

**PROFESSIONAL DEVELOPMENT
CERTIFICATION REIMBURSEMENT PROGRAM**

The School District, under limited circumstances, will provide subject area certification reimbursement to eligible employees based on the Oklahoma State Department of Education, Special Education Services (OSDE-SES) division's Certification Reimbursement Program. Reimbursement is limited to one subject area examination per individual. However, if needed, the District can request approval from the OSDE for additional test reimbursements. Prior to any employee wishing to be involved in this reimbursement program, the Superintendent or designee must agree to sponsor the request at the local level. State Department of Education approval is based on information provided by the district and available funds for the program. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current State law regarding certification requirements.

Once sponsored or approved by the Superintendent, it will be the employee's obligation to contact the (OSDE-SES) division for more information.

Reimbursements must be pre-approved:

The superintendent or designee must provide a statement on district letterhead with the following details:

- 1) Names of individuals for whom the reimbursement is being sought.
- 2) Current teaching assignment for each individual.
- 3) Justification for the necessity of each individual to take and pass the subject area examination.
- 4) Total cost.

Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer-generated Expenditure Summary and Detail report and a copy of each individual's subject area examination results to the Oklahoma State Department of Education, Special Education Services division.

The amount of the reimbursement will be listed on the employee's W2 as taxable compensation in the year in which the reimbursement was received by the employee.

For questions and information regarding this program, please contact the Oklahoma State Department of Education, Special Education Services division at (405)521-3351.