



Growing Exceptional Teachers More Program Guidelines

The Growing Exceptional Teachers More (GET More) Program is a program that provides tuition reimbursement assistance incentives and other work-related benefits to current Harford County Public Schools (HCPS) employees who are represented by Harford County Education Association - Educational Support Personnel (HCEA-ESP) or the American Federation of State, County, and Municipal Employees (AFSCME). The purpose of providing these benefits is to support program participants as they complete a teacher certification program in a high needs area of teacher education, with the ultimate goal of receiving their teacher certification and returning to work as a public school teacher right here in Harford County Public Schools.

Identified Critical Shortage Areas:

Participants will need to obtain their teacher certification in one of the following teacher "critical shortage areas" identified by the Maryland State Department of Education (MSDE) and HCPS to include:

- ❖ English
- ❖ Mathematics
- ❖ Professional and Technical Education
- ❖ Science
- ❖ **Special Education**
- ❖ Technology Education
- ❖ World Language
- ❖ Other - candidates interested in another area of certification should contact Human Resources before applying

****Individuals who get certified in Special Education and are offered employment as a Special Education Teacher for HCPS will receive a step increase on the salary schedule and placed on step B at the time of hire****

Program Guidelines & Priorities:

- An HCEA-ESP or AFSCME employee of at least one year experience who enrolls in a teacher certification program may be entitled to receive the equivalent of the negotiated tuition reimbursement rate for certificated instructional staff. (currently \$300 per undergraduate and graduate credit hour, for a maximum of 12 credits per fiscal year. The HCPS fiscal year is July 1st - June 30th).
- Advanced approval into the GET More program is required by the Human Resources Department. (*selected teacher certification program must be from a regionally accredited institution*)
- In order to be approved for the additional per credit hour reimbursement, the employee must complete all of the following requirements:
 - A. Be approved in advance for a qualified teacher certification program from a regionally accredited educational institution in a critical need area by the Supervisor of Staff Management. **Please provide proof of enrollment or acceptance into selected program with completed application.**
 - B. Submit required documentation for reimbursement (official transcripts, itemized receipts, and tuition reimbursement form).
 - C. Pass the course with a grad "C" or better. If "Pass" or "Satisfactory" grade is given, provide verification from the college/university that the grade is comparable to "C" or better.
 - D. Commit to completing student internship requirements in Harford County Public Schools.
- Individuals accepted into the program will also be eligible to apply for up to 12 consecutive weeks of **paid** leave to complete a formal University or College student internship within a Harford County Public Schools unless HCPS is unable to meet placement requirements. Individuals are eligible for this paid leave opportunity only once during their employment with HCPS. Individuals approved for this special paid leave status will also continue to receive service credit that will be applied to the Maryland State Retirement System.
- If offered a certificated teaching position within HCPS, the employee will commit to employment with HCPS for 3 years as a teacher in a critical needs area. Any individual who is offered employment and terminates employment on their own accord with HCPS prior to the conclusion of the 3-year commitment will be required to pay HCPS the difference paid in tuition reimbursement that was granted during participation in the program. HCPS has the right to deduct directly from the employee's salary the differential owed back to HCPS in their final compensation, if applicable.

Questions regarding the GET More Program can be sent to Maranda.Scott@hcps.org



GROWING EXCEPTIONAL TEACHERS MORE PROGRAM APPLICATION

1.	First Name:	Middle Name:	Last Name:
2.	Employee ID#:		
3.	Address: No/Street: City: State: Zip:		
4.	Telephone Number: Email Address:		
5.	Current Work location:		
6.	Number of years worked in HCPS: (minimum of 1 year to be considered eligible)		
7.	University/College or Institution Attending: Planned major: Minor/Concentration, if any: *Please confirm that the university, college or institution is regionally accredited		
8.	Degree you will receive: Expected Graduation Year:		

STATEMENT OF ACCURACY FOR EMPLOYEES

The information provided in my application is, to the best of my knowledge, complete and accurate. I consent that if hired as a certificated employee at the conclusion of my program that I commit to working at least 3 years in a critical needs area. Should the employee be unable to complete the program or not meet the identified requirements, the employee will be responsible for reimbursing HCPS the difference of the additional reimbursement paid above the tuition rate agreed upon in the HCEA-ESP (under article 13.2) negotiated agreement or AFSCME (under article 11.2) negotiated agreement.

As a program participant, I will remit the appropriate information for my tuition reimbursement as required by the HR Benefits Office.

I understand that incomplete applications or applications that do not meet eligibility criteria will not be considered for the benefits outlined in the program.

Signature of Applicant: _____ **Date:** _____

SUBMIT COMPLETED APPLICATION TO:

Maranda Scott
c/o Human Resources
102 South Hickory Avenue
Bel Air, MD 21014