The School Board of Broward County, Florida
ESP College Credit Incentive Application

OFFICE OF HUMAN RESOURCES USE ONLY		
Active:	**Probation End Date:**	**Period:** Start: 7/1/2025 End: 6/30/2026

Tuition Reimbursement Application Deadline
Thursday, July 30, 2026 (Offices are observing 4-day work week)

Section 1 (Applicant Information)

Name (Please Print):	**Position/Title:**		**Personnel #:**
Location Name:	**Location Number:**	**Home/ Cell Phone#:**	**Work Phone#:**
Administrator Name:	**Administrator Position / Title:**		
College / University / Institution Name:	**Area/Type Of Degree Being Pursued:**		
Anticipated Degree Award / Graduation Date:	**What Position(s) Are You Interested In Pursuing Upon Completion?**		

Number of years in BTU-ESP Bargaining Unit:

Active Education Support Professionals (ESPs) who have completed three (3) years of service in a BTU-ESP bargaining unit position are eligible to apply.

Section 2 (Course Information)

Course Prefix and Number		Course Title	University / College	Course Start Date	Course Completion Date	Semester Hours	Semester Grade
			Total Hours				

Documentation attached. Check all that apply.

College Transcript*

☐ Degree Program Description

☐ Certificate: Vocational College Course

☐ Official transcript reflecting listed courses must be provided / submit to our office no later than **Thursday, July 30, 2026** (Offices are observing 4-day work week), for the application to be considered complete and able to be processed. Please have your institution send you the transcript so you are in control of its status and whereabouts.

Total Hours needed to qualify for incentive - See Below:

Eligible employees are required to take a minimum of nine college / university credit (9) hours related to the field of education during the school year. One must receive a grade "C" or higher in approved undergraduate course(s) and a grade "B" or higher in the approved graduate course(s).

The latest contract between The School Board of Broward County, Florida, and the Broward Teachers Union-Education Support Professionals (BTU-ESP) provides a stipend of $500 to all eligible education support professionals who complete nine (9) college credit hours or up to $100 for completion of a technical college course. Employees will receive notification of the status of their application.

Section 3 (Signatures)

Signature of Applicant:	Date:	Approved for Payment by: (HR Representative Authorization)	Date:

Once a digital copy is submitted to the ESP College Credit Incentive Dropbox at ESPCollegeCreditIncentiveDropbox@browardschools.com, the original hard copy applications with supporting documentation (such as official transcript(s)) **MUST** also be submitted and due no later than 4:00 pm on **Thursday, July 30, 2026 (Offices are observing 4-day work week)** to:

ESP College Credit Incentive Program, HR Operations – KCW 3rd Floor, 600 SE 3rd Ave, Fort Lauderdale, FL 33301

The portal containing all resources and documents is available at: www.browardschools.com/bcps-departments/human-resources/hr-operations/professional-development/college-credit-incentive-for-eligible-esp-employees