



HUMAN RESOURCES
JEFFERSON PARISH PUBLIC SCHOOL SYSTEM
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DONNA W. JOSEPH
CHIEF HUMAN RESOURCES OFFICER

Title I Praxis Reimbursement

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 August 10, 2018. Late applications will not be accepted.

Summer window: April 30-May 17, 2019

Fall window: July 30, 2018-August 10, 2018

Spring window: November 26, 2018-December 14, 2018

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 **Spring** Praxis Reimbursement, completed applications must be hand delivered to the Recruitment & Selection Team in the Office of Human Resources by **December 14, 2018**. 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: August 13, 2018

Fall: December 14, 2018

Spring: May 17, 2019

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

For questions, please contact Tanya Dix, Certification Coordinator, at (504) 349-7964.

If you do not receive a passing Praxis score or you are no longer an employee of the Jefferson Parish Public School System by the last day of the academic semester, the district shall not be responsible for Praxis reimbursement.