

Tangipahoa Parish School System



Teacher Reimbursement Process for Professional Development

(Funded by Title I, Section 1119; and Title II)

Cecilia Lanier, Supervisor of Federal Programs
Title I Resource Center
500 East Pine Street
Amite, LA 70422
(985) 748-2470

Revised: July 1, 2022

Note: If BESE and/or LDOE updates teacher certification policy, TPSS will revise district policy accordingly.

ACT, PRAXIS, & Tuition Reimbursement
for
Initial Certification or Add-on in Core Content Teaching Assignment

Step 1: Complete the Reimbursement Form in its entirety.

Step 2: Submit the following items to the ***Title I Resource Center, attention Jessica Donahue.***

1. Completed Reimbursement Form
2. Final grade report, score report, or status letter
3. Verification of payment (ETS PRAXIS receipt, transaction e-mail receipt, university financial transaction statement, cash receipt, etc. If you choose to submit a bank or credit card statement, all personal account information must be blacked out prior to submission. It is only necessary to include your name and the transaction to the university or ETS.)

Step 3: After review by the Supervisor of Federal Programs, requests are submitted to the Accounts Payable Department at the TPSS Central Office. Once checks are processed, they are mailed, not auto-deposited, to the address on file at the Central Office. It usually takes 2-3 weeks to receive the reimbursement check.

Reimbursement Process Important Information

- All applications must be submitted to ***Jessica Donahue, Title I Resource Center, Amite, LA.*** Applications submitted to the appropriate person will be processed more quickly.
- A delay in the reimbursement process can be caused by any of the following reasons:
 1. Application was not submitted within the **July 1st – June 30th** time period of the current school year.
 2. Incomplete application
 3. The principal's signature has not been secured.
 4. All of the necessary documentation is not included with the request
 5. The information received could not be verified by the school.

NOTE:

It is critical that any requests for spring semester courses or Praxis exams taken in late spring be submitted in a timely and efficient manner. The fiscal year concludes on June 30, and all reimbursements must be finalized prior to that date. After that, reimbursements will not be transacted. Reimbursements cannot be processed after those dates, as funds for that budget year will be closed.

Frequently Asked Questions

1. Which certification program do I choose?

TeachTangi - Effective July 1, 2021

Uncertified teachers employed with Tangipahoa Parish School beginning the 2021-22 school year, should apply with TeachTangi program for certification prior to seeking certification with an outside vendor. If a certification is not offered through the district program, tuition from an approved Louisiana vendor will be eligible for reimbursement. If the uncertified teacher elects to earn certification through an outside vendor when the certification is offered by TeachTangi, reimbursement will not be granted.

2. Who is eligible for tuition reimbursements (if the certification is not offered through TeachTangi)?

Tuition reimbursement is limited to only those teachers who are seeking their *initial* teacher certification **in their current teaching assignment**, an add-on certification in a core teaching area, designated critical shortage or interested in receiving ESL certification. Bachelor's degrees, upper-level degrees, and leadership, supervision, counseling certifications do not qualify for tuition reimbursement. Teachers seeking *initial* certification will be reimbursed for courses with a passing grade that were taken from a ***Louisiana Approved Provider***. A list of approved providers can be found at <https://www.teachlouisiana.net/Prospect.aspx?PageID=413>

Courses taken from a provider that is not on the Louisiana Approved Provider list will not be reimbursable.

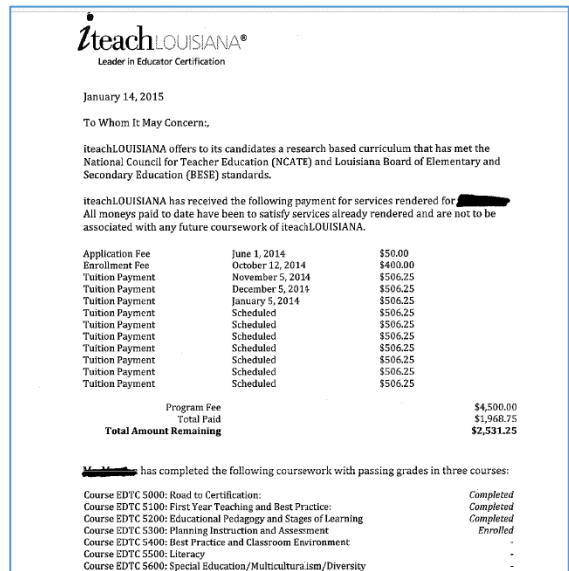
3. What is the tuition reimbursement rate? Are university fees included?

Reimbursements for all university courses in your current teaching assignment, which you have passed, are based on Southeastern Louisiana University's tuition rate. University fees are not reimbursed. Courses with a failing grade will *not* be reimbursed.

Tuition reimbursements have a 3 year commitment to Tangipahoa Parish School System as a classroom teacher. See attached Agreement and Intent to Remain Employed.

4. I am enrolled iTEACH or LRCE. Grade reports are not issued. What document do I provide to show progress in the program?

If you are enrolled in one of these programs, you will email your contact person and request a “current status letter.” Once you receive your status letter, you will submit it in lieu of a grade report. An example is provided:



5. I am a para enrolled in Reach University. May I apply for Praxis or ACT reimbursement?

Yes, follow the guidelines listed in #6 and 7.

6. Can I be reimbursed if I do not pass the ACT or PRAXIS exam the first time?

Yes, however, there is a limit as to the number of times that you can be reimbursed for the same exam taken during the current school year.

A candidate will only be reimbursed for the ACT (non-writing) **twice** in a school year.

A candidate will only be reimbursed for the same PRAXIS exam **twice** in a school year. The exam should be for certification in your current teaching assignment or a designated critical shortage area. PRAXIS exams will only be reimbursed when taken and passed in the following order:

1. Praxis I or ACT – all parts must be taken and passed
2. Praxis Content Specialty Area – all required tests must be taken and passed
3. Principles of Learning and Teaching (PLT)

7. I don't have a receipt for my PRAXIS exam payment. Where can I find one?

You can login to your ETS account and click the button that says "Order Details" for the exam you are requesting a reimbursement. Be sure to include BOTH pages of the Order Details Receipt.

