

SHERMAN ISD
REIMBURSEMENT OF CERTIFICATION TEST AND FEES REQUEST

PRIOR APPROVAL NOTICE

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

- 1) Prior approval from your principal and Human Resources Director to pursue certification in a specified area.
- 2) Successful completed all applicable tests.
- 3) Added the new certification to the Texas teaching certificate.
- 4) Attach required documentation: test score report, payment receipts for testing fees and SBEC fees to add certification.

_____ received prior approval to be reimbursed for
(Name of Applicant)

test and certificate fees for the following area: _____
(Added Certification)

Signature of principal: _____

Signature of HR Director: _____

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 following Texas teaching certificate: _____
(Added Certification)

APPROVAL

(To be completed by HR and Gov't Programs)

The following amount has been approved for reimbursement: _____

Certification has been verified by the Human Resources Department.

Signature from Human Resources: _____ Date: _____

Signature from Government Programs: _____ Date: _____

Account Code: _____
(Assigned by Government Programs and or Business Office)

Additional notes: _____

