

HURRICANE EDUCATION ASSISTANCE PROGRAM (HEAP) Professional Development Reimbursement Process

<p style="text-align: center;">Reimbursement for Tuition Assistance for college courses Funded by (HEAP Funds)</p>	<p>Step I: Complete tuition reimbursement application</p>	<p>Step II: Submit final grade report</p>	<p>Step III: Submit final itemized fee bill with verification of payment (cancelled check, credit card receipt, etc.) Reimbursements will be made for tuition only. Reimbursements will be a <u>maximum of \$500.00 dollars per applicant per semester or based upon the availability of funds</u></p>	<p>Step IV: The application, grade report, final itemized bill with verification of payment must be submitted as a complete packet at the end of the semester only. Deadlines can be found on the parish website under Human Resources</p>	<p>Step V: Upon receipt of all required documentation to Reginald H. Elzy Human Resources the documentation is reviewed to ensure it meets the criteria</p>	<p>Step VI: Upon review and approval; a Letter of Agreement is sent to the applicant to sign which requires a 3-year commitment to teach in Tangipahoa Parish for receiving HEAP funds</p>	<p>Step VII: Upon receipt of the LOA from the applicant the completed packet will be submitted to accounting for disbursement of funds.</p>
<p style="text-align: center;">Reimbursement for Praxis Exams Funded by (HEAP Funds)</p>	<p>Step I: Complete Praxis reimbursement application</p>	<p>Step II: Submit official score report from the Praxis company. Must have a passing score as determined by the Louisiana Department of Education.</p>	<p>Step III: Submit verification of payment (cancelled check, credit card receipt, etc.) for each exam taken. Reimbursements will be a <u>maximum of \$500.00 dollars per applicant per semester or based upon the availability of funds</u></p>	<p>Step V: The Praxis Exams Reimbursement Form, score report for each exam, and verification of payment must be submitted upon receipt of the score report.</p>	<p>Step V: Upon receipt of all required documentation to Reginald H. Elzy Human Resources the documentation is reviewed to ensure it meets the criteria</p>	<p>Step VI: Upon review and approval; a Letter of Agreement is sent to the applicant to sign which requires a 3-year commitment to teach in Tangipahoa Parish for receiving HEAP funds</p>	<p>Step VII: Upon receipt of the LOA from the applicant the completed packet will be submitted to accounting for disbursement of funds.</p>

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<p style="text-align: center;">Reimbursement for Praxis Workshop registration fee to become highly qualified Funded by (HEAP Funds)</p> <p style="text-align: center;">*Non-Standard teaching certificates only TAT, OFAT, TEP only</p>	<p>Step I: Complete Praxis Workshop reimbursement application.</p>	<p>Step II: Submit verification of payment (cancelled check, credit card receipt, etc.) for the workshop completed</p>	<p>Step III: The Praxis Workshop Reimbursement Form and verification of payment must be submitted upon completion of the workshop. Reimbursements will be a <u>maximum of \$500.00 dollars per applicant per semester or based upon the availability of funds</u></p>	<p>Step IV: Upon receipt of all required documentation to Reginald H. Elzy Human Resources the documentation is reviewed to ensure it meets the criteria</p>	<p>Step V: Upon review and approval; a Letter of Agreement is sent to the applicant to sign which requires a 3-year commitment to teach in Tangipahoa Parish for receiving HEAP funds</p>	<p>Step VI: Upon receipt of the LOA from the applicant the completed packet will be submitted to accounting for disbursement of funds.</p>	<p>Note: Reimbursements will only apply to workshops taken with The Louisiana Resources Center for Educators. (LRCE)</p>
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