

**District School Board of Pasco County**

**Reimbursement Packet  
For FTCE Subject Area Examination Fees  
Current Instructional Employees Who Need to Meet Highly Qualified Criteria**

**Revised September 2011**

## **General Information**

The District School Board of Pasco County is committed to assisting core subject area teachers to meet the criteria of Highly Qualified. The District will provide reimbursement for subject area examination fees at the regular administration rate to teachers attempting to become Highly Qualified. The Board shall also provide reimbursement for a second attempt at passing a specific subject area examination if the teacher is unsuccessful on the first attempt. Reimbursement is based on the conditions below:

- Must be currently teaching in a core subject area (elementary education, English, mathematics, reading, language arts, science, foreign languages, civics, government, economics, art, music, drama, history, geography, or exceptional student education)
- Must take the FTCE subject area examination(s) required for the current assignment for which the teacher is Not Highly Qualified

## **Application Process**

Download and print the Request for Reimbursement packet from the District School Board of Pasco County's Human Resources webpage. Once you have received your unofficial or official score report, please attach a copy to a completed Request for Reimbursement form and send it to the Certification Office in the Department of Human Resources.

A department representative will review all documents to verify that this was a required examination, calculate the reimbursement and authorize payment.

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**Core Subject Area Teachers**  
**Request for Reimbursement for FTCE Subject Area Examination Fees**

The District School Board of Pasco County is committed to assisting core subject area teachers to meet the criteria of Highly Qualified. Reimbursement is based on the conditions below:

- Must be currently teaching in a core subject area (elementary education, English, mathematics, reading, language arts, science, foreign languages, civics, government, economics, art, music, drama, history, geography, or exceptional student education)
- Must take the FTCE subject area examination(s) required for the current assignment for which the teacher is Not Highly Qualified

**Please type or print and submit this form with a copy of the test scores to the Department of Human Resources.**

**EMPLOYMENT AND TESTING INFORMATION**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

School/Teaching Assignment \_\_\_\_\_

TESTING INFORMATION: FTCE Subject Area Exam to be Reimbursed (attach score report) \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Employment and Teaching Assignment Verified \_\_\_\_\_

Certificate Coverage and Expiration Date Verified \_\_\_\_\_

Appropriateness of Testing Verified \_\_\_\_\_

Total Amount of Testing Reimbursement \_\_\_\_\_

**Funding Source**

\_\_\_\_\_ Title I (Title I Basic and ESE Teachers) – 421.9312.3132.0730.6400.5605

\_\_\_\_\_ Title II (NonTitle I Basic Teachers) – 421.9312.3692.0730.6400.0000

\_\_\_\_\_ IDEA (NonTitle I ESE Teachers) – 421.9312.3402.0730.6400.0000

**Distribution:   Original to Finance**  
**Copy to Human Resources**

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