

# **Pasco County Schools**



## **Reimbursement Packet For FTCE Subject Area Examination Fees Current Instructional Employees Who Need to Meet In-Field Status**

**Revised October, 2018**

## **General Information**

Pasco County Schools is committed to assisting core subject area teachers to meet the criteria of an in-field position. The District will provide reimbursement for subject area examination fees at the regular administration rate to teachers attempting to become In-Field. The Board shall also provide reimbursement for a second attempt at passing certain subject area examinations if the teacher is unsuccessful on the first attempt. Reimbursement is based on the conditions below:

- Must be currently teaching in a core subject area (elementary education, English, mathematics, reading, language arts, science, foreign languages, civics, government, economics, art, music, drama, history, geography, health, or exceptional student education)
- Must take the FTCE subject area examination(s) required for the current assignment for which the teacher is Out-of-Field.

## **Application Process**

Download and print the Request for Reimbursement packet from the Pasco County School's Human Resources webpage. Once you have received your unofficial or official score report, please attach a copy to a completed Request for Reimbursement form and send it to the Certification Office in the Department of Human Resources and Educator Quality.

A department representative will review all documents to verify that this was a required examination, calculate the reimbursement and authorize payment.

**PASCO COUNTY SCHOOLS**  
**Core Subject Area Teachers**  
**Request for Reimbursement for FTCE Subject Area Examination Fees**

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- Must be currently teaching in a core subject area (elementary education, English, mathematics, reading, language arts, science, foreign languages, civics, government, economics, art, music, drama, history, geography, health or exceptional student education)
- Must take the FTCE subject area examination(s) required for the current assignment for which the teacher is Out-of-Field.

Please type or print and submit this form with a copy of the test scores to the Department of Human Resources and Educator Quality.

**EMPLOYMENT AND TESTING INFORMATION**

Name \_\_\_\_\_ Munis Employee # \_\_\_\_\_

School/Teaching Assignment \_\_\_\_\_

TESTING INFORMATION: FTCE Subject Area Exam to be Reimbursed (attach score report) \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRINCIPAL VERIFICATION**

My signature indicates that the above teacher took an exam to meet their certification requirements) for their 2018-2019 teaching assignment. Adding this coverage/endorsement to his/her certificate will classify this teacher as in-field for the 2018-2019 school year.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Employment and Teaching Assignment Verified \_\_\_\_\_

Certificate Coverage and Expiration Date Verified \_\_\_\_\_

Appropriateness of Testing Verified \_\_\_\_\_

Total Amount of Testing Reimbursement \_\_\_\_\_

Funding Source:

\_\_\_\_\_ Title II (Basic Teachers) – 4210.9312.00.36919.573000.6400.0000

\_\_\_\_\_ IDEA (ESE Teachers) – 4210.9312.00.34019.573000.6400.0000

\_\_\_\_\_ CDC Grant (Health Teachers) – 4210.9520.00.30819.573000.6400.3750

Distribution: Original to Finance  
Copy to Human Resources