

## Praxis Reimbursement Guidelines

Title II funds are available to reimburse current employees the fees for Praxis tests taken within the project year using the following guidelines:

- Reimbursement of Praxis test fees, upon passing, to add endorsements to an existing license will be considered to accommodate the needs of the school/system. Priority will be given to hard-to-staff areas.
- When considering additional endorsements, check the state website for eligibility on adding endorsements with only a Praxis test. More information can be found here:  
[http://tn.gov/assets/entities/education/attachments/lic\\_adding\\_endorsements\\_quick\\_facts.pdf](http://tn.gov/assets/entities/education/attachments/lic_adding_endorsements_quick_facts.pdf)

**\*\*Evidence of payment including amount must be attached to be considered for reimbursement\*\***

### Praxis Reimbursement Request Form

Name	School/Position
Street Address	City, State, Zip
Endorsement/HQ Status Earned	Praxis Test Completed (include name and number)

Briefly explain how this addition will help in your building/area:

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I certify this Praxis was completed upon request based on a staffing need in my building.

Principal/Supervisor	Date
District Title II Approval	Date