

MIAMI EAST LOCAL SCHOOL DISTRICT

APPLICATION FOR LICENSURE REIMBURSEMENT

I am requesting reimbursement for my licensure cost reimbursement. I understand that I must complete this form and receive approval of the superintendent prior to reimbursement. For details, see Article VI in the Master Agreement, listed below:

G. Licensure Cost Reimbursement

1. Eligible professional staff members must submit their completed IPDP to the LPDC by January 30 of the last year of their license to qualify for reimbursement of the cost of their certificate/license. Upon LPDC approval of the completed IPDP, payment shall be made to those continuing in the employ of the Board during the month of November the following school year.
2. Only one license per year per employee will be reimbursed.

COST OF LICENSURE: _____

STAFF MEMBER SIGNATURE

DATE

LPDC CHAIRPERSON SIGNATURE

DATE

SUPERINTENDENT'S SIGNATURE

DATE

cc: Personnel File
Treasurer

Effective 8/2009