



Teacher Tuition and PRAXIS II Reimbursement for Eligible MCEA Unit Members

Office of Organizational Development • MONTGOMERY COUNTY PUBLIC SCHOOLS
Upcounty Regional Services Center

Instructions: A copy of the procedures may be found at www.mcps.k12.md.us/departments/development/teams/programs/tuitionreimbinfo.shtm on the Office of Organizational Development's Web site. For all reimbursement requests, complete three copies and retain one of the three for your records. Also, submit a copy of your grade slip (or transcript) and proof of payment (original stamped university receipt, copy of credit card statement, or copy of both sides of a canceled check) within 60 days after completion of the course.

• For all reimbursement requests, complete the Personal Information section and the appropriate reimbursement section.

Please be mindful of the following:

• Applicant may apply for 9 credits per fiscal year (July 1–June 30).

• Reimbursement shall be for courses that will enable unit members to continue their professional development and to maintain or increase their skills as education professionals in their employment with Montgomery County Public Schools.

• MCPS does not reimburse for an undergraduate course unless it is a methods course required for certification. PLEASE NOTE: Undergraduate courses do not count toward salary advancement.

• Application should be sent to the Office of Organizational Development, Suite 3305, Upcounty Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874, Attn: Teacher Tuition.

• Each reimbursed PRAXIS II test counts as one credit.

PERSONAL INFORMATION—To be completed by the employee.

Employee Name _____ Social Security # _____
Last First MI

Home Phone _____ Work Phone _____ Job Title _____

School/Office _____ Grade Level: Elementary _____ Middle _____ High _____

Were you hired by MCPS prior to starting this course or test? Yes No

PART IA: GRADUATE COURSE OR UNDERGRADUATE METHODS COURSE INFORMATION—To be completed by employee.

College/University	Course Title	Course Number	Credit Hours	Tuition Amount	Ending Date

PART IB: CEU OR CPD INFORMATION—To be completed by employee. Attach additional sheets if needed.

CEU or CPD	Course Name	Dates	Accrediting Agency ¹	Tuition Amount	# of Credits

¹Course must be approved by an accrediting agency such as Montgomery County Education Association or Maryland State Department of Education.

PART IC: PRAXIS II TEST INFORMATION—To be completed by employee. Attach additional sheets if needed.

Test Title	Test Code Number	Score	Date of Test	Cost	Credits
					1
					1

PART ID: CERTIFICATION OF ELIGIBILITY AND STATEMENT OF UNDERSTANDING—To be completed by employee.

1. I understand that I can only be reimbursed for a maximum of 9 credits per fiscal year equivalent to one-half the current cost of graduate, in-state tuition rate for the University of Maryland at College Park.
2. I understand that tuition reimbursement is only for courses that promote professional development and maintain or increase professional skills for use in an MCPS position or for Praxis II tests.
3. I am presently employed by MCPS and I have not received full payment from any other source for this course or test.

_____/_____/_____
Signature, Employee Date

PART II: PAYMENT – To be completed by the Office of Organizational Development.

Payment Approved Not Approved _____
Signature, Office of Organizational Development Date