

Am I eligible? Tuition vs. Salary Advancement

A TEACHER'S GUIDE

COURSEWORK APPROVAL

TUITION REIMBURSEMENT REQUIRED DOCUMENTS

Pre-Approval Checklist:

- Acceptance Letter
- Course Outline
- Completed Pre-Approval form w/ accurate information
- Tuition agreement form (*shortage areas only*)

Request for Reimbursement:

- Official Transcript/PD Certificate
- Proof of payment/receipt

DEADLINES

Reimbursements are processed 4 times per school year. Submission deadlines are Aug 31st, Nov 1st, Feb 1st and May 31st

SALARY ADVANCEMENT REQUIRED DOCUMENTS

Pre-Approval Checklist:

- Acceptance Letter
- Course Outline
- Completed Pre-Approval form w/ accurate information

Request for Salary adjustment:

- Official Transcript: once you reached your Bachelor's +15/+30, Master's +30 or/and at completion.
- PD Certificate.

DEADLINES

Adjustments to salaries are processed **annually**. All required documents must be submitted by 15th of August.

COMMON QUESTIONS

Q. What department do I send my reimbursement or salary advancement forms/ required documents to and approve/deny a pre-approval application?

A. Office of Talent Development

Q. I just enrolled in a degree program when do I submit my pre-approval form and documents?

A. Must submit prior to your start date. We keep a roster for our budget.

Q. What is the best way to send my documents?

A. **Official documents (ex. Transcripts) in sealed envelopes must be mailed/inter-department mailing. Unofficial documents (course outline) can be emailed to cmartin@mpspride.org**

Q. I've been accepted into a Master's/Doctorate degree program, not within the shortage area list, what do I qualify for and when do I submit?

A. **You do not qualify for tuition reimbursement. This qualifies for Salary Advancement (only) submit pre-approval form and required documents prior to your start date.**

Q. I'm about to take stand-alone course/s to further my skills within my existing endorsement. What level of certification qualifies me for reimbursement?

A. **You must hold a professional certification.** (*Please see Article XVIII to identify reimbursable endorsements.*)

Q. Is it possible to apply for both tuition reimbursement and salary advancement?

A. **Yes. However, you must refer to both State Dept. of Ed website and Teachers' contract to confirm whether the course of study fits the eligibility criteria.**

Q. I submitted my package however, I'm missing an official transcript that will be mailed, should I still submit to meet the deadline for reimbursement/salary advancement?

A. **Yes, that is the only exception. We will accept the unofficial transcript with the understanding that the official transcript is being mailed by the institution.**

Q. I completed my degree program, after the MPS school-year has started, when will my pay step move up/salary advance?

A. **The following school year.** (*see left column for details*)

Q. *How will I receive my tuition reimbursement?*

A. **In the form of a check, which will be mailed from the Accounts/Payable department.**

WHAT IS REIMBURSABLE?

Shortage Areas will be reimbursed **85%** of tuition costs. State of CT Dept. of Education updates list annually. **2018-2019 List:**

- Bilingual Education PK-12
- Comprehensive Special Education, K-12
- Mathematics, 7-12
- Occupational Subject, Vocational Technical High School
- School Library and Media Specialist
- Science, 7-12
- Speech and Language Pathologist
- Technology Education, PK-12
- TESOL, PK-12
- World Languages, 7-12

If you have a degree in an existing shortage area, you cannot be reimbursed for pursuing same content area. Cross-endorsement will be approved only. See Teachers' Contract Article XVIII.

BA in SPED MA in SPED (NO)

BA in SPED MA in Tech Ed (YES)

Provision; must remain an employee for 5 years after payment. (*see tuition agreement form*)

IMPORTANT LINKS

A. MPS website, HR Dept. for Teacher's contract Article XVIII.

B. State Department of Education for up-to-date Teaching Shortage areas.