
Coursework/Licensing Exam Approval and Reimbursement Process

Steps for approval:

1. Discuss coursework/licensing exam needs with your principal.
 - PHS- Work with Jennifer Felke on Dual-Credit coursework to ensure the course/program you are seeking meets the requirements set forth by Ivy Tech
2. Complete the Coursework/Licensing Exam Approval [form](#).
3. Brooke Busse will communicate final approval through email. Please wait to enroll in any courses until this is received.
4. Once received, move forward with enrolling in the approved course(s).

***As a general guideline for budgeting purposes, all anticipated coursework taking place during the fall semester will need to be approved by August . Spring and summer coursework will need to be approved by December 1.

Tuition Reimbursement:

1. Send a completed [claim form](#) with tuition receipt to Brooke Busse.
 - Per the Master Contract, if the teacher fails to complete the course or earn a passing grade, the teacher shall reimburse the school corporation the amount in its entirety.

Coursework Stipend:

1. Send a completed [claim form](#) with the final grade report attached to Brooke Busse.
 - Per the Master Contract, teachers will receive \$500 per semester of approved completed coursework. A teacher may not earn more than \$500 for a semester of coursework, regardless of the number of classes taken during those times.
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