Am I eligible?

Tuition reimbursement vs. Salary Advancement

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 (Transcripts) in sealed envelopes must be mailed to the Office of Talent Development. 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 a stand-alone course 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 Article XVIII 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 State Department of Education updates list annually. 2019-2020 List:

- Bilingual Education PK-12
- Comprehensive Special Education, K-12
- Mathematics, 7-12
- Occupational Subject, Voc Tech
- 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.

DEADLINES

Reimbursements are processed on a monthly basis.

SALARY ADVANCEMENT REQUIRED DOCUMENTS

Pre-Approval Checklist:
- Acceptance Letter
- Course Outline
- Completed Pre-Approval form with准确 information
- Tuition agreement form (shortage areas only)

Request for Salary adjustment:
- 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

WHAT IS REIMBURSABLE?

Shortage Areas will be reimbursed 85% of tuition costs.
State of CT Dept. of Education updates list annually. 2019-2020 List:

- Bilingual Education PK-12
- Comprehensive Special Education, K-12
- Mathematics, 7-12
- Occupational Subject, Voc Tech
- 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.