

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: _____

Employee ID Number: _____

Position: _____

Job Location: _____

Email Address: _____

Intended Major: _____

PURPOSE:

- | | |
|--|--|
| <input type="checkbox"/> To enhance current job skills | <input type="checkbox"/> To enhance promotional opportunities |
| <input type="checkbox"/> To complete requirements for degree | <input type="checkbox"/> 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 HCESC 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.

TO REQUEST PRE-APPROVAL, SUBMIT THIS FORM TO THE HUMAN RESOURCES BENEFITS OFFICE PRIOR TO START OF COURSE 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 forms will be returned.

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

- ☐ copy of the OFFICIAL grade report or OFFICIAL transcript (grade "C" or better),
- ☐ copy of the ITEMIZED tuition receipt showing payment and payment method, and
- ☐ pre-approval email from the Human Resources Office.
- **Requests for reimbursement must be submitted within 90 days of course completion.**

Employee Signature

Date

Principal/Supervisor Signature

Date

Human Resources Office - Supervisor/Specialist Signature

Date