



HCEA-ESP
PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES
Clerical, Paraeducators, Inclusion Helpers, and Instructional Technicians

ADDITIONAL INFORMATION AVAILABLE ON THE HUMAN RESOURCES/BENEFITS SHAREPOINT SITE
[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: _____
Position: _____
Email Address: _____

Employee ID Number: _____
Job Location: _____
Intended Major: _____

Approved for GET MORE PROGRAM

PURPOSE:

- To enhance current job skills
- To enhance promotional opportunities
- To complete requirements for degree
- To complete requirements for current position

Date of Course	College or Institution	Course Number (ex. ENG 100)	Course Title	Non-Credit	Credit

Harford County Public Schools will reimburse HCEA-ESP 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-ESP Negotiated Agreement, Article XII.

TO QUALIFY FOR REIMBURSEMENT

- All requests for reimbursement must be initiated on this form and must be for job-related courses or training programs.
- All courses must be approved by the immediate supervisor **prior to enrollment in the course.**
- All courses must be approved by a Human Resources Supervisor/Specialist **prior to enrollment in the course.**
- Successful completion of the course with a grade "C" or better and/or indication of successful completion.
- Eligible employees must be on active status at the time of registration, while the course work is being completed and when the reimbursement payment is made.
- **Requests for reimbursement must be submitted within 90 days of course completion.**

TO REQUEST PRE-APPROVAL, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE ("HR") WITH:

- The principal's/supervisor's signature, and
- A copy of the course description AND a copy of the tuition/course fee or itemized receipt.**
- An approval email will be sent to you.
- Incomplete requests will be returned to the employee.

AT THE CONCLUSION OF THE COURSE, IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SUBMIT:

- 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
- A copy of the ITEMIZED tuition receipt showing course tuition fee, payment, date(s) of payment and payment method, emailed to transcripts@hcps.org along with,
- A scanned copy of HR pre-approval email for course/program from the Human Resources Office.

*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.

 Employee Signature

 Date

 Principal/Supervisor Signature

 Date

 Human Resources Office - Supervisor/Specialist Signature

 Date