ST. JAMES PARISH SCHOOLS
Inspiring Hope and Purpose

1876 West Main St.
PO Box 338
Lutcher, LA 70071

(225) 258-4500
www.sjpsb.org

St. James Parish Public School System
Professional Growth Reimbursement Program
Contact person: Simone Labat, Director - slabat@sjpsb.org

Our Commitment:

We encourage all employees to pursue continued education so that each may meet his highest potential. With the aide of several federal programs and state grants, St. James Parish School System will be able to continue its support of educators as they work toward certification and highly qualified status. To apply for these funds, an employee must contact the school system as soon as verification of payment and acceptance is received. Upon successful completion of testing/coursework, the employee will be reimbursed. (Reimbursement checks are issued twice yearly.) Necessary documentation includes receipts, grades/scores, and completed reimbursement form. Guidelines and limits are elsewhere in this brochure. Funds are limited and on a first-come, first-served basis. Funds can only be reimbursed within one calendar year from completion. (July 1-June 30)

The school system along with academic representatives from each employee category (service office, teachers, administrators, aides) met to create a priority list for professional growth/certification funding. It is our belief, that the best use of funds is to maintain a certified, highly qualified staff. With this in mind, the following comprises the prioritization of how fees will be reimbursed:

1. CERTIFICATION: Praxis and coursework for the purpose of becoming certified; PL License, OFAT, TAT, and VTIE included.
2. ADVANCED DEGREE/CERTIFICATION: Any coursework and/or Praxis exams leading to a Masters in a content area or certification in an additional content area
3. DUAL ENROLLMENT CREDENTIALS: Any coursework leading to a teacher being credentialed for dual enrollment.
4. NATIONAL BOARD CERTIFICATION
5. RELICENSURE: Courses meeting the criteria set forth by the state for renewal of Louisiana teaching license.

Reimbursement Categories:
Praxis
Certification (alternative cert. program)
Content area specific
Administration (during critical shortage only)
Coursework
Certification
Content area specific
Advanced Degree Program
VTIE
National Board Certification

SCHOOL BOARD MEMBERS **SUPERINTENDENT - Chris M. Kimball**

Sue Beier President District 3
Nicole Florent Vice President District 6
Diana Cantillo District 1
Tim Detillier District 2
Marty Poche District 4
Angela Washington District 5
Raymond Gros District 7

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Guidelines:

What Praxis fees will be reimbursed?
Registration fees only; No late fees

How many times per year can a staff member request Praxis reimbursement?
2 times per year per test; will be paid on a first-come-first-served basis; a person can submit more than 2 and if funds become available the fees will be paid with a limit of $400 per person per school year.

What will be reimbursed for coursework?
Coursework pursued from any universities and online universities that are accredited and recognized by the Louisiana State Department of Education

What specific fee limits apply?
Maximum of $400 per 3 credit hours maximum of $800 per 6 credit hours; maximum of $1200 per 9 credit hours; no late fees, no technology fees, no parking fees

Any other limits?
A teacher must agree to remain in the district one semester for each semester reimbursed through this program. This program is considered a loan to be forgiven by teaching for the district. This means that the semester of teaching must occur when no tuition is being reimbursed. Failure to teach for the district will result in repayment for the entire tuition loaned to the teacher.

Will all completed coursework be reimbursed?
No, only coursework successfully completed with a grade of “C” or better.

What National Board fees are reimbursed?
Participants may claim a maximum of $800 with the successful completion of the entire certification program.

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