

# Form 1

**Certified Teaching Assistants, Teacher Aides, LPN/Teacher Aides, Occupational Therapy Assistants, Physical Therapy Assistants, and School Monitors**

## **Application for Prior Approval of Coursework for Reimbursement**

### **ARTICLE 8.1.C. of the UBTAO Contract:**

The BOCES will reimburse up to **\$1,500.00** per unit member per year toward the cost of coursework that meets the following criteria:

1. The coursework is functionally related to the field in which the unit member works.
2. The coursework is scheduled outside of working hours.
3. The unit member must receive prior approval from the District Superintendent or his/her designee.
4. The unit member must submit evidence of successful completion of course prior to reimbursement.
5. Coursework taken in fulfillment of requirements of a Teaching Assistant certificate may be applied toward this reimbursement for unit members employed prior to July 1, 2006
6. Courses taken to meet Teaching Assistant Level III Certification requirements are not eligible for tuition reimbursement for unit members hired after June 30, 2006.

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Name: \_\_\_\_\_

Title of Course/Workshop: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Description of Course (Include how this course relates to the field in which you work):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Is this course scheduled outside of working hours?      Yes       No

Date: \_\_\_\_\_      Unit Member: \_\_\_\_\_

Date: \_\_\_\_\_      Assistant Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_      District Superintendent: \_\_\_\_\_