

**ERIE'S PUBLIC SCHOOLS  
REQUEST FOR CREDIT APPROVAL**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting approval for classes towards:

CTE Intern  Level I Certification  Level II Certification  Master's Degree  MEQ  Post Masters

College/University/Institution: \_\_\_\_\_

Course #/Name: (attach course descriptions)	Credits	Start Date

- I am requesting to be reimbursed for these credits. Sign to acknowledge that you have read and understand the requirements below. Signature: \_\_\_\_\_ (must print and sign)
- I am not requesting to be reimbursed.

The District will reimburse employees for college credits that are taken for purposes of obtaining a permanent certification and/or toward a master's degree on the terms outlined in this section; provided, however, that the maximum total of credits that the District will reimburse shall not exceed thirty-six (36) credits for any individual employee.

- Reimbursement shall be at the rate of the cost of a graduate or under-graduate credit (as applicable) as established by Pennsylvania Western University at Edinboro, or the actual cost to the employee, whichever is less.
- Reimbursement shall be available to bargaining unit employees on a first-come, first-serve basis as determined by the date on which they submit a request for approval for an upcoming course (dependent on available funds).
- The maximum number of credits for which an individual bargaining unit member may seek reimbursement in a given year shall be capped at nine (9).
- Courses taken must have prior approval by the superintendent or designee. No reimbursement will be made without such prior approval.
- The employee must provide documentation of payment for and satisfactory completion of all prior approved courses. For purposes of earning reimbursement, satisfactory completion means earning a grade of "C" or better or a satisfactory in ungraded courses.
- All Instructional II teachers planning to enroll in post-secondary graduate level courses beyond 6 (six) credits, must submit a degree/certificate objective and a formal plan of study to the Superintendent as part of the approval process.

I am enrolling in graduate level courses beyond 6 credits.

Plan of study:

- In the event that there is a change in a teacher's initial degree objective and plan of study, an updated degree/certificate objective and plan of study must be submitted to the Superintendent as part of the approval process.
- **It is agreed that teachers taking graduate courses will remain with the District for two (2) full years after the completion date of the most recent course(s). Individuals who choose to leave prior to two (2) years will be required to reimburse the District in full for the cost of the course(s). Cost for the course(s) can be deducted from the teacher's payroll check.**
- Courses will not be approved for post-secondary institutions that do not meet the criteria established and verified through the Institution Accreditation System as outlined by the United States Department of Education.

District Approval (do not write below this line)

Signature/Date:
