

BEDFORD EDUCATION ASSOCIATION
7-1-2022 TO 6-30-2025
COLLEGE CREDIT HOUR REIMBURSEMENT FORM

Name: _____ School Year: _____ Location: _____

Signature: _____ Date: _____

Course Title/Description	Qtr/Sem Year	Sem Hours	Qtr Hours	College/University

ARTICLE 19 PROFESSIONAL COMPENSATION AND LONGEVITY

B. College Credit Hour Reimbursement Process (Partial)

1. Degreed teachers under contract and holding Michigan certification shall be reimbursed by the Board at the rate of seventy-five (\$75) per semester hour (quarter hours will be converted to semester hours (quarter hr./ 1.5) for credit hours earned after commencement of employment with Bedford Public Schools subject to the following:
 - a. Credit hours considered for reimbursement shall be relevant to their chosen field (current endorsements/certification) or if seeking a new endorsement or certification, or for improving teaching skills and student achievement.
 - b. After proof of fifteen (15) completed semester credit hours beyond a Bachelor's Degree are on file in the HR-LR Office with an official transcript(s), partial reimbursement will begin with the sixteenth (16th) credit hour.
 - c. Evidence of earned credit hours (unofficial transcripts or grade reports) shall be submitted to HR-LR.
 - d. Teachers on layoff, effective during the month of October, are eligible for reimbursement if the credits were earned AND the course commenced while the teacher was employed.
 - e. Employee reimbursements shall be processed in January and June each school year.
 - f. Employees are encouraged to contact HR-LR before enrollment in any classes if they have questions regarding eligibility for reimbursement.
 - g. This policy shall not be applicable to those teachers who receive grants from private foundations or state, federal, or local scholarships.

Return form to: Shelly Haise, HR-LR Questions please call X6022 or email shelly.haise@mybedford.us

*****BELOW FOR HR-LR OFFICE USE ONLY*****

Approved Hours: _____ @ \$75 Total amount of reimbursement \$ _____

Alex A. Chapman III, Executive Director of HR-LR

Date