

APPENDIX C

PROCEDURE FOR REIMBURSEMENT OF SUBJECT AREA CERTIFICATION TEST

18.9 If a teacher, at the Principal's written request, takes a subject area certification test in an area deemed critical to the school's success by the Principal, the District will reimburse the teacher for the cost of the test, one time only. The Certification Reimbursement Procedure must be completed before reimbursement payment is made.

First, the principal contacts the Superintendent's Designee by memorandum to obtain permission to ask a teacher to take the subject area certification test needed for the school.

To obtain reimbursement, the following documentation must be attached submitted to the Deputy Superintendent - Operations for signature:

- A printed copy of the employee's online leave request for the day of the test, approved by the principal, if applicable. List SUBJECT AREA CERTIFICATION REIMBURSEMENT and the budget strip: (110.5100.730.9100.2055) in the Notes to Administrator section.

If a leave request is not applicable, the following information should be included in a memo from the principal to the Superintendent's Designee: SUBJECT AREA CERTIFICATION REIMBURSEMENT and the budget strip: (110.5100.730.9100.2055)

- A copy of the email asking the teacher to take the test (be sure to list the subject area)
- A copy of the email from the Superintendent's designee approving the request.
- A receipt from the teacher showing the cost of the test
- A copy of the test results
- A memo from the principal to the Superintendent's Designee requesting reimbursement

TA date: _____

BDS Chief Negotiator: _____

ABCE Chief Negotiator: _____

ABCE Executive Director: _____

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New language is identified in **boldface and is underlined**.