

# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

## MARILYNN "LYNN" STRONG ASSOCIATE SUPERINTENDENT HUMAN RESOURCES

### Signatures on File

January 25, 2010

TO: All Principals  
Department Heads

FROM: Lynn Strong, Associate Superintendent  
Human Resources

VIA: Area Superintendents

SUBJECT: **APPLICATION FOR TUITION REIMBURSEMENT**

Please notify each member of your instructional staff that we are now accepting applications for Tuition Reimbursement for the 2010-2011 school year. Please make copies of the attached application if needed. Applications may also be downloaded from our website at [www.browardschools.com/teacher](http://www.browardschools.com/teacher) by selecting "Current Broward County Teacher". The deadline for applying is **March 1, 2010**.

The following are the approved 2010-2011 subject areas from which an instructional employee may apply for tuition reimbursement:

- English
- Exceptional Student Education
- Gifted
- Mathematics
- Reading
- Science
- Speech Language Impaired
- Visually Impaired

All teachers, except those within the first year of employment, are eligible to apply for tuition reimbursement. Teachers who are approved for tuition reimbursement shall receive reimbursement only for courses needed to become certified as outlined by the Florida Department of Education (<http://www.fldoe.org/edcert>). The candidate will receive reimbursement for courses completed during June 2010 – June 2011. Tuition reimbursement is limited to a maximum of \$3,200 per person per year. Teachers currently receiving reimbursement, who wish to continue, must complete a 2010-2011 application and be approved.

If you have any questions, please contact Diane Rogers in Instructional Staffing at 754-321-2333.

MLS/JH/BB:dr  
Attachment

c: Dr. Earlean C. Smiley, Deputy Superintendent, Curriculum & Instruction/Student Support  
Becki Brito, Director, Instructional Staffing



## 2010 – 2011 CRITICAL TEACHER SHORTAGE CERTIFICATION AREAS

Place an X next to the area for which you are applying. Select only one area.



	Subject Area	
	Autism Spectrum Disorders	Tuition Reimbursement for courses needed to obtain the Autism Spectrum Disorders endorsement only.
	English	Tuition Reimbursement for courses needed to obtain the English certification only.
	Exceptional Student Education	Tuition reimbursement to complete the required courses needed for Exceptional Student Education K-12 certification only.
	Gifted	Tuition Reimbursement for courses needed to obtain the gifted certification endorsement only.
	Mathematics	Tuition Reimbursement for courses needed to obtain the mathematics certification only.
	Orientation & Mobility	Tuition Reimbursement for courses needed to obtain the Orientation & Mobility endorsement only.
	Pre-K Disabilities	Tuition Reimbursement for courses needed to obtain the Pre-K Disabilities endorsement only.
	Reading	Tuition Reimbursement for courses needed to obtain the reading endorsement only.
	Science	Tuition Reimbursement for courses needed to obtain one of the science certifications only.
	Severe or Profound Disabilities	Tuition Reimbursement for courses needed to obtain the Severe or Profound Disorders endorsement only.
	Speech/Language Impaired (SLI)	Tuition Reimbursement and/or the School Internship to complete the required courses for Speech-Language Impaired (K-12) certification..
	Visually Impaired	Tuition Reimbursement to complete the required courses needed for Visually Impaired K-12 certification only.

- The No Child Left Behind legislation requires that core subject area teachers be in compliance with the law by June 2006; therefore, preference will be given to out-of-field teachers.
- A limited number of candidates will be selected for each subject area.
- You will be contacted, if an interview is needed.
- Preference will be given to candidates who have received tuition reimbursement funds through critical shortage monies.
- Secondary teachers who apply for English, Mathematics, Reading, and Science will be given preference.
- Classroom teachers will be given preference.
- If you are currently receiving reimbursement, and wish to continue, you must complete a 2010-2011 application and be approved.

### REQUIREMENTS

**ALL TEACHERS, EXCEPT THOSE WITHIN THE FIRST YEAR OF EMPLOYMENT, ARE ELIGIBLE TO APPLY FOR TUITION REIMBURSEMENT. TUITION REIMBURSEMENT IS LIMITED TO A MAXIMUM OF \$3,200 PER PERSON.**

If approved, you must apply to the Department of Education for certification in the critical shortage area. You must provide the following documents with your application. Incomplete applications will not be processed.

#### Application Checklist

- \_\_\_\_\_ A. Written recommendation from your principal (*Use the form on page 4 of this application*)
- \_\_\_\_\_ B. A copy of your valid teaching certificate
- \_\_\_\_\_ C. A letter explaining why you should be granted tuition reimbursement
- \_\_\_\_\_ D. Completed application form



**BROWARD COUNTY PUBLIC SCHOOLS**  
**The School Board of Broward County, Florida**



**PRINCIPAL RECOMMENDATION FOR  
TUITION REIMBURSEMENT**

**NOTE: THE PRINCIPAL MUST RETAIN THE ORIGINAL COPY OF THIS SIGNED FORM.**

\_\_\_\_\_ has applied for **Tuition Reimbursement**  
(Teacher's Name)

from The School Board of Broward County, Florida for the 2010-2011 school year in

\_\_\_\_\_. As a candidate, \_\_\_\_\_  
(Critical Shortage Area) (Teacher's Name)

has my unqualified recommendation and support. He/She currently teaches

\_\_\_\_\_. By signing this recommendation, I am verifying that  
(Subject Area)

while under my supervision, this teacher has received satisfactory evaluations and

is currently not being considered for placement in performance documentation.

\_\_\_\_\_  
*Principal's Name (Print)*

\_\_\_\_\_  
*School/Location*

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*