

# Am I eligible? Tuition reimbursement vs. Salary Advancement

## 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
- Billing Statement
- Proof of payment/receipt

#### Online Institutions/Degree Programs

Must be approved by the State Dept. of Edu  
<http://www.collegesource.org/home.asp>

### DEADLINES

Reimbursements are processed on a monthly basis.

### 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 15<sup>th</sup> of August.

## FREQUENTLY ASKED 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](mailto:cmartin@mpspride.org)**

Q. I am a teacher pursuing my 092 Intermediate Administration. Do I qualify for reimbursement?

**A. No. The 092 is not a teachers' certification. You are only eligible for Salary Advancement after completion of the sixth year, 30 credit degree program.**

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 for certification in the pursued content area.**

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 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. Check 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. **2022-2023 List:**

- Bilingual Education PK-12
- Comprehensive Special Education, K-12
- Mathematics, 7-12
- Occupational Subject, Voc Tech
- School Library and Media Specialist
- School Psychologist
- Science, 4-12
- 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.