

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION – CAREER LADDER
REIMBURSEMENTS FOR CREDENTIAL REQUIREMENTS

I. STEP UP and Teach Member Information

Name: _____ LAUSD Employee #: _____

Contact Phone: _____ LAUSD Email: _____

II. Preparation Course or Test Fee Reimbursement Requirements

Initials

1. Be a current STEP UP and Teach member in good standing according to the STEP UP and Teach Agreement Form.	
2. STEP UP and Teach will reimburse the cost of non-District test preparation courses and test fees for the CBEST, CSET, RICA and U.S. Constitution exam, which the member has paid for in advance.	
3. Only standard registration fees will be reimbursed; late or emergency registration fees are at the member's expense.	
4. Commit to meeting the annual requirements of the program, completing the designated preliminary credential within the timeline determined on the Individualized Mentorship Pathway (IMP), and working as a full-time certificated employee with LAUSD for a minimum of two full academic years, or repay the District for all financial support received throughout the program.	
5. A STEP UP and Teach member who does not fulfill the commitments of the program is required to repay all funds.	

III. Preparation Course and Test Reimbursement Requested (Please use a separate form for each request)

The maximum allowance for each test is the combination of all reimbursements, vouchers and/or fee waivers received by a member. Please circle the credential support and enter the reimbursement amount you are requesting.

Credential Support	Test Preparation and Materials	Test Fees	Foreign Language Transcript Evaluation	Certificate of Clearance
Frequency	Annual	Annual	One- Time	One- Time
Maximum Allowance	\$1000.00	\$600.00	\$600.00	\$52.50
Amount Requested				

Name / Type of Reimbursement: _____ Date: _____

- Submission deadline: reimbursement requests must be submitted within 3 months of the date of the course completion or test administration.
- Reimbursement is only available for prep courses and tests taken while a STEP UP and Teach member is in good standing.
- The following documents must be submitted with the completed form by the submission deadline:
 - For preparation course: proof of payment and certificate of completion
 - For test fee: proof of payment and score report.

Submit via: Fax: (213) 241-8465 OR

Please allow 6 to 8 weeks for processing

Email: STEPUP@lausd.net OR

US or School mail: LAUSD HR- STEP UP/Career Ladder, 333 S. Beaudry Ave., 15th Floor, Los Angeles, CA 90017

I understand that reimbursement is not contingent upon my receiving a passing score. I certify that I am a STEP UP and Teach member in good standing and understand the reimbursement requirements above.

Date: _____

Member Signature: _____

For Office Use Only

Test/ Preparation Course:		Fee Member Paid:	
Reason(s) for Disapproved:		Reimbursement Amount Approved:	
Reimbursement Amount Disapproved:		Administrator Approval: _____ Date: _____	
Verified by: _____	Date: _____	Payment Processed:	

