TO: Directors, Exceptional Children Programs
               Lead Administrators, Charter Schools
               Directors, State-Operated Programs

FROM: Sherry H. Thomas *SHT*

DATE: **January 11, 2023**

Application for Spring 2023 Tuition Reimbursement

Please provide this memo with the electronic link to the tuition reimbursement application and attached instruction packet to residency or provisionally licensed teachers who are seeking to become fully certified in the education of children with disabilities within grades K-12. Review this memo carefully to ensure understanding of timelines associated with the application submission and the documentation required (grade report, payment receipt for course, and copy of current license).

Once applications are received, EC directors will be sent a secure electronic form to digitally sign attesting the applicant is currently employed by the district as an exceptional children's teacher in grades K-12 under a residency, lateral entry, or provisional license.

Limited spring tuition awards are available. Under this program, employed special education K-12 teachers holding a current and verifiable residency or provisional license may apply for tuition reimbursement. The reimbursement is for the cost of **one** approved Spring 2023 semester course. Each approved applicant will receive up to $140.00 per semester hour with a **final grade of "B" or higher**. The reimbursement is made from the Office of Exceptional Children directly to the applicant after approval and upon receipt of all required documentation by the deadline (receipt and grade report). If the tuition is above the $140.00 per semester hour rate, it will be the responsibility of the recipient to assume the difference. These awards are made on a "first come, first serve" basis until the federal grant funds are exhausted. Submission of an application does not guarantee approval for reimbursement.

The Office of Exceptional Children requests assistance from directors/charter coordinators to help us avoid double funding participants. Whenever possible, teachers should seek funding through local sources or university grants. Doing so will permit this funding to help more teachers who do not have any other funding source.

Copies of this application packet may be reproduced as needed and will also be posted on the Exceptional Children Finance and Grants webpage.

Applications, including a copy of current license, for Spring 2023 allocation awards must be received by May 5, 2023 and supporting documentation including proof of tuition payment and grade report of B or higher by June 9, 2023. For additional information concerning this program or to submit your supporting documents by email, contact Ginger Starling at (984) 236-2592 or ginger.starling@dpi.nc.gov.

SHT/GS/kb

Attachment

OFFICE OF EXCEPTIONAL CHILDREN

Sherry H. Thomas, Senior Director | sherry.thomas@dpi.nc.gov
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 236-2550
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

<p style="text-align:center">Office of Exceptional Children</p>
<p style="text-align:center">Tuition Reimbursement Application Instructions-Spring 2023</p>

Deadlines:

- **Application - May 5, 2023**
  - 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 - June 9, 2023**
  - Final course grade of B or higher
    - Accepted: Unofficial or Official Transcript, Screenshot from student account of Final Grade with Semester taken noted, email from professor
    - Not accepted: Canvas/Blackboard/Moodle/Other LMS Grade Sheet
  - Receipt showing "zero balance" indicating that you have paid in full
    - Must show the Semester and Amount Paid
    - 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 or provisionally licensed EC teacher in a K-12 classroom.
- The course must lead to licensure in Special Education General or Adaptive Curriculum.
- You may apply for reimbursement for only <u>one</u> Spring 2023 Semester course.
- 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

Step 1: Obtain a PDF copy of your license

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.

1. **Go to the following hyperlinked website:**
   a. **Select 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)
   c. 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.
2. 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.**
3. A brief summary will appear. **Select the "More Details" button.**
4. Your License will appear. **Scroll to the bottom and select the "Print License Certificate".**
5. Another tab will appear in your browser with a PDF version of your license. **Select the "Download" button and Save document.**

Step 2: Complete Application
1. **Go to the following link to complete the online application:**

   Select Tuition Reimbursement Application or copy and paste
   https://ncdpi.az1.qualtrics.com/jfe/form/SV_dgVhgT14WjqbI4C

2. **Read the application carefully and complete each question. Each question is required, and you will not be allowed to move forward without responding.**

a. We recommend that you do not use "autofill" to complete this form. Doing so may provide inaccurate information and delay our ability to process the application.
b. We do require your district's EC Director's email to verify employment. A form will be sent to your director to sign electronically. Without verification from the EC Director we will not be able to process your application.

3. **Teaching License Upload-**
   a. 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.

4. **Submit Application**
   a. 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.

Step 3: Email Supporting Documents
1. After you finish a class, send in your grade and receipt by email to Ginger.Starling@dpi.nc.gov
2. 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.
   a. Please complete and send back to Inez Smith 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.
- Applicant applied for more than 1 course for the current semester.
- Course does not lead to a special education license.
- License does not have the numeric codes listed.
- Provide a letter from licensure department instead of license.
- 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.
- Verification of Employment not provided by EC Director of record.
  - You may want to notify your EC director that an electronic form for the purpose of verifying your employment will be sent to him/her in the coming weeks.