

Process for BPS Title II

Request for Reimbursement for Courses, Praxis Exams or

National Boards renewals

2023-2024 SY

At least **15 days prior** to the start of classes, Praxis exams, or National Boards renewals, please complete the following steps:

🞏 Complete the application “*Request for Reimbursement*”

🞏 “Copy” the course description from the catalog for each course and “Paste” it in body of application or attach it as a Word file.

🞏 Submit an **itemized** statement outlining all the expenses related to this course(s), exam(s) or renewal. \*\*This program can only pay for tuition, exam costs and renewals, NO additional fees, books, etc. can be reimbursed with federal funds.

Within **15 days after the end** of your semester, please complete the following steps:

🞏 Submit a statement from the university/program showing a “ZERO” balance.

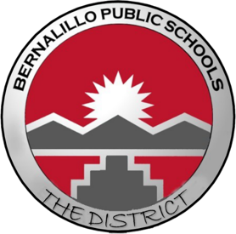
🞏 Submit an unofficial transcript showing a grade of “C’ or better for each class completed,

🞏 Submit evidence of exams showing a “passed” status or a copy of the renewed certificate, as soon as received by applicant.

**Reminders:**

* This program will only cover the cost of tuition, Praxis exams or National Board renewals.
* Applicants need to complete a new application each semester.
* Courses such as Research, School Law, School Finance, Internships and Student Teaching, are not reimbursable under Title II, as they do not directly impact the student’s achievement or improve the educator’s quality and effectiveness. (All classes are subject to approval by NMPED)
* All application packets will be submitted for pre-approved to NMPED Title II Director and Dr. Eric James, Deputy Superintendent of Business Services.
* Failure to complete all required steps in a timely manner may result in denial of reimbursement.

If you have questions, please contact Michelle Padilla at [mpadilla@bernalillops.org](mailto:mpadilla@bernalillops.org) or call ext. 5781.



Bernalillo Schools Title II

Request for Reimbursement

2023-2024 SY

Reimbursement is through Title II Part A program, which has the following objectives:

1. Improve the quality and effectiveness of teachers, principals, and other school leaders;
2. Increase the number of teachers, principals, and other school leaders who are effective at improving student outcomes;
3. Provide students from low-income families and minority students greater access to effective educators;
4. Meaningfully support educators so they can help their students for success in college and careers.

This form must be submitted within 15 days prior to the start of the semester, exam or renewal to be considered for reimbursement.

Please check one:

🞏 Tuition Reimbursement 🞏 Praxis Exam 🞏 National Board Renewal

Employee Information:

Name: Job Title:

Work Location: Phone Number:

License # (if applicable):

**Program Information:**

College/University Name:

Semester Enrolled: Cost per Credit Hour:

Start Date: End Date:

Date of Praxis exam:

Amount requesting for this semester/exams/renewal: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list below the course(s) you are requesting reimbursement for (name, course #, dates, and # of hours):

|  |  |  |
| --- | --- | --- |
| **Course Name or Name of Praxis exam(s)** | **Course Code** | **# of hrs.** |
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Attach the Catalog description for each course. (Please copy from course catalog and paste here)

**How will taking this course or courses meet the objectives above for Title II?**

**Expectations:**

1. In order to be reimbursed, student must obtain a grade of “C” or higher or a “Pass” on Praxis exam.
2. You must provide an invoice or statement from the institution showing a zero balance.
3. This reimbursement only applies to the portion of tuition not covered by other types of financial assistance. Fees, books or other expenses will not be reimbursed.
4. By receiving this tuition reimbursement, recipient must work one (1) additional year for Bernalillo Public Schools, if a contract is offered from time of last semester reimbursed. Failure to complete one year employment will result in pro-rated repayment of tuition.

By signing below, I agree that I have read, understand and agree to the information provided above.

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Staff Signature Date