



Reimbursement of Certification for **ESL Supplemental** Test and Fees Request

In order to be eligible for reimbursement of your test and certificate fees you must complete the following:

1. Successfully completed all applicable tests.
2. Added the new certification to your current Texas teaching certificate.
3. Attach the required documentation: receipt for payment of passed test, receipt for payment of certification fee, and a copy of your updated Texas teaching certificate.

Request from Applicant

I, _____ am requesting to be reimbursed my test fees in the amount of \$_____ and / or my certificate fees in the amount of \$_____ for the **ESL Supplemental** Texas teaching Certificate.

Teacher Signature: _____ Date: _____

APPROVAL

(To be completed by Central Office Personnel)

The following amount has been approved for reimbursement: _____

- Certification has been verified by the Human Resources Department.

Signature from HR Director: _____ Date: _____

Amount: \$_____ Account Code: _____

Signature from ESL Coordinator: _____ Date: _____

Amount: \$_____ Account Code: _____