

**EAST MILLINOCKET SCHOOL DEPARTMENT
MEDWAY SCHOOL DEPARTMENT**

PROFESSIONAL CREDIT COURSE APPROVAL

All courses must be approved by the Superintendent of Schools for professional credit prior to enrollment. The fiscal school year, July 1 through June 30 shall apply.

Provisions of Article XVII of the current East Millinocket School Board and East Millinocket Teachers' Association Agreement shall apply for East Millinocket Teachers. Provisions of Article XI of the current Medway School Board and Medway Teachers' Association Agreement shall apply for Medway Teachers.

Course Number & Course Name

College or Agency Offering Course

Beginning & Ending Dates

Day of Week

Time

Number of Credits

PURPOSE OF COURSE

(Check Applicable Box)

- Masters
- CAS
- "30" Hours
- Re-certification
- Other

TYPE OF COURSE

(Check Applicable Box)

- Extension
- Summer
- Campus
- In-Service
- Other

Further explanation (if needed):

Upon completion of the course, the teacher will submit a copy of the course transcript to the Superintendent's Office for his/her personnel file. By signing below you agree to reimburse the School Department if you do not pass the course.

Print name, _____

Date _____

Signature of Teacher _____

Principal/Administrator Signature _____

Superintendent of Schools _____

Date _____

Date _____

Amt: _____ Date Paid: _____ Number of credits this school year including this course: _____

MEDWAY SCHOOL DEPARTMENT
Article XI – Reimbursement of Professional Credits

- A. An **allowance** of up to 9 graduate credit hours will be paid to the university in advance for courses to be taken within one budget year for teachers matriculating in a degree program and an allowance of \$800.00 reimbursement for non-degree credit hours. If a course is subsidized by government or foundation sources, then the District shall only pay the difference between the cost of the course and the subsidy.

All courses must be approved by the Superintendent prior to enrollment; prepayment will include tuition, lab fees, and required text, but no general supplies. A voucher or bill will be needed prior to any payments being made.

Teachers shall submit proof of successful completion within sixty days of course completion. Teachers failing to submit proof of successful course completion agree to reimburse all payments advanced through payroll deductions.

- B. **Courses** which are taken during the summer session will not be paid by the school department, if the teacher does not plan to return to the system.
- C. **Any teacher** who attends summer institute or workshop will receive a \$50 per day up to \$200 total upon successful completion of the institute or workshop. Teachers must have prior approval of the building principal.
- D. **Teachers** will reimburse the school department for any courses not successfully completed.

EAST MILLINOCKET SCHOOL DEPARTMENT
Article XVII – Reimbursement of Professional Credits

- A. **Credits per Year:** A teacher may take up to nine (9) credit hours per year at the University of Maine rate per credit hour. Teachers matriculated in an approved advanced degree graduate program will be reimbursed up to 12 credit hours, provided all 12 credit hours are applied to the degree program. To receive reimbursement, the teacher must receive a grade of "B" or better. Payment will be made in advance to the University for courses to be taken within one (1) budget year. If a course is subsidized by government or foundation sources, then the District shall only pay the difference between the cost of the course and the subsidy.
- B. **Course Approval:** All courses which involve School Department payment must be approved by the Superintendent prior to enrollment. In addition to the cost per credit hour, up to nine (9) credit hours per year or up to twelve (12) credit hours for approved advanced degree program, the School Department will pay, lab fees, and for required text(s), but not general supplies. A voucher or bill will be needed prior to any payments being made.
1. A grade report or transcript will be provided to the Superintendent's Office no later than thirty (30) days after course completion. If aforementioned mentioned documentation is not provided within the thirty (30) day time period, or if the teacher does not successfully complete the course(s), then the Board reserves the right to collect reimbursement through biweekly payroll deduction over a period of six (6) months.
 2. A teacher must sign a written agreement, prior to course enrollment, that he/she will reimburse the School Department if he/she does not pass the course.
- C. **Advanced Payments:** Advance payment will not be made for summer courses. Courses which are completed during the summer session will not be reimbursed if a teacher does not return to employment in the East Millinocket School System.
- D. **Summer Institutes:** Any teacher member who attends a Summer Institute during the summer of 2008, 2009, 2010 will receive payment of up to \$350.00 successful completion of the institute or courses. The Summer Institute allowance is \$50.00 per day up to a maximum of seven (7) days for \$350.00. Attendance at a summer institute is subject to the superintendent's approval.