



**St. Mary's County Public Schools
Department of Human Resources**

23160 Moakley Street; Suite 106
Leonardtown, Maryland 20650

Phone: 301-475-5511 ext. 32194; Fax: 301-475-4201

Dale P. Farrell, Ed.D.
Chief of Staff

Certification Grant

Teachers who require Praxis Tests for educator certification will be reimbursed for passing the tests as follows:

- 50% of the registration fee will be reimbursed after registration documents (admission ticket) and a receipt for payment are submitted to the Department of Human Resources. Study Guides or any additional fees are not covered under this grant. Form may be emailed to hrd@smcps.org or sent via Metro.
- Upon submitting passing scores to the Department of Human Resources, the remaining 50% of the registration fee will be reimbursed.
- Reimbursement is on a first come, first served basis. Eligibility for reimbursement is limited to the amount of the grant. Once funding is exhausted, no additional reimbursements can be made. Funding will be encumbered with the assumption that qualifying scores will be met.
- Completion of this form indicates agreement with the above stipulations.

Print Name	Employee ID Number	Date
Position/Assignment	School/Office	

FOR HUMAN RESOURCES USE ONLY

Test #	Test Name	Date Received in HR	HR Approval
Date Approved	\$ Total Approved	Date Submitted to DOI	
Date Processed	\$ Initial Amount Approved	Date Submitted to DOI	
Date Processed	\$ Final Amount Approved	Date Submitted to DOI	

CC: Personnel file
Account # 11-05-008-7200-119-7425