

**WEST MIFFLIN AREA SCHOOL DISTRICT  
GRADUATE CREDIT REIMBURSEMENT**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**S.S. NUMBER** \_\_\_\_\_

**COURSE(S)  
TAKEN:** \_\_\_\_\_  
\_\_\_\_\_

**WHERE TAKEN:** \_\_\_\_\_

**WHEN TAKEN:** \_\_\_\_\_

**NUMBER OF  
CREDITS:** \_\_\_\_\_

1. Do you have Permanent Certification? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Are you pursuing Permanent Certification? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Are you enrolled in a Master's or Doctoral Program?  
Doctoral Program? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Are you pursuing a Master's Equivalency? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Have you earned more than 12 credits over  
the past school year? \_\_\_\_\_ Yes \_\_\_\_\_ No
  
6. Are you applying for Act 48 Credit Reimbursement? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Entitled to Credit Reimbursement: \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Are you working on a new area of certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

**AMOUNT OF  
REIMBURSEMENT REQUESTED:** \_\_\_\_\_ (See reverse side)

**MY SIGNATURE SIGNIFIES THAT THIS INFORMATION IS TRUE AND CORRECT,  
AND I PLAN TO REMAIN IN THE DISTRICT FOR ONE SCHOOL TERM UPON  
COMPLETION OF THIS COURSE(S).**

Signature \_\_\_\_\_

**You must submit grade report and receipt/cancelled check for amount paid, and if  
applicable, your documentation showing that you are enrolled in a Masters/Doctoral  
Program.**

**PLEASE SUBMIT THIS FORM AND DOCUMENTATION TO THE OFFICE OF THE  
SUPERINTENDENT**

**\* NOTE \*                   Master Equivalency does not get Act 48 reimbursement  
All questions must be answered or form will be returned unprocessed.**

**ARTICLE 45**

**GRADUATE CREDIT REIMBURSEMENT**

A. The 2018-2023 rate per credit of \$130.00 to a maximum of twelve credits per year for professionally prescribed course of study in the field of public education, to include Master's Equivalency, will remain in effect.

For professional employees enrolled in a Master's Degree, or Doctoral Program, the rates per credit to a maximum of twelve credits will be:

2018-2023
250.00

Actual cost paid if total is less than reimbursement rate.

B. Credits earned between July 1 to June 30 are eligible for reimbursement. Credits submitted on or before September 30 will be submitted for approval at the October Board Meeting. Credits submitted on or before February 28 (29) will be submitted for approval at the March Board Meeting. Credits submitted on or before June 1<sup>st</sup>. will be submitted for approval prior to the opening of the subsequent school year. No prior year's credits will be honored (i.e. credits earned during 2017-2018 must be submitted for reimbursement prior to March 1, 2018).

C. The individual must produce a receipt signifying that he has paid for the credits.

D. These credits must be taken in a major or minor field of study or in a new area of certification as defined and recognized by the Pennsylvania Department of Education.

E. A grade of "B" or better must be attained, or under pass and fail standards, where applicable, a "pass" must be attained.

F. An individual cannot collect for credits paid under NDEA or any other institution or individuals.

G. The request for reimbursement should be in writing along with the receipt and a transcript or grade report. Prior to receiving payment for any credit taken, each employee must signify in writing that he intends to remain in the District for at least one (1) school term.

Should payment be made to an employee who resigns and whose resignation is effective before the end of the school year, a deduction equal to the amount of payment should be made from the employee's terminal pay and returned to the District.

H. Any credits accumulated by a professional, as mandated by the Commonwealth of Pennsylvania for Ongoing Certification would not be counted for purposes of moving a professional on step of the salary schedule adopted by this Agreement

I. Payment for any Act 48 credits mandated by the Commonwealth of Pennsylvania for Ongoing Professional Certification would be the sole responsibility of the professional, unless Paragraph J applies. However, where there is no cost to the District for such credits, there will be no cost to the employee.

J. If a professional accumulates credits as part of the mandated Ongoing Certification Program that are also required as part of an accredited Master's and/or Doctrine program, the District will reimburse the professional for those credits as per Article 45 of this Agreement, there shall be movement on the salary scale as provided in the other provisions of this contract.