Exceptional Children Division
Tuition Reimbursement Application Instructions
Fall 2020

Deadlines:

- **Application**-December 11, 2020
    - Recommend you submit as soon as you enroll in the course.
    - This reimbursement program is "first come, first serve" until funds are exhausted.
- **Supporting Documents**-January 30, 2021
    - Final course grade of B or higher
    - Receipt showing "zero balance" indicating that you have paid in full
    - An unpaid bill/invoice is not accepted.
    - Email directly to Ginger.Starling@dpi.nc.gov

Before beginning, review the eligibility requirements:

- Must be a current residency, lateral entry, or provisionally licensed EC teacher in a K-12 classroom.
- Course must lead to licensure in Special Education General or Adaptive Curriculum.
- Must not hold a continuing license in **any area**.
- Must not be receiving any additional reimbursement funds from your employing district for the course you are submitting. (This does not include financial aid.)

Instructions for Application Completion

I. **Obtain a PDF copy of your license-**In order to verify your license to us, you will need to obtain and submit a full copy of your license by utilizing the following directions. Your license must reflect the numeric codes listed for the area you are teaching.
    a. **Go to the following hyperlinked website:**
        i. Select link NCDPI Online Licensure System or copy and paste https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do
    b. **Use the "Educator and School System Sign-in" to log in.** (DO NOT use General Public access)
        i. *If you have not accessed this site before, you can complete the "Educator Registration" on the bottom left of the page to gain a username and password to access your license.*
    c. After you log in, you will see a small box on the right-hand side of the screen that says "License Information" highlighted in blue. **Select the "Show Details" button.**
    d. A brief summary will appear. **Select the "More Details" button.**
    e. Your License will appear. **Scroll to the bottom and select the "Print License Certificate".**
    f. Another tab will appear in your browser with a PDF version of your license. **Select the "Download" button and Save document.**
        i. **You will upload this document at the end of the application.**
II. **Complete Application**
    a. **Go to the following link to complete the online application:**
        i. Select link: Tuition Reimbursement Application or copy and paste: https://ncdpi.az1.qualtrics.com/jfe/form/SV_bkGpkSdMWwDor5z

b. **Read the application carefully and complete each question. Each question is required, and you will not be allowed to move forward without responding.**
   i. We do require your EC Director's email in order to verify employment. A form will be sent to your director to sign electronically. ***Without verification from the EC Director of record for your district, we will not be able to process your application.***

c. **Teaching License Upload-**
   i. You must upload your teaching license following the instructions above. If we do not receive a license with the numeric codes listed, the application will be denied as incomplete.

d. **Submit Application**
   i. After submitting the application, a copy of your responses will be made immediately available through a downloadable PDF. **It is advisable that you save and/or print this.**

III. **Next Steps:**
   a. **After you finish a class, send in your grade and receipt by email to Ginger.Starling@dpi.nc.gov**
   b. **If this is your first time applying, you may receive an email from Inez Smith requesting you complete a Sub-W9 form for the accounting department.**
      i. Please complete this and send back to her as soon as possible.

Common Reasons for Application Denials

- **Incomplete/Inaccurate information on the application**
- **Course is not taken in the designated time frame.**
  - For example: Course was taken in the spring, but the application is for the fall.
- **Course does not lead to a special education license.**
- **License does not have the numeric codes listed.**
- **Past the deadline for either the application and/or supporting documents.**
- **Grade is less than a B.**
- **Applicant currently holds a continuing license in EC or another area.**
- **Verification of Employment not provided by EC Director of record.**
  - You may want to notify your EC Director an electronic form for the purpose of verifying your employment will be sent to him/her in the coming weeks.
- **Applicant submitted two or more applications for the same semester.**