

KPBSD Guidelines for Praxis Reimbursement

Teachers are determined to be teaching in-field or out-of-field, based on the relationship between the endorsement(s) on their teaching license and the areas in which they are teaching. After a teacher has received his/her Alaska license and endorsement based on their teacher preparation program, additional endorsements may be added with passing scores on the endorsement-related content area exam and two years of successful teaching experience in the content area. This option is only available where content area exam(s) have been identified and it is not available for the following endorsements: elementary, reading, or special education.

In an effort to assist teachers in adding endorsements when they are required by the district to teach in multiple areas, the district utilizes Title II-A Federal Funds to reimburse teachers for costs related to adding the endorsements. Paraprofessionals are also allowed reimbursements for costs related to the ParaPro assessment. Reimbursable costs require submission of the attached form, score reports, and actual receipts. Reimbursement is NOT available for multiple testing attempts or for failed tests. Reimbursement must be requested in the same year that the endorsement is added onto their license. *This will require the teacher holding on to their receipts for the praxis exam and study guide until that time and submitting everything at once.*

Reimbursable costs include: test cost, test study guide, and the fee charged by the Alaska Department of Education and Early Development to add the endorsement.

Please direct questions regarding your eligibility for reimbursement to Miranda Boehmler in the Professional Development Department. For reimbursement, you must complete the form below, attach all receipts and score reports, and send everything to Miranda Boehmler at District Office. Once updated, you must provide a copy of your new teaching license to Amanda Smith in Human Resources.

KPBSD Praxis II/ParaPro – Request for Reimbursement

Name:	Click here to enter text.	E#	Click here to enter text.
School:	Click here to enter text.	Current Teaching Assignment:	Click here to enter text.

Praxis II/ParaPro Assessment

Name/Title of Test:	Click here to enter text.	Test Code	Click here to enter text.
Date Test Taken:	Click or tap to enter a date.		
Amount Requested for Praxis II:	Click here to enter text.	\$150.00 Maximum	

Test Study Guide

Study Guide Name/Title:	Click here to enter text.	Study Guide ID #	Click here to enter text.
Amount Requested for guide:	Click here to enter text.	\$40.00 Maximum	

Endorsement Addition Fee

Name of endorsement(s):	Click here to enter text.	
Amount Requested:	Click here to enter text.	\$100.00 Maximum

Total Amount Requested:	Click here to enter text.
--------------------------------	---------------------------

Signature of Employee

Date

PLEASE ATTACH ALL RECEIPTS AND SCORES TO THIS FORM BEFORE SUBMITTING

Submit to: KPBSD
Miranda Boehmler
Professional Development
148 N. Binkley St.
Soldotna, AK 99669

Central Office Use Only

Account #: _____

Authorized by: _____ Date: _____ Authorized Amount: _____