

TITLE 126
LEGISLATIVE/PROCEDURAL RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18A-3
SERIES 5211

Title: Policy on Tuition Grants for Certificate Renewal

Section 1. General

1.1 Scope - These legislative/procedural rules establish the eligibility criteria and procedures for tuition grants for certificate renewal.

1.2 Authority - West Virginia Code 18A-3-3a

1.3 Filing Date - January 2, 1985

1.4 Effective Date - March 2, 1985

Section 2. Eligibility

In accordance with provisions of §18A-3-3a regarding tuition grants for tuition, registration, and fees signed into law by the Governor on March 29, 1982, the following eligibility criteria are established:

2.1 being a teacher as defined in §18-1-1;

2.2 holding a continuing contract and required to renew his/her certificate;

2.3 taking courses required for renewal of certification; (Note: No more than six semester hours are required to renew a certificate during its validity period and no individual may be reimbursed in excess of 15 semester hours.)

2.4 taking courses offered within West Virginia institutions of higher education in accordance with renewal requirements and procedures as stipulated by state code and West Virginia Board of Education regulations or offered by out of state institutions of higher education with prior approval from the West Virginia Department of Education;

2.5 taking courses within the fiscal year of the appropriation.

Reimbursement for out-of-state institution or in-state private institution coursework may not exceed the highest corresponding charge at a West Virginia state supported college or university.

Section 3. Procedures:

Any individual who meets the eligibility criteria must:

3.1 make application to the West Virginia Department of Education, Office of General and Professional Development, Bureau of Learning Systems, within 10 days of registration.

3.2 Submit 1) an application with projected costs to be incurred for tuition, registration, and fees (not including textbooks, travel, non-required fees); 2) submit a Continuing Education Agreement (I-TP-7) signed by both county superintendent and college dean verifying that the proposed course(s) has/have been accepted by both the college and county school district for renewal. (Any changes in the agreement must be submitted within 10 days of the change to the State Department of Education Certification Unit.)

3.3 submit signed verification statement from the county superintendent regarding eligibility and accuracy of the information.

3.4 submit original copy of bills, verification of course completion by official transcript, and proof of payment for reimbursement to the Office of General and Professional Education no later than August 15 of the following fiscal year in which expenses were incurred;

No reimbursement will occur until after all requests for expenses have been submitted and not before the August 15 date noted above. This procedure is necessary on the basis of appropriation ceilings, possible course cancellations, and lack of availability of college course offerings information for a total fiscal year.

Reimbursement will be in accordance with the budget allocations for that fiscal year. Funds will be divided among all eligible applicants resulting in either full or partial reimbursement of actual expenses depending upon funds appropriated.

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