



DR. JAMES GRAY
SUPERINTENDENT

HUMAN RESOURCES
JEFFERSON PARISH SCHOOLS
501 MANHATTAN BOULEVARD
HARVEY, LOUISIANA 70058
(504) 349-7866
jpschools.org

DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Title I Praxis Reimbursement Instructions

Application Submission Due Dates: To be eligible for Fall Praxis Reimbursement, completed applications must be hand delivered to the Recruitment & Selection Team in the Office of Human Resources by **July 31, 2020**. Late applications will not be accepted.

Summer window: April 20, 2020 – May 1, 2020

Fall window: July 20, 2020 – July 31, 2020

Spring window: November 9, 2020 – November 20, 2020

2017-2018 Tuition/Praxis Reimbursement Policy Change:

*Beginning May 8, 2017, any teacher applying for Tuition/Praxis reimbursement **must** be working in the position for which he/she is seeking certification; this includes certified teachers who are seeking add-on endorsements. Any teacher seeking an add-on certification must apply for or possess an Out-of-Field-Authority- to- Teach certificate.*

Instructions for completing and submitting the application for Praxis Reimbursement Packet:

1. Applications must be completed in its entirety using **only** blue ink.
2. Teachers *must* list the name of the Praxis test(s) for which he/she is seeking reimbursement on the first page of the application under the "Courses Requested" section. The Praxis assessment(s) must be in the critical shortage area in which the certified teacher is working or the content area in which the non-certified teaching is working. *The district only reimburses up to (2) Praxis II Content Knowledge assessments per academic semester. Telephone registration fees, waived fees, test prep material, taxes, and other associated fees not listed above are not eligible for reimbursement.*
3. To be eligible for **Fall** Praxis Reimbursement, completed applications must be hand delivered to the Recruitment & Selection Team in the Office of Human Resources by **July 31, 2020**. Late applications will not be accepted.
4. Upon submission of your application, a member of the Recruitment & Selection Team will collect and review your documents, and you will receive a stamped copy of your completed application.

At the end of the academic semester, you must submit the following original documents to the Office of Human Resources to be eligible for reimbursement:

- Praxis Registration receipt that lists the cost of the assessment(s) and method of payment
- Passing Praxis Score (The Praxis assessment(s) has to be taken during the academic semester in which you submitted your application for reimbursement. **You will not receive reimbursement for scores received prior to your application date.**

These items are due by the following dates:

Summer: Monday, August 10, 2020

Fall: Friday, December 11, 2020

Spring: Friday, May 14, 2021

Failure to submit required information by the listed deadline may affect your eligibility for reimbursement.

For questions, please email HRCertified@jpschools.org.