

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURES Section 800.4, Pages 1-2

RECERTIFICATION REIMBURSEMENT

Reimbursement for personal expenses incurred for recertification is limited to \$500.00 over a five-year span. Only certified staff and program directors are eligible for this reimbursement. This can be used for all classes started after September 1, of the year the certified employee's five-year recertification cycle begins through August 31, five-years later. Eligible staff with a new reimbursement cycle starting September 1 will begin their five-year cycle span with \$500.00. Recertification money will only be used for classes, credits, or workshops relevant towards recertification.

The span of time for eligible expenses reimbursement will run concurrently with the recertification cycle as determined by the State Department of Education. Rehires within the same reimbursement cycle will not be eligible for a new \$500.00 allotment, but will have their balance as of their termination reinstated effective with their date of rehire.

All eligible staff will be granted the \$500.00 allowance at the beginning of their initial employment with the district regardless of their stage in the recertification cycle with the State.

There is no restriction on the type of classes taken for recertification, other than being relevant toward certification, who offers the class, or grade requirement. Classes taken must be disclosed on the reimbursement form along with the date the classes began, and proof of expenses incurred.

The day the class begins determines the cycle the expenses are charged against, not the day the employee pays for the class, or when the employee is reimbursed for their expenses. Each cycle will be independent of all other cycles in determining the amount of expense charged to it. At the end of each cycle, the employee will forfeit any unused reimbursement allocation. "Borrowing" of other employees unused recertification allotment is not permitted. Classes taken at the end of a recertification cycle may be reimbursed in the following cycle providing there is an ample balance remaining in the employees recertification account at the end of the first cycle. There can be no reimbursement from a future reimbursement cycle for classes started in a previous cycle. There can be no classes reimbursed from a previous cycle started in a subsequent cycle. The request for recertification reimbursement form and required documentation must be received by the District Accounts Payable Clerk within 30 calendar days from the end of the 5-year cycle for the expense to be reimbursed.

All reimbursements must be submitted on a *Request for Recertification Form* (following page), and forwarded to Accounts Payable, at the District Office. Accounts Payable will verify the amount of remaining reimbursement recertification funds available and process the request for payment. Payment will be made in the next available check run.

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REQUEST FOR RECERTIFICATION REIMBURSEMENT

Employees taking courses for recertification will be reimbursed a total of \$500.00, by the district, for any five-year period coinciding with their recertification cycle. Submit this completed form, copy of the class registration form reflecting the start date, and proof of expenses incurred to the Accounts Payable Clerk, at the District Office, for reimbursement. Reimbursement will be during the next regular check run.

Person making request: _____

Employee Number: _____

I am: (circle one) Elementary Secondary Special Education Director

My certification cycle runs from September 1, _____ to August 31, _____

Course name: _____

Institution of instruction: _____

Date the class begins: _____

Cost of the course: _____

Amount of reimbursement requested: _____

Signature: _____ Date: _____

Have you attached a copy of expense verification? Have you attached a copy of course registration?

District Administration use only.

Account number to charge: _____ (100.512.291.000.000.000)

Account number to charge: _____ (100.515.291.000.000.000)

Amount of reimbursement available: _____

Amount of reimbursement remaining: _____

Certification year of course: Month _____ Year _____