



HCEA
PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES

Teachers, School Psychologists, Guidance Counselors, Speech-Language Pathologists, Library Media Specialists

ADDITIONAL INFORMATION AVAILABLE ON THE HUMAN RESOURCES/BENEFITS SHAREPOINT SITE

[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: _____

Employee ID Number: _____

Position: _____

Job Location: _____

Email Address: _____

PURPOSE:

- Obtain SPC Obtain APC Obtain Master's Degree
 Renew SPC Renew APC 45 Credits Toward Pre-Approved Doctoral Program*

**If you are enrolled in a doctoral program, a copy of your acceptance letter must be on file with the [HR Certification Dept](#) before reimbursement will be approved.*

Harford County Public Schools will reimburse HCEA employees for job-related courses or training programs. The number of credits, the reimbursed dollar amount, and additional information may be found in the current HCEA Negotiated Agreement, Article XVII.

Term Taken	College/University	Course Number (ex. EDUC 615)	Course Title	Credit	Grade

ITEMS TO SUBMIT ALONG WITH THIS COMPLETED PARTIAL REIMBURSEMENT REQUEST FORM:

- An OFFICIAL grade report or OFFICIAL transcript** (grade "C" or better) emailed to transcripts@hcps.org directly from college/university or 3rd party clearinghouse, and
- An itemized receipt** showing course tuition fee, payment, date(s) of payment and payment method, emailed to transcripts@hcps.org. Form(s) of payment should be also included to show whether the payment was made by the employee, through financial aid, credit card, scholarships, grants, etc. or through a combination of the above.

*Excluding the official transcript email directly from the college/university, all attached documentation should be sent in one email to transcripts@hcps.org as separate PDF documents.

IMPORTANT INFORMATION:

- The fiscal year runs from July 1-June 30 and the course ending date determines which fiscal year the reimbursement will be applied to. You **MUST** be an active employee when reimbursement is requested.
- Credits which are eligible for reimbursement must be submitted **within 90 days after completion of the course**.
- Information regarding tuition reimbursement can be found in Article XVII of the HCEA Negotiated Agreement.
- Note: No additional reimbursement is provided for master's programs after first degree is earned or for any of the "plus" programs (+30, +60) beyond six (6) renewal credits for each five-year certificate period.

Employee Signature

Date Submitted