



Professional Development: Clearing of Credential Reimbursement Policy

Objective

Soleil recognizes that the costs associated with clearing a preliminary teaching credential, including the California Basic Educational Skills Test, California Subject Examinations for Teachers, and other required courses, can present a financial hardship for teachers. The purpose of this policy is to provide teachers with financial support through reimbursement as they work towards clearing their credential. Acquiring and maintaining a clear teaching credential will allow us to maintain compliance in our organization.

Eligibility

All full-time, Soleil Academy teachers are eligible for reimbursement on expenses incurred to clear their credential costs that are approved by the organization. It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with the organization's mission. Employees may also seek support from Soleil's Credentialing Consultant to assist with programs that will help them clear their credential.

Eligible Expenses

Eligible expenses are limited to the following: program tuition, examination fees, application fees, background check fees and coursework.

Procedure

Employees must request permission from their immediate supervisor for review and approval to attend and to receive reimbursement for program tuition, examination fees, application fees, background check fees and coursework. . The request must include applicable program costs related to the Clearing of Credential.

Reimbursement

The total reimbursement from the School will not exceed \$3,000 or the actual costs associated with approved courses and examinations required to clear the preliminary teaching credential, whichever is less.

The Employee must provide proof of actual costs incurred through the submission of receipts. Expenses can be submitted once per academic calendar year, with a maximum cap of one reimbursement per year, for a total of two reimbursements for the completion of their credential-clearing program.

Upon satisfactory completion of the coursework, the employee must provide documentation to support completion and payment to receive reimbursement. Expenses can be submitted once per academic calendar year at Soleil Academy, with a maximum cap of one reimbursement per year, for a total of two reimbursements for the completion of their credential-clearing program.



Payback Requirements

As a matter of record, employees accepting the terms of this policy will be required to sign a written agreement to remain with the organization for one additional school year from the date of the educational reimbursement. The employee also commits to completing their program within 2 years from the start of their program. If the employee quits before the end of the additional year of service, or he or she doesn't complete their program they will be required to pay back the full amount to Soleil Academy.