

El Rancho Unified School District

Human Resources

Date	Name of Employee	School Site

Request for Reimbursement

This is to certify that I have paid the following National Board Certification (NBC) fees and to request the Human Resources and Payroll Departments process a warrant for 50% reimbursement of my total paid fees. I, hereby, understand and agree to the actions in the Memorandum of Understanding effective from December 13, 2016 to June 30, 2020 as follows: El Rancho Unified School District shall assume 50% of the application fee and component fees for teachers applying for National Board Certification. If a teacher fails to complete the NBC program within three years of the beginning the program, the District may request that the teacher reimburse the District for any costs it has incurred for application and component fees within two years of concluding pursuit of National Board Certification. A teacher, who begins the NBC program and decides to resign or retire from the District prior to completion of the program, must immediately reimburse the District for any costs it has incurred for application and component fees prior to resigning or retiring.

National Board Certification Documentation/Receipt of Fees Paid		
Date Paid	Registration or Component Fee Title	Fee Amount
Total Amount Paid by Candidate		
Reimbursement Amount Owed by District		

Please attach proof of payment with this form and bring all documentation to Human Resources office to request a 50% reimbursement of fees paid for the National Board Certification program. All received documentation will be date stamped to confirm receipt and a copy will be provided you for your records.

Confirmation

REQUIRED Employee Information:	APPROVED (For District Use Only):
Employee Signature	Human Resources Department Signature
Date	Date
	01.3 62670.0 11100 21500 5890 000001
EID (Employee Identification) or Last 4 Digits of Social Security Number*	Fiscal Account Number

*The employee may choose to provide their EID or last 4 digits of Social Security Number for the Extra Duty / Stipend Pay to be processed.