

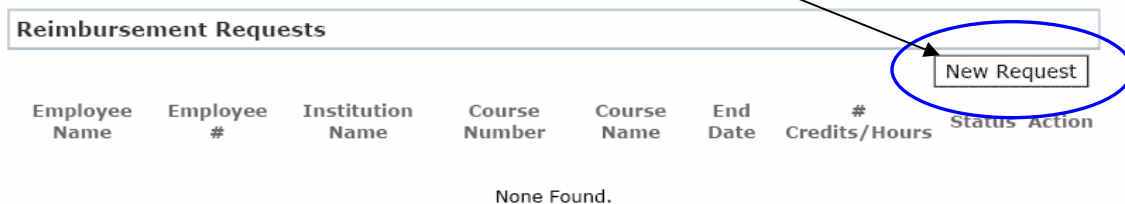
Instructions for Reimbursement

1. First log on to PDO which can be found at:
<https://pdo.mcpsmd.org/ia/render.userLayoutRootNode.uP>

2. Please click the Tuition Reimbursement tab



3. Click New Request under Reimbursement Requests



4. Please choose what best describes you. This is determined by what union you are under e.g. MCEA = teacher.

Tuition Reimbursement System - User view

New Request

What best describes you?:

5. Please choose Teacher University Request.

Tuition Reimbursement System - User view

Requests for tuition reimbursement will not be processed without a receipt of payment and documentation of course grade.

Requests for reimbursement must be received within 60 days of the course completion PONY this form, payment receipt and grade document to **Teacher University Request Tuition Reimbursement**, OOD/URSC.

Only submit a request after completing the course.

Paperwork pending requires Employee to send request form, proof of payment and proof of grade to OOD.

NOTE: Only tuition is reimbursed - no fees, supplies, or books

Course Category

Teacher CEU/MSDE CPD Request:

National Board Test / PRAXIS Request:

Teacher University Request:

Only use Teacher CEU/MSDE CPD request for speech pathology and/or occupational therapist workshops that provide CEU credits. The program does not calculate the CPD reimbursement value correctly and you will not receive your full reimbursement.

6. Choose the course format which is online, classroom, or combination (video courses like with Walden University are considered online). Type in the University/College name or use the drop down for commonly used choices.

Teacher University Request

Type of course: Graduate

Course format: Online

University/College Name: Walden University ->

7. The course number and name are to be typed in and choose what type of category this course may fall under e.g. Math, Reading, or Professional Development.

Course number: EDUC 667X

Course name: Teaching Children Effectively

This course would be categorized as: Professional Development

8. Type the course start and end date.

Semester runs as:

Fall: October 1-March 15

Spring: March 16-June 30

Summer: July 1-September 30

Choose the grade shown on your transcript.

Insert tuition amount paid **Note: MCPS pays tuition only, do not include any fees in your tuition amount.**

Course start date: September 15 2007 Calendar

Course end date: February 15 2008 Calendar

Semester: Fall

Semester Credits: 3.0

Grade: A

Tuition Paid: \$1183.50

9. Insert any degree information necessary and check whether or not the course is a part of your degree. Feel free to add any question or comments in the comments box.

Degree name: Masters in Education Curriculum

This course is a requirement of my degree program:

Type of degree this course is being credited towards: Masters

Comments:

10. At the end of the form please press:

Save and submit

11. Please print the form

Print Notice

IMPORTANT: In order to process your request the Office of Organizational Development needs to receive:

1. Receipt of Payment
2. Documentation of Grade/Completion

Print a copy of your request and send it with your receipt of payment and grade documentation.
Press **Continue** to return to the Tuition Reimbursement Tab where you can print the request at another time.

Print Form **Continue**

12. The last step in this process is to send in your printed PDO form along with the following documents:

- **Copy of your grade showing a "B" or better and *must include your name on the document.***
- **Proof of Payment: i.e., copy of a cancelled check front and back; a copy of your university receipt, a copy of your credit card statement.**

You can not be reimbursed unless all documents have been received.

Please ensure that your name is on all documentation.

Send your paperwork to Dee Dennis, Office of Organizational Development (OOD), URSC, Teacher Tuition Reimbursement

PDO will send you three emails. First, you will receive an email confirmation of your request. It will say:

A refund reimbursement request that you have submitted has changed status.

The new status is: **Submitted, pending paperwork**

Comments: None

Second, when your paperwork has been received, you will receive an email notification. It will say:

A refund reimbursement request that you have submitted has changed status.

The new status is: **Paperwork received**

Comments: None

Last, when your reimbursement request has been approved, you will receive an email notification. It will say:

A refund reimbursement request that you have submitted has changed status.

The new status is: **Approved/Sent to controller**

Comments: None

Once you have received the last email, it can take three to four weeks for accounting to process your payment. You will receive an email from a workflow mailer that your money has been deposited. *Three days after you receive the email from the workflow mailer, your money will be in the same account that your direct deposit goes into.*