

## HiQ-GACE Reimbursement/Certification Application Procedures 2016-17

*The following procedures should be followed in order to request reimbursement for GACE test(s) and to add content fields to teaching certificates. Complete packages should be sent to Elaine Wilson, Human Resources, through interoffice courier. Please email or call her (770-887-2461 ext. 202147) if you have questions.*

### **I. Special Education Teachers Required to Add Content Field**

**For special education teachers who hold Standard Professional certification in a special education field and who are required to add a content field based upon their current assignment, reimbursement for the cost of the GACE test(s) will be made for as many tests as are necessary to receive a passing score. A passing score must be obtained by the end of the school year. (Late fees and transportation will not be reimbursed.) To apply for the reimbursement, the following procedures must be followed:**

**Step 1** -- Complete the top portion of the travel form found on the Forsyth County Schools website under the Finance & Operations (Travel Form) with name, social security number, and address. The cost of the GACE test(s) should be itemized in the miscellaneous section of the form. Include both the cost of the test(s) and the registration fee in this section. Bring the total of the miscellaneous section to Item #3 at the bottom right of the form. Sign and date the form. This is the **first** required item in your reimbursement package.

**Step 2** -- Copy your GACE score report and include the copy in your package. This is the **second** item required in your reimbursement package.

**Step 3** -- You are required to prove payment for the GACE test(s) that were taken. This proof can be in the form of a copy of a credit card statement, a copy of a cancelled check, a bank statement with everything but the GACE fee(s) blacked out, or the GACE admission ticket (if the cost of the test is listed on the ticket). Only one of the above is required, and this is the **third** item required for your reimbursement package.

*If a passing score was not received, reimbursement will still be paid if the above steps are followed and all required documents are received as one complete package.*

**Step 4** -- If a passing score was received on the GACE tests and if you put the PSC as a recipient of your GACE scores, the new field(s) will be automatically added to your certificate once the PSC has received the scores. If you did not put the PSC as a receipt of your scores, then an application should be made to the Georgia PSC to get the field added to your certificate. The Certification Upgrade Application form ([http://www.gapsc.com/Certification/Downloads/Certification\\_Update\\_Application.pdf?dt=DateTime.Now.Ticks.ToString](http://www.gapsc.com/Certification/Downloads/Certification_Update_Application.pdf?dt=DateTime.Now.Ticks.ToString)) should be completed in black ink. This is the **fourth** item required for your reimbursement package. The \$100 bonus will be paid when the Application for Certification has been completed and the add-on has been requested. *Reimbursement for the test expenses and the \$100 bonus, when applicable, will be paid when steps 1-4 are completed and all required documents are received as one complete package.*

## **II. Special Education Teachers Not Required to Add Content Field**

**For special education teachers who are not required to take a GACE test(s) but choose to take a test(s) to add a content field, reimbursement will be paid for the cost of the test(s) after a passing score is received. (Late fees and transportation will not be reimbursed, and only the test that receives a passing score will be reimbursed.) No additional stipend will be paid. To apply for the reimbursement, the following procedures must be followed:**

**Step 1** -- Complete the top portion of the travel form found on the Forsyth County Schools website under the Finance & Business (Travel Form) with name, social security number, and address. The cost of the GACE test(s) should be itemized in the miscellaneous section of the form. Include both the cost of the test(s) and the registration fee in this section. Bring the total of the miscellaneous section to Item #3 at the bottom right of the form. Sign and date the form. This is the **first** required item in your reimbursement package.

**Step 2** -- Copy your GACE score report and include the copy in your reimbursement package. This is the **second** item required in your request for reimbursement package.

**Step 3** -- You are required to prove payment for the GACE test(s) that were taken. This proof can be in the form of a copy of a credit card statement, a copy of a cancelled check, a bank statement with everything but the GACE fee(s) blacked out, or the GACE admission ticket (if the cost of the test is listed on the ticket). Only one of the above is required, and this is the **third** item required for your reimbursement package.

**Step 4** -- If a passing score was received on the GACE tests and if you put the PSC as a recipient of your GACE scores, the new field(s) will be automatically added to your certificate once the PSC has received the scores. If you did not put the PSC as a receipt of your scores, then an application should be made to the Georgia PSC to get the field added to your certificate. The Certification Update Application form ([http://www.gapsc.com/Certification/Downloads/Certification\\_Update\\_Application.pdf?dt=DateTime.Now.Ticks.ToString](http://www.gapsc.com/Certification/Downloads/Certification_Update_Application.pdf?dt=DateTime.Now.Ticks.ToString)) should be completed in black ink. This is the **fourth** item required for your reimbursement package.

## **III. Regular Teachers Adding Special Education Field**

**For regular education teachers who are not required to take a GACE test(s) but choose to take a test(s) to add a special education field, reimbursement will be paid for the cost of the test(s) after a passing score is received. (Late fees and transportation will not be reimbursed, and only the test that receives a passing score will be reimbursed.) No additional stipend will be paid. To apply for the reimbursement, the following procedures must be followed:**

**Step 1** -- Complete the top portion of the travel form found on the Forsyth County Schools website under the Finance & Business (Travel Form) with name, social security number, and address. The cost of the GACE test(s) should be itemized in the miscellaneous section of the form. Include both the cost of the test(s) and the registration fee in this section. Bring the total of the miscellaneous section to Item #3 at the bottom

right of the form. Sign and date the form. This is the **first** required item in your reimbursement package.

**Step 2** -- Copy your GACE score report and include the copy in your reimbursement package. This is the **second** item required in your request for reimbursement package.

**Step 3** -- You are required to prove payment for the GACE test(s) that were taken. This proof can be in the form of a copy of a credit card statement, a copy of a cancelled check, a bank statement with everything but the GACE fee(s) blacked out, or the GACE admission ticket (if the cost of the test is listed on the ticket). Only one of the above is required, and this is the **third** item required for your reimbursement package.

**Step 4** -- If a passing score was received on the GACE tests and if you put the PSC as a recipient of your GACE scores, the new field(s) will be automatically added to your certificate once the PSC has received the scores. If you did not put the PSC as a receipt of your scores, then an application should be made to the Georgia PSC to get the field added to your certificate. The Certification Update Application form ([http://www.gapsc.com/Certification/Downloads/Certification\\_Update\\_Application.pdf?dt=DateTime.Now.Ticks.ToString](http://www.gapsc.com/Certification/Downloads/Certification_Update_Application.pdf?dt=DateTime.Now.Ticks.ToString)) should be completed in black ink. This is the **fourth** item required for your reimbursement package.

#### **IV. Regular Academic Content Teachers Adding Regular Academic Content Fields Including ESOL (NOTE: Reimbursement can no longer be paid for other certification fields such as CTAE fields, Educational Interpreters, etc.)**

**For regular academic content teachers who are required to take a GACE test(s) to add a field because of their current assignment, reimbursement will be paid for the cost of the test(s) after a passing score is received. (Late fees and transportation will not be reimbursed, and only the test that receives a passing score will be reimbursed.) Teachers holding ESOL certification adding English through testing or English certified teachers adding ESOL through testing will qualify for the \$100 stipend when the appropriate tests are passed and the field has been added to their certificate. No other stipends will be paid. To apply for the reimbursement, the following procedures must be followed:**

**Step 1** -- Complete the top portion of the travel form found on the Forsyth County Schools website under the Finance & Operations (Travel Form) with name, social security number, and address. The cost of the GACE test(s) should be itemized in the miscellaneous section of the form. Include both the cost of the test(s) and the registration fee in this section. Bring the total of the miscellaneous section to Item #3 at the bottom right of the form. Sign and date the form. This is the **first** required item in your reimbursement package.

**Step 2** -- Copy your GACE score report and include the copy in your reimbursement package. This is the **second** item required in your request for reimbursement package.

**Step 3** -- You are required to prove payment for the GACE test(s) that were taken. This proof can be in the form of a copy of a credit card statement, a copy of a cancelled check, a bank statement with everything but the GACE fee(s) blacked out, or the GACE

admission ticket (if the cost of the test is listed on the ticket). Only one of the above is required, and this is the **third** item required for your reimbursement package.

**Step 4** -- If a passing score was received on the GACE tests and if you put the PSC as a recipient of your GACE scores, the new field(s) will be automatically added to your certificate once the PSC has received the scores. If you did not put the PSC as a receipt of your scores, then an application should be made to the Georgia PSC to get the field added to your certificate. The Certification Update Application form ([http://www.gapsc.com/Certification/Downloads/Certification\\_Update\\_Application.pdf?dt=DateTime.Now.Ticks.ToString](http://www.gapsc.com/Certification/Downloads/Certification_Update_Application.pdf?dt=DateTime.Now.Ticks.ToString)) should be completed in black ink. This is the **fourth** item required for your reimbursement package.

***Complete application packages should be sent to Elaine Wilson, Human Resources, through interoffice courier. Please email or call her (770-887-2461, ext. 202147) if you have questions.***