TALENT ACQUISITION & OPERATIONS (Instructional) 2019-20

Application for Reimbursement of College Courses
and/or FTCE Exams taken July 1, 2019 – June 30, 2020

If requesting reimbursement for college courses or for FTCE passing exams, complete all information below and pony to Talent Acquisition & Operations (Instructional) with payment verification, copies of passing test scores, and/or grade reports. Applications will be processed in order of receipt and will be paid until funds are depleted. No applications will be accepted after the last day of the current school year for reimbursement consideration. Do not use this application if you are requesting a voucher to pay for an exam in advance of taking it. You must contact the Department of Coaching and Induction directly to apply for a voucher.

- A maximum of $150 will be awarded for each passing score on the Florida Teacher Certification Exam the first time it is taken during the current school year ($130 General Knowledge, $150 Professional Ed, $150 each Subject Area Exam). Payment will NOT be awarded for subsequent retakes during the current school year.
- A maximum of $2,000 will be awarded for college coursework completed (Minimum Grade “C”) during the current school year.

Print Name: ____________________________________________________________________________
(Last) (First)

Personnel No. __________________________ Location: ________________________________

Email: __________________________ Contact Phone No. __________________________

Select from the options below (check all that apply):

- I am a teacher on a temporary certificate and am requesting reimbursement for the following Florida Teacher Certification Exams and/or for Professional Education Courses that are listed in the Official Statement of Status of Eligibility Letter that I received from the Florida Department of Education. Attached is my payment verification and my passing test scores and/or copies of grade reports for college coursework completed.
  - General Knowledge Exam
  - Professional Education Test
  - Subject Area Exam in ______________________________
  - Professional Education Courses

- I am a teacher that has been identified as out-of-field and am requesting reimbursement for my passing subject area exam or for tuition for college coursework completed in the out-of-field area. Attached is my payment verification and my passing test score or copies of grade reports for college coursework completed.
  - Subject Area Exam in my out-of-field area ______________________________
  - Six (6) Semester Hours of College Coursework

- Indicate total amount of reimbursement requested: $________________________

DEPARTMENT USE ONLY:

Verified: □ College Coursework Pro Prep □ College Coursework Out-of-Field
□ Subject Area Exam Out-of-Field □ FTCE Exams Pro Prep

Approved: __________________________ TAO Representative/Date

□ Denied: __________________________