



Master's Degree Incentive Program

Are you a lifelong learner? Ector County ISD is offering an incentive for teachers interested in pursuing a Master's Degree in any field of education. Approved candidates will be allowed the maximum per salary schedule for courses listed on the Master's Degree Plan.

To apply for the Master's Degree Incentive Program you will need to:

1. Apply to the university/college of your choice (including those seeking a degree through Masters Online or other accredited distance learning programs)
2. Have your Degree Plan from your university/college
3. Pick up and fill out a Master's Degree Incentive Program.
 - a. Applications are located in Human Resources
4. **Return the Application and your Degree Plan** to Olivia Luna in Human Resources
5. You will be notified in writing of your acceptance into the program and when your reimbursements will begin
 - a. **Master's Incentive Reimbursements are not retroactive**

Criteria / Guidelines

- The Masters Incentive program is for 1st Master's Degree only
- Preference will be given to those teachers who are currently enrolled in a Master's Degree Plan.
- Candidates must hold a valid Texas Teacher Certificate.
- Candidates receiving financial assistance from other sources will not be considered for the ECISD Master's Incentive Program.
- Master's work must be sought in the content area in which the candidate is currently teaching or in another education field (Education Administration, Counseling, Speech Pathology, etc.)
- Candidates will be allowed the maximum per salary schedule for courses listed on the Master's Degree Plan.
- Candidates will be reimbursed after the course (s) is successfully completed with a minimum grade of a "B" and a transcript is submitted to the Human Resources Department. **Course(s) that do not issue a standard letter grade are not eligible for reimbursement.**
- Candidates are responsible for submitting their own applications to the universities.

Please call **Olivia Luna** at 432-456-1009 if you have questions concerning the **Master's Degree Incentive Program**.



Ector County ISD Master's Degree Incentive Program

In order to receive your reimbursement, you will need to:

1. Have been notified in writing of your acceptance into the Master's Degree Program
2. Upon completion of the course(s) you must submit an **official transcript** with a grade of a "B" or better **and receipts** to the Human Resources Department **within three weeks** following the semester for which you wish to be reimbursed.
 - a. Send transcripts and receipts in attention to: Olivia Luna Human Resources
3. Reapply for the program if you do not take classes for three consecutive semesters.
 - a. Because of workloads, we understand that you may not attend for a year .
However, if you miss three semesters in a row you will be required to reapply to continue in the Master's Degree Incentive Program.
4. All communications and submissions concerning the Master's Degree Incentive Program should be addressed to Olivia Luna, Administrative Assistant to Executive Director of Human Resource 432-456-1009.

ECTOR COUNTY ISD MASTER'S INCENTIVE PROGRAM

CRITERIA/GUIDELINES:

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- 2) Candidates must hold a valid Texas Teacher Certificate.
- 3) Candidates receiving financial assistance from other sources will not be considered for the ECISD Master's Incentive Program.
- 4) Master's work must be sought in the content area in which the candidate is currently teaching or in another education field (Education Administration, Counseling, Speech Pathology, etc.)
- 5) Candidates will be allowed the maximum per salary schedule for courses listed on the Master's Degree Plan.
- 6) Candidates will be reimbursed after the course (s) is successfully completed with a minimum grade of a "B" and a transcript is submitted to the Human Resources Department.
- 7) Candidates are responsible for submitting their own applications to the universities.

PLEASE PRINT

Last Name	First	Middle

Social Security Number / Employee ID#

Address	City	Zip

Telephone Number

Campus	Current Teaching Assignment	# Yrs. Teaching	# Yrs. in ECISD

Undergraduate Degree	University/College	Year

Completed Graduate Hours	University/College	Dates

Master's Degree Sought

Indicate course method, please check one below:

☐

University Courses

University/College

☐

Master's Online

University/College

I understand the guidelines for reimbursement outlined for the Ector County ISD Master's Incentive Program. I am committed to life-long learning and developing professionally through earning a Master's degree in my current teaching field or in another field of education.

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Signature

Date