Mecosta-Osceola Intermediate School District
Certification, Endorsement, or Degree Reimbursement

1/15/24 pn

Employee:_____Date: _____

Assignment: _____

Employees who take classes or training that results in an additional certification, endorsement, or degree may be eligible for reimbursement of such costs provided the following conditions are met:

1) The classes or training are pre-approved by the immediate supervisor
2) The classes or training will benefit the employee in their current or future role with the MOISD as determined by the administration.
   a. Requests for approval to take courses shall be submitted prior to registration.
   b. Each member seeking reimbursement will sign an individual contract with the ISD. The contract will require the employee to work at least one year of employment beyond each year or reimbursement.
3) Reimbursement for all bargaining unit members combined under this provision shall not exceed $38,000 in any given school year. If all reimbursement requests exceed this number, then they will be pro-rated based on a percentage of total costs applied to the $38,000 cap.
4) Submit a copy of your approved form along with documentation of completion of courses to your immediate supervisor by May 15th. Your immediate supervisor will send this information to the Superintendent's office for processing.

Check one of the following:

_____Planned program or _____Acceptable courses

Statement of Relevance: _____

_____

Course Granting Institution/Provider:_____

Courses and Associated Credits (attach additional information if applicable):

Course Name/Description	Credits

Anticipated Start Date: _____ Anticipated Completion Date: _____

_____Approved _____Not Approved

_____ _____

Employee Signature *Date*

_____ _____

Superintendent or Designee Signature *Date*