPOSE:** To improve the quality of job performance; to encourage teachers and support staff to engage in job-related professional development to enhance the standard of services provided by Richmond Public Schools, as well as to aid in attracting and retaining quality employees.

**PROCEDURES:** Richmond Public Schools' employees who pursue professional development activities will be reimbursed, per fiscal year, a maximum amount as determined by the School Board. All applicants for an undergraduate course must attain a grade of "C" or better and graduate applicants, a grade of "B" or better. A course with a "Pass/Fail" grade is acceptable. All applicants must obtain a "pass" grade. **Reimbursement for all staff is contingent upon availability of funds and will be issued on a first come, first served basis. Priority will be given to licensure for staff in high needs areas (Math, Science, SPED, ESL)**

**I. ELIGIBILITY REQUIREMENTS:**

- A. Applicants must be a permanent/full-time employee.
- B. All applications for reimbursement must be received in the Office of Professional Development thirty (30) days PRIOR to the start date of the class/workshop/conference. Applications not received 30 days prior may require additional documentation.

**II. CONDITIONS AND LIMITATIONS OF REIMBURSEMENT:**

- A. The following professional development activities are covered by this policy:
  1. Courses offered at an accredited institution of higher learning;
  2. Priority will be given to high needs areas (Special Education, Science, Math, ESL)
  3. Testing Reimbursements are only for tests for teacher/administrative licenses or industry certification tests.
- B. The following limitations apply to the reimbursement policy:
  1. Tuition Reimbursement is \$800 for the fiscal year for all teachers and non-instructional employees. Of the \$800, the maximum that can be used for licensure or certification testing is \$400. (e.g. If \$400 is used toward a class then only \$400 remains toward a test registration...all not to exceed \$800 total).
  2. **All paperwork must be sent to the Department of Finance within 30 days of completing the class/conference/workshop.** Paperwork for classes/conferences/workshops taken from July 1 thru August 30 not received in Finance by September 30 will not receive reimbursement. Paperwork for classes/tests taken from September 1 thru December 30 not received in Finance by January 30 will not receive reimbursement. Paperwork for classes/tests taken in the winter/spring not received in Finance by June 15 will not receive reimbursement.

**III. REIMBURSEMENT PROCEDURE:**

- A. **Applicants must complete all information requested on the Tuition Reimbursement Application form. The application must be signed by the Director/Principal/Supervisor or Designee PRIOR to being sent to the Teacher and Leader Pathways Office. Incomplete applications will not be processed.**
- B. **A copy of the Tuition Reimbursement Application form will be returned to the employee.**
- C. **For a college course: All paperwork must be sent to the Talent Office ([Cjames2@rvaschools.net](mailto:Cjames2@rvaschools.net)) within 30 days of completing a class. The applicant must send a legible copy of a grade report and proof of payment (registration receipt, cancelled check, charge account receipt, or a receipt issued by the institution) along with a copy of the application, once the course has been completed.**
- D. **Once all guidelines are met, the Talent Office will send a request for reimbursement to Finance and a check will be issued through direct deposit or mailed to the employee's home address.**

FOR FURTHER INFORMATION CONTACT:

Talent Office  
301 N. 9<sup>th</sup> Street, 15<sup>th</sup> Floor  
Richmond, VA 23219  
Phone: 804.780.7850

Chrisantha James: [cjames2@rvaschools.net](mailto:cjames2@rvaschools.net)

- Distribution:**
1. Original application is sent to the Teacher and Leader Pathway Office.
  2. The Teacher and Leader Pathway Office will process and send to the applicant's principal/director/supervisor or designee and a copy to the applicant.
  3. The original applicant will send the original application to the Teacher and Leader Pathway Office with all documentation.
  4. Finance will mail the reimbursement check to the applicant.

