

# A Guide to Higher Education Partnership Programs

*with Local Colleges and Universities  
for Teacher Preparation, Career Enhancement, and Leadership  
Development*



**Montgomery County Public Schools**  
**Rockville, Maryland**

# A Guide to Higher Education Partnership Programs

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Local Colleges and Universities  
for  
Teacher Preparation, Career Enhancement, and Leadership  
Development*



**The Office of Human Resources and Development**

*Metro Park North  
7361 Calhoun Place, Suite 401  
Rockville, MD 20855  
301-315-7384  
Fax: 301-279-3813*

# HIGHER EDUCATION PARTNERSHIPS

## Vision

The Higher Education Partnership Program is a learning community that fosters collaboration between institutions of higher education and the Montgomery County Public Schools (MCPS) to develop staff academically in critical need areas.

## Mission

To provide candidates seeking employment in the Montgomery County Public Schools and MCPS staff, both support and professional, with opportunities to further their education, extend their professional skills, and improve their capability to meet systemwide priorities.

## Goal

To provide professional development programs that align with MCPS goals and meet Board of Education priorities.

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*Reference chart to career enhancement programs on page 8.*

### Leadership Development Program

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# Teacher Preparation Programs

<b>Reference to Teacher Preparation Programs</b>	Target Groups								Entry Requirements								Outcome of Program				
	College Grad	Current MCPS Employees that are not teachers	Career Changer	Retired Persons	Peace Corps. Volunteers, Etc.	Bachelor Degree	US Citizenship/Residency	Work Permit	Elementary Education and Special Education	Elementary Education	Elementary Foreign Language Immersion	ESOL (K-12)	Computer Science	Secondary English	Secondary Foreign Language	Secondary Mathematics	Secondary Science	Special Education	Technology Education	Commitment to work in MCPS after graduation	Partial Financial Support
George Washington University (Teachers 2000)	x	x	x	x		x	x	x			x	x		x	x	x	x		x	x	1
George Washington University (Para educator Teaching Fellows)	x	x				x	x	x									x		x	x	2
George Washington University (Teaching Corps Fellows)	x				x	x	x	x			x	x		x	x	x	x		x	x	2
Johns Hopkins University - PRO MAT	x	x	x	x		x	x			x	x				x	x			x	x	3
Johns Hopkins University - PRO SEMS	x	x	x	x		x		x									x		x	x	3
Johns Hopkins University - SET IT	x	x	x	x		x		x									x				4
Montgomery College - ACET	x	x	x	x		x		x			x				x	x		x			4
Towson University - MAT	x	x	x	x		x	x										x				5
University of Maryland College Park - CITE	x	x	x			x	x			x											5
University of Maryland College Park - Master's Certification	x	x	x	x		x	x						x	x	x	x			x	x	6
Washington Adventist University		x	x	x			x		x												1

## TEACHER PREPARATION PROGRAMS

### Washington Adventist University

**Target Group:**

Current MCPS employees who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- GPA 2.7 or above
- Praxis I
- The completion of at least 56 college credits or an associate degree.

**Program Focus:** Bachelor's degree in elementary education and special education

**Length of Program:** Two years

**Upon Successful Completion of Program:**

- Eligible for a bachelor's degree
- Eligible for Maryland certification in elementary and special education
- Eligible for MCPS employment as a contracted teacher

**University Contact:** Washington Adventist University, 301-891-4092

**Web site:**

[http://www.wau.edu/index.php?option=com\\_content&view=article&id=403:elementaryspecial-education&catid=257:elementaryspecial-education&Itemid=959](http://www.wau.edu/index.php?option=com_content&view=article&id=403:elementaryspecial-education&catid=257:elementaryspecial-education&Itemid=959)

### George Washington University (Teachers 2000)

**Target Group:**

Non-certified teachers and current MCPS employees who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- Bachelor's degree
- 2.7 GPA or higher for undergraduates

**Program Focus:**

- Master's in Education (M.Ed) or Master of Arts (MA)
- Certification in Maryland and District of Columbia
- Areas of Concentration: special education; secondary English; secondary mathematics; secondary science (biology, chemistry, earth/space science, physics); secondary Spanish; computer science

**Length of Program:** Two years, including a one-year internship as the teacher of record

**Upon Successful Completion of the Program:**

- Eligible for a master's degree
- Eligible for Maryland and District of Columbia certification
- Eligible for MCPS employment as a contracted teacher

**Commitment after Completion of the Program:** Two years of contracted teaching in MCPS, in exchange for partial financial support for program.

**University Contact:** Teachers 2000 Program Office, 202-973-1593

**Web site:** <http://gsehd.gwu.edu/teachers2000>

## TEACHER PREPARATION PROGRAMS

### *George Washington University (Paraeducator Teaching Fellows)*

**Target Group:**

Current MCPS special education paraeducators.

**Entry Requirements:**

- Bachelor's degree
- 2.7 GPA or higher

**Program Focus:**

- Certification in Maryland and District of Columbia
- Area of Concentration: special education

**Length of Program:** Two years, including a one-year internship as the teacher of record

**Upon Successful Completion of the Program:**

- Eligible for a master's degree
- Eligible for Maryland and District of Columbia certification
- Eligible for MCPS employment as a contracted teacher

**Commitment after Completion of the Program:** 2 years of contracted teaching in MCPS, in exchange for partial financial support for program.

**University Contact:** Teachers 2000 Program Office, 202-973-1593

**Web site:** <http://www.gwu.edu/~t2000>

### *George Washington University (Teaching Corps Fellows)*

**Target Group:**

Noncertified teachers with at least two years of teaching experience.

**Entry Requirements:**

- Bachelor's degree
- 2.7 GPA or higher

**Program Focus:**

- Master's in Education (M.Ed) or Master of Arts (MA)
- Certification in Maryland and District of Columbia
- Areas of Concentration: special education; secondary English; secondary mathematics; secondary science (biology, chemistry, earth/space science, physics); secondary Spanish; computer science

**Length of Program:** One and a half calendar years, including a one-year internship as the teacher of record

**Upon Successful Completion of the Program:**

- Eligible for a master's degree
- Eligible for Maryland and District of Columbia certification
- Eligible for MCPS employment as a contracted teacher

**Commitment after Completion of the Program:** Two years of contracted teaching in MCPS, in exchange for partial financial support for this program.

**University Contact:** Teachers 2000 Program Office, 202-973-1593

**Web site:** <http://gsehd.gwu.edu/teachers2000>

## TEACHER PREPARATION PROGRAMS

### **Johns Hopkins University**

### **Professional Immersion Master of Arts in Teaching (ProMAT)**

**Target Group:** Non-certified teachers and current MCPS employees with a bachelor's degree who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- Bachelor's degree
- 3.0 GPA (2.7-2.99 provisional admission possible)

**Program Focus:**

- Masters of Arts in Teaching (MAT) degree
- Areas of Concentration: secondary English; secondary mathematics, secondary science (biology, chemistry, earth/space science, physics); secondary foreign language; elementary foreign language immersion (Spanish)

**Length of Program:** Two year internship as the teacher of record

**Upon Successful Completion of the Program:**

- Eligible for a master's degree (MAT) and Maryland certification
- Eligible for MCPS employment as a contracted teacher

**Commitment After Completion of the Program:** Three years of contracted teaching in MCPS, in exchange for partial financial support for this program

**University Contact:** ProMAT Office, 301-294-7102

**Web site:** <http://education.jhu.edu/teach>

### **Johns Hopkins University**

### **Professional Immersion Special Education Master of Science (ProSEMS)**

**Target Group:** Non-certified teachers and current MCPS employees with a bachelor's degree who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- Bachelor's degree
- 3.0 GPA (2.7-2.99 provisional admission possible)

**Program Focus:**

- Master's degree in special education (teaching students with mild to moderate disabilities)
- Areas of Concentration: Elementary/Middle (Grades 1-8) or Secondary/Adult (Grades 6-12)

**Length of Program:** Two years

**Upon Successful Completion of the Program:**

- Eligible for a master's degree in special education
- Eligible for Maryland special education certification (Generic)
- Eligible for MCPS employment as a special education teacher

**Commitment After Completion of the Program:** Three years of contracted teaching in MCPS, in exchange for partial financial support for this program

**University Contact:** Johns Hopkins University, 301-294-7056

**Web site:** <http://www.education.jhu.edu/prosems>

## TEACHER PREPARATION PROGRAMS

### **Johns Hopkins University**

#### *Special Education Teacher Immersion Training (SET-IT)*

**Target Group:** Current MCPS employees with a bachelor's degree who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- Bachelor's degree
- 3.0 GPA (2.7-2.99 provisional admission possible)

**Program Focus:**

- Master's degree in special education (teaching students with mild to moderate disabilities)
- Areas of Concentration: Elementary/Middle (Grades 1-8) or Secondary/Adult (Grades 6-12)

**Length of Program:** Two years

**Upon Successful Completion of the Program:**

- Eligible for a master's degree in special education
- Eligible for Maryland special education certification (Generic)
- Eligible for employment as a special education teacher in MCPS

**University Contact:** Johns Hopkins University, 301-294-7056

**Web site:** <http://www.education.jhu.edu/setit/>

### **Montgomery College**

#### *Alternative Certification for Effective Teaching program (ACET)*

**Target Group:** Non-certified teachers and current MCPS employees who are not certified teachers (substitutes, paraeducators, support staff) with a bachelor's degree in one of the critical shortage areas (biology, chemistry, English, mathematics, physics, Spanish, technology education)

**Entry Requirements:**

- Bachelor's degree or minor with a minimum of 24 semester credits in one of the critical shortage areas
- 2.75 GPA in content courses
- Passing scores on Praxis 1 and Praxis II: Content Knowledge exams

**Program Focus:** MSDE secondary certification in one of the following areas of certification: biology, chemistry; English, mathematics, physics, Spanish, technology education (may vary)

**Length of Program:**

- Pre-employment instruction and internship – Four months (January – May)
- Residency as full-time teacher – One academic year

**Upon Successful Completion of the Program:**

- Eligible for Maryland State Department of Education secondary certification in content area.
- Eligible for MCPS employment as a contracted teacher

**College Contact:** Montgomery College, 240-567-7269

**Web site:** <http://www.montgomerycollege.edu/wdce/acet/acet.html>

## TEACHER PREPARATION PROGRAMS

### *Towson (Masters of Arts in Teaching in Special Education)*

**Target Group:**

Current MCPS employees with a bachelor's degree who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- Bachelor's degree
- 3.0 GPA
- Praxis I exam

**Program Focus:**

Masters of Arts in teaching in special education

**Length of Program:** Two years

**Upon Successful Completion of the Program:**

- Eligible for a master's degree in special education
- Eligible for Maryland certification in special education
- Eligible for MCPS employment as a contracted teacher

**University Contact:** Towson University, 301-738-6326

**Web site:**

<http://www.shadygrove.umd.edu/academics/graduate/education/towson/mat-spced>

### *University of Maryland*

### *Creative Initiatives in Teacher Education (CITE)*

**Target Group:**

Current MCPS employees with a bachelor's degree who are not certified teachers (substitutes, paraeducators, and support staff)

**Entry Requirements:**

- Bachelor's degree
- GPA 3.0 or above
- Praxis 1

**Program Focus:**

Master of education (M.Ed) in elementary education

**Length of Program:**

- Two years while working as a paraeducator in an MCPS school
- 37 graduate credits

**Upon Successful Completion of the Program:**

- Master's degree and eligible for elementary Maryland certification
- Opportunity for MCPS employment as a contracted teacher

**University Contacts:**

University of Maryland, 301-460-2510

**Web site:** <http://www.education.umd.edu/EDCI/info/CITE.html#contacts>

## TEACHER PREPARATION PROGRAMS

### *University of Maryland (Master's Certification)*

#### **Target Group:**

Non-certified teachers and current MCPS employees with a bachelor's degree who are not certified teachers (substitutes, paraeducators, and support staff)

#### **Entry Requirements:**

- Bachelor's degree
- GPA 3.0 or above

#### **Program Focus:**

Master's degree in elementary or secondary education (areas of concentration: secondary English; secondary mathematics, secondary science (biology, chemistry, earth/space science, physics): secondary foreign language

#### **Length of Program:**

One year internship as the teacher of record; 42 graduate credits

#### **Upon Successful Completion of the Program:**

Master's degree in elementary and secondary education and eligible for Maryland certification

**Commitment after Completion of the Program:** Two years of contracted teaching in MCPS, in exchange for partial financial support for the program

**University Contacts:** University of Maryland, 301-405-EDCI

**Web site:** <http://www.education.umd.edu/EDCI/info/tcert.htm>



## Career Enhancement Programs

Entry Requirements

Outcome of Program

<b>Reference to Career Enhancement Programs</b>	Entry Requirements						Outcome of Program	
	Bachelor's Degree (Minimum GPA)	Current MCPS Certified Teacher	Application	Master's Degree	Certification	Certificate	PAGE REFERENCE	
<b>McDaniel College</b>						x		
Library Media Science	x		x	x	x			<b>8</b>
<b>University of Maryland College Park</b>								
Elementary and Middle School Science	x	x	x	x		x		<b>8</b>
Middle School Mathematics	x	x	x	x				<b>9</b>
Human Development	x	x	x	x				<b>9</b>
Reading Specialist Certification	x	x	x	x		x		<b>9</b>
Library Media Services	x		x	x	x			<b>10</b>
<b>Towson University</b>								
School Library Media	x	x	x	x	x			<b>10</b>
Gifted Education	x	x	x	x				<b>11</b>
M.Ed. Special Education	x	x	x	x	x			<b>11</b>

## CAREER ENHANCEMENT PROGRAMS

### ***McDaniel College (Library Media Science)***

#### **Entry Requirements:**

- Bachelor's degree from accredited institution
- Official transcripts, minimum undergraduate GPA of 3.0
- Application with satisfactory essay on why you want to be a school librarian
- Three McDaniel College reference forms

#### **Program Focus:**

McDaniel College's graduate program in school library media seeks to educate candidates to become outstanding teachers in literature, information literacy, and technology who will teach staff to become effective users of ideas and information

**Length of Program:** 36 semester hours

#### **Upon Successful Completion of the Program:**

- Eligible for a master's degree in education with an emphasis in school media library that leads to MSDE certification as a school library media specialist.

**University Contact:** McDaniel College, 410-857-2507

**Web site:** <http://www2.mcdaniel.edu/slm>

### ***University of Maryland (Elementary and Middle School Science)***

#### **Entry Requirements:**

- Current MCPS Elementary or Secondary certified teacher
- GPA 3.0 minimum
- Application

**Program Focus:** Assisting elementary/middle school science teachers to become highly qualified according to NCLB.

**Length of Program:** This program consists of an 18-credit certificate in science education or a Master's degree in Curriculum and Instruction – Teaching and Learning in the Elementary/Middle School: Science.

#### **Upon Successful Completion of the Program:**

- Eligible for a master's degree or certificate in teaching elementary/middle school science.

**University Contact:** University of Maryland College Park, 301 405-5978

**Web site:** <http://www.education.umd.edu/>

## CAREER ENHANCEMENT PROGRAMS

### ***University of Maryland (Middle School Mathematics)***

#### **Entry Requirements:**

- MCPS elementary certified teacher (some flexibility, such as for special education, TESOL, etc.)
- Undergraduate GPA of 3.0 (some limited flexibility herein)

**Program Focus:** Middle school mathematics **Length of Program/Credits:** Three years and 30 credits **Upon Successful Completion of the Program:**

- Eligible for a master's degree in math education

**University Contact:** University of Maryland, 301-405-9945

**Web site:** <http://www.shadygrove.umd.edu/academics/graduate/education/umcp/med-math-ed>

### ***University of Maryland (Human Development)***

#### **Entry Requirements:**

- Current MCPS elementary, middle or high school teacher
- Application

**Program Focus:** The M.Ed. in Human Development is a 30-credit, 5-semester program focusing on the translation of theory and research on motivation, diversity, and adolescent social, cognitive, school adjustment at the secondary level. This program includes a six-credit, MSDE approved Secondary Reading certification Course. The program is run as a cohort model with a new cohort beginning each fall. Courses are primarily held at the Universities of Shady Grove campus in Rockville. All on-campus University and out-of-state tuition fees are waived for students in this program.

**Length of Program:** 2 years (30 credit hours)

#### **Upon Successful Completion of the Program:**

- Eligible for a master's degree in education in human development

**University Contact:** University of Maryland, 301-405-8714

**Web site:** <http://www.education.umd.edu/EDHD/grad.php>

### ***University of Maryland (Reading Specialist Certification)***

#### **Entry Requirements:**

- MCPS certified teacher
- Application

**Program Focus:** Prepare current MCPS teachers to become certified as reading specialists

**Length of Program/Credits:** 33 credits, 3 year Master's degree; results in certification as a reading specialist

#### **Upon Successful Completion of the Program:**

- Master's of Education (M.Ed.) in Curriculum and Instruction with Reading Specialist Certification

**University Contact:** Dr. Codling, [rcodling@umd.edu](mailto:rcodling@umd.edu)

**Web site:** <http://www.education.umd.edu/EDCI/info/rdnggrad.html>

## CAREER ENHANCEMENT PROGRAMS

### *University of Maryland (Library Media Services)*



**Entry Requirement:** Bachelor's degree, 3.0 GPA  
**Program Focus:** Master's degree and state certification as a school library and media services specialist. Graduates from this program receive both an ALA-accredited MLS, which qualifies them for positions in all kinds of libraries, and eligibility for state certification, which attests that they have the specialized knowledge and skills required to work in all levels of education in Maryland and the surrounding region and in localities across the United States.

**Length of Program:** Minimum of two years

**Upon Successful Completion of the Program:**

- Eligible for a master's degree and state certification as a school library and media services specialist

**University Contacts:** Dr. Ann Weeks [acweeks@umd.edu](mailto:acweeks@umd.edu)

**Web site:** <http://ischool.umd.edu/content/master-library-science-mls>

### *Towson University (School Library Media)*

**Entry Requirement:** Undergraduate degree

**Program Focus:** The School Library Media concentration is designed for individuals who aspire to direct library media programs in elementary, middle, or secondary schools. Graduates are certified as school library media generalists (Level II) K-12 by the Maryland State Department of Education.

**Length of Program:** Three and one half years

**Upon Successful Completion of the Program:**

- Eligible for a master's degree and certification as school library media generalist (Level II) K-12

**University Contacts:** Barbara Clark, [bclark@towson.edu](mailto:bclark@towson.edu)

**Web site:** <http://grad.towson.edu/program/master/istc-sclm-ms/>

## CAREER ENHANCEMENT PROGRAMS

### ***Towson University (Gifted Education, Grades 1-8)***

#### **Entry Requirements:**

- Current MCPS elementary teachers
- Minimum 1 year teaching experience
- Overall minimum undergraduate GPA of 3.0 for full admission to the program, and a 2.75 GPA for conditional admission, based on the last 60 credits of total undergraduate and post-baccalaureate study.
- Application

**Program Focus:** The M.Ed. Elementary Education: Focus in Gifted Education, Grades 1-8, is a collaborative graduate program designed especially for Montgomery County Public School educators. Learn current research and best practices for addressing the academic, cognitive, social, and emotional needs of diverse populations of gifted and talented students as well as strategies for nurturing giftedness.

**Length of Program:** 33 semester credits

#### **Upon Successful Completion of the Program:**

- Eligible for a master's degree in elementary education (M.Ed. ELED): Focus in Gifted Education, Grades 1-8

**University Contact:** Towson University, 410 704-4367

**Web site:** <http://grad.towson.edu/program/master/eled-med/>

### ***Towson (M.Ed. Special Education)***

#### **Entry Requirements:**

- Bachelor's degree
- 3.0 GPA (2.75-2.99 GPA provisional admittance possible)
- MSDE certification in a content area

#### **Program Focus:**

The goal of this program is to prepare teachers who are highly qualified and dually certified and better able to work in inclusive classrooms

#### **Length of Program:**

- Three years; fall/spring course offerings

#### **Upon Successful Completion of the Program:**

- Eligible for a master's degree in special education
- Eligible for Maryland certification in early childhood, elementary, or secondary special education
- Eligible for MCPS employment as a contracted teacher

#### **University Contact:**

Towson University, 301-738-6326

#### **Web site:**

<http://www.shadygrove.umd.edu/academics/graduate/education/towson/mat-sped>

## Career Enhancement Programs

Entry Requirements

Outcome of Program

### Reference to Leadership Development Programs

	<i>Bachelor's Degree</i>	<i>Teacher Certification/Experience</i>	<i>Master's Degree</i>	<i>Administrator 1 Certification</i>	<i>Application</i>	<i>Master's Degree</i>	<i>Administration and Supervision Certification</i>	<i>Doctorate Degree</i>	<i>PAGE REFERENCE</i>
<b>Hood College - Educational Leadership Certificate Program (ELCP)</b>	x	x	x	x	x	x	x		<b>13</b>
<b>McDaniel College - Administration and Supervision</b>	x	x	x	x	x	x	x		<b>13</b>

## LEADERSHIP DEVELOPMENT PROGRAMS

### ***Hood College (Educational Leadership Certificate Program—ELCP)***

**For Master's Degree Program:**

- Bachelor's degree
- Teacher certification

**For Certification:**

- Master's degree
- Teacher certification

**Program Focus:** This program is approved by the Maryland State Department of Education for the administrators I certification. Upon completion of the program, students must have completed three years of successful teaching experience to obtain Maryland certification as an administrator I.

**Length of Program:** One to three years, depending on degree or certification program

**Upon Successful Completion of the Program:**

- Eligible for an administration and supervision certification and master's degree

**University Contact:** Hood College, 301-663-3131

**Web site:** <http://www.hood.edu/academics/index.aspx>

### ***McDaniel College (Administration and Supervision)***

**For Master's degree program:**

- Bachelor's degree
- Teacher certification

**For certification:**

- Master's degree
- Teacher certification

**Program Focus:**

The three-year master's degree program meets the state of Maryland academic requirements for administrator I and II certification endorsements. The certification program is a two-year program for persons holding a master's degree upon admission to the program.

**Length of Program:**

Three years for master's degree/Two years for certification

**Upon Successful Completion of the Program:**

- Eligible for an A&S certification and/or master's degree

**University Contact:**

McDaniel College, 410-848-7000

**Web site:** <http://www.mcdaniel.edu/4937.htm>

# TUITION REIMBURSEMENT

## 1. REIMBURSEMENT POLICY:

- A maximum of nine (9) credits will be reimbursed per fiscal year (July 1 through June 30). The nine (9) credits may be taken together in one semester or in any semester within the fiscal year. These credit limitations apply to graduate and undergraduate level courses, Continuing Education Units (CEUs) and continuing professional development (CPD) courses or a combination of these course types not currently offered by MCPS.
- Reimbursement will be made equivalent to one half the current cost of graduate and undergraduate in-state tuition for the University of Maryland at College Park.
- Reimbursement will not be made for the cost of registration, books, materials, or lab fees.
- Reimbursement shall be for courses that will enable unit members to continue their professional development and maintain or increase their skills as education professionals in their employment with the Montgomery County Public Schools.
- Both graduate and undergraduate courses could be eligible for reimbursement for all employee groups. Courses would continue to be approved for reimbursement, based on the established tuition guidelines for support staff, teachers and administrators. Undergraduate courses will be reimbursed at the undergraduate rate.

**Note:** Undergraduate courses do not count toward salary advancement.

- Tuition reimbursement should be provided at the end of the course and upon receipt of the course grades and confirmation of tuition paid. Reimbursement would be charged to the program in which unit the person was working at the beginning of the course. For purposes of fiscal year limits on reimbursement, a course is counted in the fiscal year in which the course work is completed.
- Courses receiving a “Pass” taken on a “Pass/Fail” basis will receive tuition reimbursement.
- Employees will not be reimbursed for courses or training if such courses are also offered by MCPS and are available in the same semester to the employees in that unit. Exceptions will be made for credits that are needed as part of a degree, certificate, or professional development program in which the employee is enrolled if the MCPS course would not be counted and the credits would otherwise be reimbursable. Exceptions may also be made if MCPS courses are full and unavailable.
- Support staff will not be reimbursed by MCPS for courses ending prior to the employee’s successful completion of the probationary period (i.e. six month anniversary date of being hired by MCPS).

## 2. ACCELERATED REIMBURSEMENT POLICY:

- The application for accelerated tuition reimbursement is now available. Unit members in accelerated study programs that *require* completion of more than nine credits per fiscal year can apply for accelerated tuition reimbursement. Please note: The credits used for accelerated tuition reimbursement will count toward your future reimbursement. Reimbursements shall not exceed 45 credits in five years. After the completion of the program, you will not be eligible for any additional reimbursement until you make-up the number of credits that you were reimbursed in excess of nine (9) credits per fiscal year. For example, if you are reimbursed for 18 credits in excess of the nine (9) credits per fiscal year that is normally allowed, then you will not be eligible for tuition reimbursement for the next two years after completing the program.

- **Completed verification forms must be accompanied by a copy of the unit member's Program of Studies in order to be considered for approval.** For questions, please contact Ms. Lauren English (Teacher Reimbursement at 301-315-7383) or Ms. Janice Mitchell (Support Professional Reimbursement at 301-315-7390), Office of Human Resources and Development, between 8:30 a.m. and 4:00 p.m. The accelerated tuition reimbursement form can be found at:  
<http://www.montgomeryschoolsmd.org/departments/development/teams/programs/documents/Accel%20Reim%20Form6.pdf>
- This is an interactive document: please type the information in the boxes before *printing the form*.
- The address to mail in your tuition reimbursement requests is:  
Office of Human Resources and Development  
Teacher or Support Professional Tuition Reimbursement  
7361 Calhoun Park Place, Suite 401  
Rockville, MD 20855

### 3. **COURSE WORK:**

- Courses must be from a regionally accredited college or university.
- CEU or CPD experiences must have been approved through a state accrediting agency such as Maryland State Department of Education or an accrediting CEU provider.
- Teachers and support professionals must receive at least a "B" in a graduate course or a "C" in an undergraduate course to receive reimbursement. Audited courses are not reimbursable.

### 4. **SUBMISSION PROCEDURES:**

- Log onto PDO at <http://pdo.mcpsmd.org>.
- Click on the Tuition Reimbursement tab.
- Click on the New Request button.
- Select your current position using the pull down menu.
- Complete the form with your course information (complete a separate form for each course).
- Submit the form by selecting the Save and Submit button.
- **Print** the form and mail or pony to OHRD, Metro Park North, Ste. 401 with the a breakdown of tuition and fees, the receipt of payment and documentation of your grade.

**NOTE:** *No requests will be processed without proof of payment and documentation of grade.*

- You can monitor your request status from the Tuition Reimbursement tab in PDO.
- All documentation for payment must be submitted to the Office of Human Resources and Development within 60 days of course completion.
- Documentation for payment includes the following:
  - Photocopy of official grade slip or transcript.
  - Proof of payment showing your name and the full amount of tuition and fees paid. Auditors prefer original documents. The following will be accepted:
    - A stamped and/or signed official university receipt.
    - Canceled check (front and back).
    - Credit card statement showing your name.

## 5. REIMBURSEMENT FOR PRAXIS II TESTS:

- MCPS teachers who are planning to take a PRAXIS II content area exam to become highly qualified in a content area can apply for reimbursement via the teacher tuition reimbursement program.
- To receive reimbursement for taking a PRAXIS II content exam:
  - Log onto PDO at <http://pdo.mcpsmd.org>.
  - Click on the Tuition Reimbursement tab.
  - Click on the New Request button.
  - Select your current position using the pull down menu.
  - Within course category select Praxis Inquiry and complete the form
  - Submit the form by selecting the Save and Submit button.
  - **Print** the form and mail or pony to URSC/OOD with the receipt of payment and documentation of your scores.
- Only passing scores will be reimbursed.
- Those applying for PRAXIS II reimbursement will be reimbursed up to the current cost of tuition reimbursement (50% of the current cost of the University of Maryland's graduate credit). Reimbursement of one PRAXIS II content area exam by MCPS will count against your tuition reimbursement of nine (9) credits per fiscal year.
- Support staff is not eligible for reimbursement of Praxis tests.

### Praxis Information:

<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=48c05ee3d74f4010VgnVCM10000022f95190RCRD>

## 6. QUESTIONS:

- Questions regarding courses can be made on PDO via the Inquiry tab. Other questions about tuition reimbursement may be directed as follows:
- Supporting Services Tuition Reimbursement (Office of Human Resources and Development), 301-315-7390
- Teacher Tuition Reimbursement (Office of Human Resources and Development), 301-315-7383
- A & S Tuition Reimbursement:
  - Montgomery County Association of Administrative and Supervisory Personnel (MCAASP), 301-947-4721
  - Office of Human Resources and Development (OOD), 301-315-7383