

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 July, 2017

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

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- 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 _____ Munis Employee # _____

School/Teaching Assignment _____

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

Teacher's Signature _____ Date _____

PRINCIPAL VERIFICATION

My signature indicates that the above teacher took an exam to meet their certification requirements) for their 2017-2018 teaching assignment. Adding this coverage/endorsement to his/her certificate will classify this teacher as in-field and Highly Qualified for the 2017-2018 school year.

Principal'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 II (Basic Teachers) – 4210.9312.00.36918.573000.6400.0000

_____ IDEA (ESE Teachers) – 4210.9312.00.34018.573000.6400.0000

Distribution: Original to Finance
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