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:

(Added Certification)

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: __________________________