

## APPENDIX D

### Eastmont Paraeducators Professional Development Reimbursement Form

#### Reimbursement for Continuing Education Classes for Certification

Professional development (tuition) reimbursement shall be made by the District for the successful completion of academic credits earned towards Teacher and/or Specialist Certification. Funds will be available on a first-come, first-serve basis up to \$1,000 per person per year.

<b>Qualifications:</b>	Paraeducators pursuing certification as a Teacher and/or Specialist.
<b>Upon Completion:</b>	Submit the following along with this form: <ul style="list-style-type: none"><li>• Receipt or proof of payment for course(s) taken</li><li>• Transcript or grade report</li><li>• Professional Development Reimbursement Form</li></ul>
<b>Reimbursement:</b>	Reimbursement checks will be issued twice a month based on the district's Accounts Payable reimbursement schedule.
<b>Name (please print):</b>	
<b>Location of Assignment:</b>	

#### Course Information

<b>Name of Course Completed:</b>			
<b>College/University:</b>			
<b>Dates of Attendance:</b>			
<b>Total Tuition Cost:</b>	\$		
<b>Number of Credits:</b>			
<b>I certify that:</b>	<ol style="list-style-type: none"><li>1. These credits count towards Teacher and/or Specialist Certification.</li><li>2. I have submitted all required paperwork as required.</li><li>3. I request reimbursement for the cost of professional development (tuition) outlined above (to a maximum of \$1,000 per year).</li></ol>		
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Human Resources Approval:</b>		<b>Date:</b>	
<b>Amount Reimbursed:</b>		<b>Date:</b>	