

Continued Education Reimbursement Form 2012-2013

****Please Note: If you have completed a class through OPDA, and used a voucher, you are not eligible for reimbursement. If you are unsure if you have used your voucher on an OPDA course, please contact Donna Shirk at ext. 4059 before submitting your reimbursement request.**

DUE DATE: Please submit the completed "Continued Education Reimbursement Form" and the necessary documentation as outlined in Article 52 of the OTA negotiated agreement to the OTA Treasurer between June 1, 2013 to June 30, 2013. **The reimbursement form will *only* be accepted in the month of June, and must be submitted to Jason Bates via email at jason_bates@olentangy.k12.oh.us no later June 30, 2013** (the timestamp/history on the email will serve your proof/verification of receipt). All documentation submitted must be attached **as ONE pdf document.**

Employee's Full Name: _____ Phone Number: _____
(In case questions arise during summer break)

Building Assignment: _____ Date: _____

Per Article 52, teachers are eligible annually to receive one graduate credit earned through OPDA (Olentangy Professional Development Academy) for coursework completed between July 1st and June 30th of each school year **OR** reimbursement of up to \$125 per Section B of Article 52. See the back of this form for more information.

If a teacher chooses to receive OPDA credit, no Continued Education Reimbursement Form can be submitted.

Directions:

If requesting monetary reimbursement, please print this reimbursement form and check the corresponding box(es) for the item(s) being reimbursed (up to the amount of \$125/teacher total) and state the specific title of what item is being sought for reimbursement. (For example: *Education T & P 753 – Principles of Curriculum, Child Abuse Detection Training, SDE Workshop – Differentiation in the Elementary School Classroom, membership to OAEA – Ohio Art Education Association, etc...*).

- Course work related to the field of the teacher's certification or coursework that is required as part of a professional program or additional certification**

Description _____ amount _____

Type of proof of teacher expense attached _____

Transcript Included? Yes ____ No ____

- Professional education organization membership fees**

Description _____ amount _____

Type of proof of teacher expense attached _____

- Licensure renewal fees (including background checks, child abuse detection training, CPR certification, Pupil Activity Supervisor Certificate, and fingerprinting)**

Description _____ amount _____

Type of proof of teacher expense attached _____

- Educational seminars related to the field of the teacher's certification**

Description _____ amount _____

Type of proof of teacher expense attached _____

Certificate of Completion Included? Yes ____ No ____

Total spent: \$ _____

(Please note, if the total spent exceeds \$125 **no more than \$125 will be reimbursed per a member.**)

This form, transcripts, and all proof of expense must be scanned as ONE pdf file, attached and sent via email to Jason Bates, at jason_bates@olentangy.k12.oh.us

Please note the following per Article 52 of the negotiated agreement:

ARTICLE 52

Teacher Tuition Fund

- A. Teachers are annually eligible for one of the following:
 - 1. One graduate credit earned through Olentangy Professional Development Academy between July 1 and June 30 of each school year; or,
 - 2. Reimbursement of up to \$125 per Section B. of this Article.
- B. Reimbursement in accordance with option 2, above:
 - 1. Continued education reimbursement covers the following items:
 - a. Course work related to the field of the teacher's certification or course work that is required as part of a professional program or additional certification.
 - b. Professional education organization membership fees.
 - c. Licensure renewal fees (including background checks, child abuse detection training, CPR certification, Pupil Activity Supervisor Certificate, and fingerprinting).
 - d. Educational seminars related to the field of the teacher's certification.
 - 2. Teachers must be employed by the Board when continued education is completed and when reimbursement is made.
 - 3. Proof of teacher expense shall be presented to the OTA Treasurer between June 1 and June 30 of each school year with:
 - a. A written request on a form as provided by the OTA Treasurer.
 - b. Proof of teacher expense may be a receipt, cancelled check, bank statement or student loan approval. For course work, this must include a copy of the tuition bill.
 - c. Copy of transcript must be submitted if coursework is submitted for reimbursement.
 - 4. Reimbursement will be made by August 31 when the BOE Treasurer's office receives documentation of teacher expense from the OTA Treasurer. Those teachers who do not submit all necessary documentation between June 1 and June 30 will forfeit reimbursement for the current school year.
- C. Funds provided by colleges and universities through student teaching and field service agreements shall be used to offset the general fund for continued education expenses.