

NEWPORT NEWS PUBLIC SCHOOLS
Human Resources Department
12507 Warwick Boulevard
Newport News, VA 23606-6130

**CONTINUING EDUCATION REIMBURSEMENT FORM
for EDUCATIONAL SUPPORT PERSONNEL (Policy GAB)**

Continuing Education training may be obtained through the NNPS Continuing Education Department, career and technical centers, local colleges, or conferences, seminars, etc... Reimbursement is limited to \$150 per fiscal year (July 1 – June 30), as funds are available.

Name _____ Employee ID # _____

Work Site _____ Job Title _____

Title of Continuing Education Activity _____

- Mark one: obtain additional job-related skills/knowledge
 obtain additional skills/knowledge for a promotion within the school division
 obtain additional job-related credentials
 improve technology proficiency

Participation Approval Signature _____
(Principal/Work-site Supervisor/Director)

Dates of Continuing Education activity (Inclusive): _____

Costs of Continuing Education activity \$ _____

For reimbursement, the employee must submit this approval form, a copy of certificate of completion, and written documentation of the tuition payment to the Human Resources Department within thirty (30) days after completion of the training activity. Exceptions to this may be granted only when the Certificate of Completion is not made available within thirty (30) days and if the employee has notified the Human Resources Department, in writing, within the thirty (30) day period. Reimbursement is based on funds being available. Payment will be included in your paycheck. Contact person: James Blizzard (881-5061 X 11128or james.blizzard@nn.k12.va.us)

Signed _____ Date _____

*****OFFICE USE ONLY*****

APPROVED _____
Allowable reimbursement \$ _____
DATE _____

NOT APPROVED _____
DATE _____
REASON _____

James Blizzard, Human Resources

Procedures for Receiving Continuing Education Reimbursement for Educational Support Personnel

Educational Support Personnel are eligible to receive continuing education reimbursement, as funds are available, up to \$150 per year for any professional development activity that meets any of the following criteria:

- Obtain additional job-related skills/knowledge
- Obtain additional skills/knowledge for a promotion within the school division
- Obtain additional job-related credentials
- Improve technology proficiency

NOTE: Continuing Education Reimbursement is only available to educational support personnel that have not already been approved for tuition reimbursement.

To apply for Continuing Education Reimbursement, the employee must:

- Submit the following documentation to the Human Resources Department (Administration Building) within thirty (30) days after completing the continuing education activity:
 - The completed Continuing Education Reimbursement form;
 - a copy of your certificate of completion or grade report; and
 - a receipt or cancelled check for the related continuing education expenses.

If the Continuing Education activity requires the employee to miss a work day, they must:

- receive prior approval from their work-site supervisor to participate in the training.
- Use Side 1 of the existing Professional Leave Request Form to document this approval.

If Continuing Education reimbursement includes any travel expenditures for conferences or seminars, they must be:

- documented on Side 2 of the Professional Leave Request Form.
- submitted with any other required documentation to the Human Resources Department..

Upon receipt of the required documentation, the Human Resources Department will process your request for continuing education reimbursement.

Continuing Education Reimbursement forms are available at the following locations:

- All schools and work site locations
- Human Resources Department -881-5061
- Forms posted on the Staff HQ website