



Request for Reimbursement of Testing Fees (2024-2025)

Submit your completed form with the required documentation attached to Dr. LaKesia Boone, Assistant Superintendent of Human Resources. Applicants are only eligible to be reimbursed ONE TIME FOR ONE EXAM ONLY. Funds are LIMITED (First come, first serve).

DEADLINE is May 30, 2025

I _____ am requesting reimbursement for **ONE** of my testing fees towards licensure (**PRAXIS II or Pearson**).

I am a (please check one):

- _____ High school teacher who took a required licensure exam test to become highly qualified for grades 9-12
- _____ Middle grades teacher who took a required licensure exam to become highly qualified for grades 6-9
- _____ Elementary teacher who took required licensure exam to become highly qualified for grades K-6
- _____ EC teacher who took a required exam to become highly qualified for Exceptional Children in grades K-12
- _____ CTE teacher who took a required exam to become highly qualified for Career and Technical Education
- _____ Fully licensed teacher who is adding an area of high need, including Math, Science and EC (but will teach in one of these areas). I have submitted the required documentation to add the tested area to my teaching license to NCDPI (screenshot preferred)

Required documentation:

- 1) Verification of payment (paid receipt) for required exam fee is attached (see registration email).
- 2) The passing score report is attached.

Name _____

Date _____

School _____

Signature _____

Assistant Superintendent Signature _____

Licensure Specialist Signature _____

Director of Human Resources _____

Approved _____ **Not Approved** _____

Notes (if any):

