

PRAXIS/ACT/SAT TEST OR WORKSHOP REIMBURSEMENT CHECKLIST

**To be completed by Active employees for each reimbursement sought per fiscal year July 1st-June 30th and cannot include late or standby fees and other "special" fees, rather only the pure registration cost of the basic test*

PRAXIS Reimbursement or ACT Reimbursement or SAT Reimbursement

Please provide the PRAXIS Test Number(s), Test Name(s), Test Date, and Test Site Taken:

PRAXIS Workshop Reimbursement ACT Workshop Reimbursement SAT Workshop Reimbursement

Employee Name: **Employee I.D. #:** **Employee School:**

Position: Please check one: Teacher OR Paraprofessional OR Long Term Sub Teacher Other

Employee Address: *Address changes must be made in HR Dept (D. Grisby) and in Payroll Dept (P. DeCuir)

Employee Cellular #: **Employee Email:** **Employee Home #:**

Directions: Make sure that each box is checked to indicate the answer is "Yes." If the answer is no, your reimbursement is incomplete and will not be processed. Submit this form with documents.

PRAXIS/ACT/SAT Score Report

- 01) Did I submit the original(s) of my PRAXIS/ACT/SAT Score Report(s)?
- 02) Did I highlight the particular PRAXIS/ACT/SAT test(s) and test date that I am seeking reimbursement?
- 03) Did I highlight the portion of my PRAXIS/ACT/SAT Score Report that shows my name and address?

Proof of Payment (Bank Statement, Credit Card Statement, or Money Order)

- 04) Does the bank or credit card statement submitted include my name and address?
- 05) Did I highlight my name and address on the bank or credit card statement?
- 06) Did I highlight the particular PRAXIS/ACT/SAT charge and date on the bank or credit card statement?
(NOTE: Baker does not reimburse late fees, standby fees, or scores by phone; however, it does reimburse the cost of the test and registration fees.)
- 07) (If applicable) Did I include the original receipt of the money order used?

PRAXIS/ACT/SAT Workshop Reimbursement (If Applicable)

- 08) Did I fail a particular test at least **once prior** to my seeking this reimbursement for taking the workshop for the test that I failed? Indicate where workshop was taken:
- 09) Does the bank or credit card statement submitted include my name and address?
- 10) Did I highlight my name and address on the bank or credit card statement?
- 11) Did I highlight the particular charge and date on my bank or credit card statement for the PRAXIS/ACT/SAT Workshop?

Applicant's Signature and Date Signed:

Signature
(Print Name Above Signature)

Month, Day, and Year

PRAXIS OR ACT or SAT Reimbursement

The Office of Human Resources processes PRAXIS/ACT/SAT reimbursements for Teachers, Long-Term Substitute Teachers, and Paraprofessionals who must take a PRAXIS/ACT/SAT Exam to reach the certified status. PRAXIS/ACT/SAT Reimbursement does not guarantee continued employment, new job assignments, pay increases, or promotions. Funding for PRAXIS/ACT/SAT Reimbursement is continued upon the availability of Federal and State funds.

Eligibility:

- All full-time (Teachers/Paraprofessionals/Other) or long-term substitute teachers (21 days in the same class and continued employment throughout the particular fiscal year) must be employed during the entire school semester for which assistance is sought.
- New Hires: PRAXIS/ACT/SAT must be taken after the first day of employment.
- Separated Employees: PRAXIS/ACT/SAT must be completed during the time of employment.
- Employees on **sabbatical leave** are not eligible for PRAXIS/ACT/SAT reimbursement.

PRAXIS/ACT/SAT Reimbursement Procedures

In order to receive Praxis Reimbursement:

- Turn in 1) the ORIGINAL PRAXIS/ACT/SAT score report and 2) documentation (for example, credit card statements, bank statements, or money order receipts) that reflects payment and the applicant's name.
- Teachers/Paraprofessionals will be reimbursed up to three (**3**) times per fiscal year for the same PRAXIS/ACT/SAT exam. NOTE: Reimbursement will be made two (2) times for failing scores; however, a third reimbursement per test will only be made when a passing score is attained.